



# Sacred Heart School | Salinas

Celebrating over 100 years of Quality Catholic Education

## Family Handbook

2017-2018 School Year

Dear Sacred Heart Families,

Welcome to Sacred Heart School! The faculty and staff here at Sacred Heart consider it a privilege to partner with you in the education of your children. Parents are the primary educators of our children and our most important allies. Parents, teachers, support staff and administration all have an important role to encourage our children to become active learners and good citizens. Through a close partnership, I am confident we can make our school a safe, nurturing palace for all of our students to learn and grow in an atmosphere focused on student learning, a commitment to high expectations, innovation, and collaboration.

Your choice of our school requires your commitment to the Mission, Philosophy, and Goals of Sacred Heart. It demonstrates your concern for helping your child receive an academically challenging, faith-centered education. In order for the school to achieve its mission, it is essential that parents and students understand the policies and procedures in this handbook.

To assist parents and students in creating a community of caring, Christ-centered learners, we offer positive discipline in the classroom. Positive discipline means providing a respectful environment where Catholic values can be integrated in all aspects of academic and extracurricular life. Through the practice of positive discipline, mutual respect between parents and staff will serve as a model for mature behaviors and mature relationships for our students.

Finally, the administration and staff strive to provide an environment where students can grow in their relationship with God, grow in their desire to respond to the rights and needs of others, and to develop Catholic values, which will aid them in making strong, moral decisions. A truly successful Sacred Heart student is one who accepts responsibility for the fulfillment of the potential God gave them and strives to share their unique talents with others.

Please know that whenever you have questions or concerns, my door is always open!

Peace and Blessings to You,  
*Connie Rossi-Rains*  
Principal

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# Sacred Heart School Staff 2017-2018

## Administration

Pastor  
Vicar  
Deacon  
Principal

Father Manny Recera  
Father Robbie Sullivan  
Mr. David Lansford  
Ms. Connie Rossi-Rains

## Teachers

Transitional Kindergarten  
Kindergarten  
Grade 1  
Grade 2  
Grade 3  
Grade 4  
Grade 5  
Grade 6  
3-5 Math/Admin  
Jr. High ELA/8 Social Studies  
Jr. High Religion  
Jr. High Math/Science  
Technology  
Music/Admin  
K-2 Spanish  
3-8 Spanish  
Physical Education/Athletic Director

Mrs. Carol Dill  
Mrs. Robin Neff  
Mrs. Rochelle Breschini/Ms. Jaime Strange  
Mrs. Lindsay Mount  
Ms. Ashley Stefani  
Ms. Marilyn Jaime  
Mrs. Beverly Burke  
Mrs. Ruthann Schuler  
Mrs. Debbie Marcroft  
Ms. Carly Haddan  
Sr. Lynne Knapp, SND  
Mrs. Janine Schurman  
Mrs. Sue Reade  
Mrs. Kerry Kesecker  
Mrs. Lynn Knott  
Mrs. Maria Lopez  
Mr. Paul MacDonald

## Classroom Aides

Kindergarten  
Kindergarten  
Grade 1  
Grade 2  
Grade 3  
Grade 4  
Grade 5/Librarian  
Grade 6

Mrs. Christina Padilla  
Mrs. Jennie Reyes  
Ms. Breanne Toderick  
Mrs. Jennifer Haran  
Ms. Valarie Olivarria  
Ms. Lauren Freitas  
Ms. Jaynie MacDonald  
Mrs. Jeanne Gonzales

## Extension

Director  
Supervisor  
Supervisor  
Supervisor  
Supervisor  
Supervisor  
Supervisor

Mrs. Christina Suibielski  
Ms. Cindy Sagan  
Ms. Tera Freitas  
Ms. Sophia Eggleston  
Ms. Edna Ligon  
Mr. Scott Ligon

## Office Staff

Office Manager  
Admissions/Administrative Assistant  
Development Director  
Book Keeper / Lunch Coordinator  
Custodian

Ms. Lorrie Laughton  
Mrs. Tina Lavorato  
Mrs. Lisa Headley  
Mrs. Alma Escamilla  
Mr. Jorge Lopez

## **Preschool**

Teachers/Co-Directors  
Teachers  
Instructional Aides

Mrs. Lynn Strange & Mrs. Lili Airada  
Mrs. Catherine Mitchell, Mrs. Celia Garcia  
Tami Kienbaum, Hector Aromin

## **Mission Statement**

Sacred Heart School, a ministry of Sacred Heart Parish, brings together dedicated parents, faculty and staff in a safe, nurturing environment to foster in students a lifelong commitment to Catholic values, learning and service which is centered on Reverence, Respect and Responsibility.

## **Philosophy**

We seek to create a Christian family environment in which we affirm the worth of each individual and promote positive self-esteem. We emphasize reverence, respect, and responsibility. We foster global awareness and service to others. We encourage partnership with our parents, the primary educators, to achieve the educational goals of Sacred Heart School students.

Throughout our curriculum and instruction, we guide students of varied abilities to achieve their full potential and become responsible and moral decision-makers in a world of advancing technology and challenged Christian values.

## **Academic Program**

Sacred Heart School offers a strong academic program through a comprehensive K-8 curriculum, which emphasizes basic skills in reading, math, language arts, social studies, and science. The curriculum is based on the CA State Common Core Standards and Diocesan Standards. Physical Education, Technology, Spanish, and music instruction are provided by specialists. A variety of instructional techniques, including small groups, learning centers, and large groups accommodate all learning styles.

### **Goals (Graduate at Graduation)**

#### **We envision our Graduates as:**

Faithful Catholics who:

- Demonstrate an understanding of the beliefs and traditions of the Catholic Church
- Apply the teachings of Jesus to their lives
- Realize and recognize God's presence in themselves and others
- Demonstrate out school principles of Reverence, Respect, and Responsibility (for self, Church, and others)

Life long learners who:

- Value education and continue their intellectual curiosity and eagerness for learning
- Develop academically, physically, morally and creatively, as a whole person
- Strive for success while learning to deal with life's challenges and disappointments

Problem Solvers who:

- Use available resources to find answers to questions they have about the world
- Work independently and collaboratively to find solutions to challenges
- Develop and use critical thinking and organizational skills as tools for success

Responsible citizens who:

- Show awareness of and responsibility for God's creation
- Are involved in their school, community, and world, while exhibiting global awareness
- Appreciate cultural diversity
- Demonstrate school principles of "Reverence, Respect, and Responsibility"
- Are proactive in maintaining healthy mind

## **Accreditation**

Sacred Heart School has a full accreditation from the Western Association of Schools and Colleges and the Western Catholic Educational Association. Our next review is in 2021.

## **Admission**

Sacred Heart School maintains the right to give preference to Sacred Heart students, Sacred Heart parishioners, students from neighboring Catholic schools and parishes, and then non-Catholic students for admission.

Students entering TK must be 5 years old by January 1 and students entering Kindergarten must be 5 years old by October 1 of the school year. Transfer students in grades 1-8 are required to have a teacher referral page completed and at least average grades as well as satisfactory conduct. All new families will have an interview with the principal. When a new student is assigned a grade level placement, a probationary period exists for the first trimester during which time a decision is made whether or not the school can meet the needs of the child. The decision is based on academic achievement, attendance, conduct, and compliance with homework policies. The principal will inform the parents of the need to enroll the child elsewhere if these criteria are not met.

Parents registering for the first time need to present a baptismal certificate, birth certificate, and an up-to-date immunization record. Registration is not complete until all documents are in the school office.

## **Enrollment Block**

The school reserves the right to dismiss or block re-enrollment of a student for the following reasons:

1. Repeated violations of the discipline plan
2. Violation of specific policies
3. Excessive unexcused absences and or tardies
4. Excessive non-compliance with the homework policy
5. Non-compliance with the Service Hour requirement
6. Continued non-compliance with the tuition policy
7. Continued uncooperative behavior on the part of the parent

The education of a student at Sacred Heart School is a partnership between parents and the school. Just as the parent has the right to withdraw or not return the following year if desired, the school administration reserves the right to require the withdrawal or non-reenrollment if the administration determines that the partnership is irretrievably broken.

## **Entrance Requirements**

Sacred Heart uses a nationally standardized basic skills test, STAR, as a part of the admission process. The testing dates occur at least 3 times per year. Dates are published when they are determined.

## **Probation Policy**

A probationary period for the first trimester exists for any NEW student and for the students PASSED ON rather than promoted to the next grade level. Academic ability, attitude, behavior, and general adjustment will be reviewed and evaluated and a parent conference may be held. A student who receives one (1) or more F's as a final grade in core subjects may not be promoted to the next grade.

The school will determine if:

- a. student may continue at grade level
- b. probation will be extended
- c. student must return to previous grade level if space is available
- d. student will be recommended for another school
- e. student will be dismissed



## Attendance

The school calendar and hours are published prior to the beginning of each year. Parents/guardians are expected to honor the calendar when planning vacations and medical appointments. Regular and punctual attendance is a vital part of the education process. **Excessive absences and excessive tardies can result in blocked enrollment for the following year.** An 8<sup>th</sup> grader who is excessively absent may receive a "Certificate of Attendance" in lieu of a diploma. A student who has more than 15 unexcused absences in a trimester, will not receive a grade in that trimester. Any student who misses 20 days in a year is considered excessively absent and is subject to an administrative attendance review and possibly a retention or 'social promotion.'

### Absentees

When a student will not be in attendance, parents must call the school office at 771-1310 between 8:00am and 8:30am to explain the absence. ***When the student returns to school after an absence, he/she must provide the teacher with a written note signed by a parent or guardian stating the reason for the absence.*** The student will then be given a re-admit slip to return to class. The phone call is required in addition to a note. Without a note, the absence will be considered unexcused and the student will not be permitted to return to class. **Patterns of habitual absence will be investigated for possible violation of compulsory school attendance.**

Excused absences are for the following reasons:

1. Medical and dental needs of the students
2. Death in the immediate family
3. Emergency situations for the immediate family

In the event that a child has a communicable disease, please notify the office immediately. A note from a physician or clinic must clear the child to return to school. Children must be fever free (without the benefit of medicine) for 24 hours before returning to school. When children return to school, they are expected to participate in all play activities- indoor and outdoor. Doctor's note is required to sit out recess or PE.

When a student's absence for personal illness exceeds 3 cumulative days, the principal may require a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. If a questionable pattern of absences has been established, the principal may require a physician or clinic's statement of illness after a single day's absence. Students with excused absences will have the equivalent number of days to complete missed work.

Absences such as vacations and trips (except those excused by the principal for extenuating circumstances), babysitting, working, and non-school sponsored athletic events and programs shall be considered unexcused.

A student with an unexcused absence cannot make up assigned work, including tests/quizzes given on the day(s) of the unexcused absence. A grade of 0 will be given for all missed assignments.

A student is considered excessively absent if he/she misses 7 days per semester or 14 days per year. Excessively absent students are subject to an administrative attendance review, possible retention. Students who miss 15 or more days of school in a trimester, without proper documentation, will receive no grades for that semester.

### Tardiness

Sacred Heart School strives to develop a sense of responsibility in our students. Tardiness is disruptive to the class, the student, and the teacher, which detracts from learning goals. It is largely the parents' responsibility to bring their children to school on time, while it is the students' responsibility to be on time for each of their subsequent classes during the school day. The following policy allows families to assist their students' success in school by avoiding tardiness:

- Students arrive on campus between 7:45-8:00 am.
- **Students who arrive on campus at 8:01 am or later are marked tardy.**
- If a child arrives at school after 8:15 am, the parent must accompany the child into the office for the child to be admitted to class.

- Four (4) unexcused tardies within a trimester is considered **habitual tardiness**, and will result in a Notice of Misconduct (Yellow Slip). A subsequent (5<sup>th</sup>) tardy within a trimester will result in a Yellow or Pink slip (depending on the student's previous conduct record. Six (6) tardies within a trimester result in a Notice of Serious Misconduct (Pink Slip).
- Refer to the Discipline section (p. 7-10) for information about Yellow Slips, Pink Slips and Detention.
- Excessive tardiness may result in a student's ineligibility for school activities, extracurricular activities, lowered grades, and blocked enrollment to Sacred Heart School the following school year.
- Tardies are excused **only in unavoidable circumstances**, i.e. traffic accident, medical emergency, etc., as determined by the administration.

### **Board of Limited Jurisdiction**

Sacred Heart School has a Board of Limited Jurisdiction to assist in the governance of Sacred Heart School. The Board of Directors has as its primary concern the ministry of Catholic School education: the spiritual, intellectual, physical, emotional, and social development of the students. The Board is comprised of the Principal, the Pastor, parents, parishioners, and community members:

Connie Rossi-Rains, Principal

Jose Cruz, Parent

Debbie Witcher, Alumni/Community Member

Rosemary Kingston, Community Member

Dawn Magri, Community Member

Father Manny Recera, Pastor

Clem Richardson, Alumni/Parishioner

Paula Johnson, Alumni/Community Member

Alice Wilson, Alumni/Community Member

Lynne Clark, Alumni/Community Member

### **Catholic Identity**

Religious education is at the core of the Sacred Heart School curriculum. All students receive daily instruction in Catholicism. Religion is both a separate academic subject to be learned and a principle to be integrated in all subjects. The Catholic faith permeates the entire program by integrating religious truths and values into the education and everyday life of the students.

Parents have a serious responsibility to foster their children's Faith. Catholic parents set the example by their own prayer life and weekly participation in the Eucharist.

### **Reception of the Sacraments (Reconciliation and First Eucharist (1<sup>st</sup> Holy Communion))**

The parish requires parent orientation and student preparation for the reception of the Sacraments of Reconciliation and First Eucharist. Parents are their child's first educators; therefore, parent involvement is required in preparing children of the Catholic faith for these sacraments. It is the parent's duty to encourage their children in continued participation in sacramental life. The usual time for the reception of these sacraments is in Second Grade.

The parish policy for sacramental preparation of First Reconciliation and First Eucharist is a combined program of the parish school and the parish religious education department. The parents and children of both programs prepare and celebrate these sacraments together. Additional afterschool or Saturday sessions will take place for both preparations. Students wanting to receive First Eucharist must have been baptized **prior to their eighth birthday**. Students who are eight years and older and have not been baptized will need to complete a 2 year preparation for First Reconciliation and First Eucharist.

**TIME:** First Reconciliation – February or March  
First Eucharist – May

## Classroom Visitations

**All visitors must report to the school office to sign in and receive a visitor's badge before going anywhere on campus.** Parents delivering items to students must enter through the front office and leave the items in the office. All volunteers and parents must be fingerprinted through the Diocese of Monterey and have completed the Shield the Vulnerable on line training. The training certificate must be on file in the office. All visitors must check out with the front office.

## Conferences

Parent conferences are held at the middle of the first trimester for all students. Please refer to the school calendar for the scheduled dates. Parents and teachers may initiate conferences at times during the school year when they deem it necessary.

## Appointments

Parents wishing an appointment with a teacher must call the school office, email, or send a note directly to the faculty member. The faculty member will then return the contact within 2 school days so that arrangements can be made. Teachers are generally available for scheduled conference during the half hour after school. Appointments are made for 30-minute time frames, unless otherwise indicated by the teacher. **Teachers are not to be disturbed during school time when they are responsible for student supervision.** We appreciate your cooperation and understanding with this policy.

## Communication

Open and trusting two-way communications between school and home are essential to the school's fulfillment of its purpose. Sacred Heart School commits itself to facilitating this process in whatever ways possible. Any questions, suggestions, and concerns must be brought quickly and directly to the school staff so that the issue may be resolved. The normal channel for concerns shall be from the concerned individual to the teacher/employee, then to the principal, and then pastor. If this proves unsatisfactory, the individual has recourse to be heard by the Superintendent at the Superintendent's discretion. The concern should be in writing, signed, and dated.

In an effort to provide consistent communication with the families of Sacred Heart School, we have implemented an electronic communication system. *Please visit our website and sign up immediately, if you have not already done so.* Communication from the school will not come home in flier form, except in special circumstances. If you do not have access to a computer at home, please notify the front office. In addition, the FAMILY newsletter is available online or in the office each month. Enclosed in this publication will be the monthly calendar and important information for upcoming events. Parents are encouraged to use faculty email to communicate with teachers and staff.

## Beehively

All school information is available on the **Beehively** site. This site is updated daily. Information about your child's class, grades, and important school events can be found by logging into **Beehively**. For your convenience, the school has set up **Beehively** to send daily emails when a child receives a grade of an A or a grade of C or lower. In addition a daily email will notify you when a grade is entered as missing, incomplete, or 0. Each week a progress report will be emailed to you with your child's current grades. **It is the responsibility of the parent to regularly read these email updates and also to log into Beehively to check your child's grades and homework.** If your child is absent, you may find his or her homework assignment by logging into **Beehively**.

Our teaching staff is on duty from 7:45 am until 3:45pm. Please remember that from 8 am to 3 pm teachers are engaged in instruction. Communication can be expected from the teachers from 3 pm to 3:30pm. **After 3:45 pm, please respect our staff's family time, especially when you encounter them in the community.** The front office is open from 7:45 am-4pm.

## Courtesy

Students address all members of the faculty, staff, and all adults with: Mr. Mrs., Miss, Sir, Ma'm, Sister, or Father, as is appropriate. Knock on doors and wait to hear "come in" before entering any office or classroom. Use "please", "thank you", and "excuse me" as appropriate.

## Cumulative Files

Cumulative records of students are kept in the school office from the date of entrance until the date of withdrawal and/or completion of the eighth grade. The cumulative record contains the student's final grades, standardized test scores, and attendance. When a student withdraws, a copy of the cumulative record is sent to the receiving school upon written request from the school.

All students' records maintained by the school shall be made available for inspection by the student's parents or legal guardians. The school has 45 days to comply with requests to inspect student records, but should make every reasonable effort to comply as soon as possible. (ct. Parent Request to Inspect Student Records, Appendix Series 5).

## Transfers

Parents are asked to notify the school office well in advance of the child's last day of attendance. Students "rent" textbooks through the payment of the registration fee. The student must return all rented textbooks and borrowed library books in good condition. Payment will be required for any lost or damaged books. Student records will be sent to the new school upon written request from that school. **Parents may not transport the records. Records will not be sent until all financial obligations have been met.**

## Dances

Grades 7 and 8 dances are open to the students from Sacred Heart, Madonna, Palma Junior High School and other Catholic schools in the Diocese. Poor grades (D or F), poor attendance, poor behavior including receiving a yellow or pink slip, suspension, excessive tardies (more than 3) or failure to complete assignments will prevent participation in dances. Students must have a signed slip from their teachers 2 days prior to the dance and must provide an I.D. card before admittance.

A designated adult guardian/ driver should sign SHS students in and out of dances off campus. Non-SHS students must be signed in to SHS dances by a parent or designated adult, to include name, identification, phone number, and names of students/school chaperoned. SHS students represent our school and thus must follow a dress code and behave properly at both SHS dances and those off campus. **SHS students are responsible for knowing the particular rules pertaining to each school's dance, especially cell phones and dress codes. The dress code and rules are attached to every dance flier.**

## Discipline

An important aim of Catholic education is the Christian development of the whole person. *Reverence, Respect, and Responsibility* is our school motto. Students are expected to conduct themselves in a manner that does not interfere with the rights, privileges, and safety of others. Students are taught to develop good habits such as courtesy, respect, kindness, helpfulness, cooperation, responsibility, as well as good study habits. Loving, growth-supported concern must underlie the efforts of all in this regard. Parents are **NOT** permitted to approach and discipline students who are not their own child on the campus. **All volunteers are required to report any infractions to appropriate staff.** Corporal punishment is never permitted. Self-discipline is the goal for each student.

### Notice of Misconduct (Yellow Slips) will be given for the following:

- A. Class behavior, which interferes with the learning of others (*talking out of turn, throwing objects, unnecessary movement in the classroom, etc.*)
- B. Irreverence in Church (*talking, playing, not paying attention, noise, unnecessary movement, etc.*)
- C. Playing or loitering in the restroom

- D. Chewing gum on campus, anytime
- E. Accumulation of four (4) tardies or subsequent 5<sup>th</sup> tardy
- F. Failure to come prepared to class (*required supplies, materials, books etc.*)
- G. Accumulation of three (3) homework slips
- H. Uniform code violations
- I. Failure to demonstrate respect for school facilities or self (*Littering or failure to properly dispose of lunch/snack trash, writing on property or self*)
- J. Violation of playground rules
- K. Being disrespectful to other students (*verbal, gestural, arguing...*)
- L. Other misconduct inconsistent with school's standards of behavior or with classroom standards set by the classroom teacher (*Principal discretion*)

**\*Every 3<sup>rd</sup> yellow slip within one trimester will result in a Notice of Serious Misconduct (Pink Slip). Yellow slips reset every trimester, however tardies remain on the child's record for the year.**

**Notice of Serious Misconduct (Pink Slips) will be given for the following:**

- A. Accumulation of three (3) yellow slips
- B. Failure to return yellow slip at the beginning of the next day
- C. Insubordination (*flagrant disrespect, arguing, defiance of any staff member or deliberate disruption of school activities*)
- D. Harassment/Bullying (*promoting conflict, intimidation or threatening others, engaging others to misbehave, name calling, cursing, obscene gestures*)
- E. Unwelcome physical contact of another student
- F. Stealing
- G. Dishonesty/Lying
- H. Any serious misbehavior inconsistent with schools' standards of behavior (Principal discretion)

**\*1 Pink Slip results in detention**

**\*3 Pink Slips result in suspension**

**\*3 Suspensions result in review to discuss possible dismissal**

**\*Pink slips DO NOT reset each trimester**

When a student receives a pink slip, he/she must take the slip home for a parent signature and return it to the school the next school day. All detentions will be served each Tuesday from 3:00 to 4:00pm in designated rooms. At the end of detention, students will be brought to the front office for pick up. If the pink slip is given after a Tuesday, the student will serve detention the following Tuesday, no exceptions. Poor behavior during detentions may result in additional disciplinary actions deemed necessary by Administration. Teachers reserve the right to hold additional detentions, deemed necessary during school hours.

Failure to return a pink slip with a parent signature will result in a call home and non-admittance to class until the slip is returned. **After acquiring three pink slips**, a student will be suspended from school for a length of time to be determined by the school administration. After two suspensions, the school has the right to dismiss the student from Sacred Heart School.

## Detention

- A. Detention will be required for Serious Misconduct (pink slips).  
Detention will be: **Tuesdays from 3:00-4:00 pm (grades 4-8), 3:00-3:30 pm (grades 1-3).**
- B. Students will not be allowed to do homework, read, visit, or do activities during detention. However, they may be given a written assignment, by their teacher or administrator, related to the reason for the detention.
- C. Students who are late, leave early, or miss detention will be given a Misconduct or Serious Misconduct Notice (yellow or pink slip, depending on students' previous conduct record).
- D. Misconduct during detention will result in additional disciplinary action, determined by the administration.
- E. At the end of detention, students will be brought to the front office for prompt pick-up.
- F. **Teachers and administrators reserve the right to hold additional classroom or recess detentions deemed necessary during school hours.**

## Suspension

A student will be suspended from school for a length of time to be determined by the school administration for the following:

- A. Three pink slips
- B. Failure to report to class as expected
- C. Leaving school grounds at any time without permission
- D. Forgery
- E. Possession of a Cell Phone, iPod, iPad, or other electronic devices (at any time on campus including Extended Care, or other school sponsored events)
- F. Cheating or permitting another student to copy your work
- G. Continued misbehavior
- H. Continued or flagrant disrespect for teachers or other school personnel
- I. Fighting
- J. Public Displays of Affection
- K. Principal's discretion

Students will not be permitted to return to class from a suspension until the parent has met with the administration. The student will receive a grade of '0' for all class work, quizzes, tests, etc. missed during the suspension. This will count as a grade and be averaged into the student's final grade for the trimester. Any student suspended from school will be on probation upon return to school for a length of time to be determined by the school administration.

## Cheating

Students who give their assignments to others to copy, copy other students' assignments, commit plagiarism, cheat on quizzes/ tests, or forge a parent's signature will be suspended from class that day and the following day. Please note both the child giving answers and the child receiving answers will be suspended and will receive a grade of 0.

## Disciplinary Review Board

Students may be placed on a "Disciplinary Review Board" if administration or staff request such action take place. This will involve meeting with parents/guardians, students, administration and teacher/staff.

## Expulsion

Mandatory withdrawal or expulsion will result from, but is not limited to, the following offenses committed by a student while under the jurisdiction of the school:

- A. Continued disobedience/consistent violation of school rules
- B. Failure to adhere to behavior contracts
- C. Open, persistent defiance of the authority of a school employee
- D. Habitual profanity or vulgarity
- E. Smoking or having tobacco
- F. Use, sale, or possession of illegal or harmful substances (including alcohol or substances used to "huff")
- G. Vandalism to school property
- H. Habitual truancy
- I. Assault or battery, or any threat of force or violence directed towards any student or school personnel
- J. Vandalism of any kind to home or private property of any student or school personnel
- K. Possession and/or assault with a deadly weapon and /or any object which can be used to do harm to another
- L. Theft
- M. Sexual Harassment
- N. Misuse of Technology equipment or Internet privileges
- O. Principal's Discretion

## Drug and Alcohol Abuse

No students shall possess, use, transmit, or attempt to use, transmit, or be under the influence of (legal intoxication not required) any of the following substances on the school campus or off school at a school-sponsored function or event:

1. Any controlled substance or dangerous drug as defined by law including, but not limited to: marijuana, any narcotic, hallucinogen, stimulant, depressant, amphetamine, barbiturate, or modified drug
2. Alcohol or any alcoholic or intoxicating beverage
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation
4. Any other intoxicant, mood-changing, mind-altering, or behavior-altering substance

**Violation of this policy will result in mandatory student withdrawal from the school- no exceptions.**

## Dismissal

Parents must remain in their cars during dismissal or park in front of the school if they wish to walk on campus. No pedestrian traffic will be allowed through the Stone Street gates as it creates a traffic jam. Please do not make left turns out of the Stone Street lot during drop off or dismissal, as it creates a traffic jam. Please also obey all traffic signs and wait to exit the lot through the flow of traffic. Cars are not permitted to back up and drive around waiting cars. Failure to adhere to the dismissal procedure may result in the loss of family parking permits. Please respect all staff member's directions in the parking lot.

Parents must notify the school **in writing** if a child is permitted to walk or ride a bike home. If your child is leaving with anyone other than a parent, the parent must notify the office **in writing**. Without a written note, children will not be released to anyone other than a parent.

Students not picked up by 3:10pm on a regular school day (12:00pm for TK) or 12:45pm minimum day will be placed in Extended Care. Students must be registered for Extended Care at that time. A fee will be assessed by the Director of Extended Care and charged on the monthly Extension tuition statement.

## Parking Permits

In our constant effort to keep our students safe on campus, each family will be issued 2 numbered parking permits which must be shown to the staff member at the gate during dismissal or rainy day drop off. Additional parking permits may be rented for the school year at a cost of \$10.

Beginning August 25, no car will be allowed on campus without a permit. If you do not display the permit you will be instructed to drive around to the front of the school and enter through the front office. **Exceptions will not be made, even if the staff member on duty knows and recognizes you as a parent.** Thank you for cooperating with our efforts to keep all children safe while on our campus.

On the last day of school all parking permits (issued and rented) will be collected. There will be a \$15 charge for permits that are lost or damaged. The rental fee of \$10 is non-refundable.

## Dress Code

The school uniform helps to identify the student as a member of Sacred Heart School. The uniform is a sign of a student who is contributing to the sense of community, which is important to the Catholic school. Students in TK-8th grade wear the uniform daily except when designated otherwise by the principal. It is the responsibility of the parent to make sure that students arrive on campus in the correct uniform and neatly groomed each day. If a parent questions whether a piece of clothing is in uniform, do not permit the student to wear it.

### Universal Uniform Requirements

1. Only Sacred Heart School approved attire is allowed.
2. Blouses and shirts must be tucked in throughout the day.
3. All uniform clothing must be clearly labeled (dark ink inside) or embroidered with the student's name. **All shirts and outdoor wear must have the Sacred Heart or Saints logo.** Uniforms left in the lost and found for two weeks become the property of Sacred Heart School.
4. Only short sleeve white t-shirts may be worn under the uniform shirt and cannot be visible outside of the uniform shirt. Solid white or navy turtlenecks may be worn in cold weather.
5. Only Sacred Heart uniform sweaters, sweatshirts, fleece, vests, and jackets purchased at Dennis Uniforms or Ace High Designs are allowed. Sweatshirts with hoodies are not allowed to be worn at Mass.
6. Heavy outdoor jackets may be worn outdoors but must be removed indoors. Scarves and gloves may only be worn outdoors and must be removed in the classroom. Blankets are not allowed.
7. Hats and beanies must be removed before assembly in the morning.
8. All students (grade 4-8) wearing pants or shorts must wear a plain black or brown leather belt. Grades TK-3 not required to wear a belt. Girls are permitted to wear the Sacred Heart plaid belt available at Dennis Uniforms.
9. Hair is required to be neat, clean, of the student's natural color, free from highlights or dyes, and away from a student's face and eyes. No extreme hairstyles are allowed. Students will be sent home if not in compliance with hair requirements.
10. All uniform attire must be purchased through Dennis Uniforms or Ace High Designs.
11. All shoes must fasten. Only closed toe and closed heel shoes are permitted. Soles must be less than 1 ½ inches in height. All shoes must have non-marking soles. All shoes must have buckles, Velcro, or laces. No skulls, light up shoes or flames are permitted on the shoes. **100% of the shoe must be black, brown, white, navy blue or red. No other colors are allowed.** Shoelaces must be white or black. Boots of any kind (rain, Uggs, etc.), and slip on shoes (TOMS, Vans, etc.) are not permitted. On PE days, students must wear sneakers.
12. Socks must be 100% solid black, navy or white. No logo socks permitted (**NO** logo symbol or elite, ie: Nike swish, Adidas stripes, under armour stacked U., etc.). Socks must show above shoes (no ankle socks).
13. No hooded sweatshirts are allowed on Mass Days.

**\*Uniform code violations are included in yellow slips**



## Girls

- Red plaid skirts or jumpers
- Red plaid or navy blue Bermuda shorts
- Navy blue skirts or straight leg pants (NO tapered leg, cargo, flared leg, zippered leg, tight or “skinny” pants)
- White, navy or gray knit polo shirt (long or short sleeve) with the Sacred Heart logo
- White blouse with the Sacred Heart logo
- Navy blue sweatshirts, fleeces, cardigans, vests, or jackets with Sacred Heart School logo (**Must be purchased at Dennis Uniforms or Ace High Designs**).
- Girls uniform skirt length must be at the knee. (The skirt must touch the ground if the student kneels)
- Girls’ uniform shorts must be no more than 2 inches above the knee.
- Girls must wear solid black, navy or white colored fitted shorts under their skirts at all times. (ie: volleyball shorts)
- Grades 4-8 must wear belts with all pants or shorts. Grades TK-3 are not required to belts. Belts must be plain black or brown leather, or the uniform plaid belts from Dennis Uniforms. No other colors are permitted.
- Girls with 2 uniform violations for length of skirt may be required to wear pants for the remainder of the trimester.
- Socks must be 100% solid black, navy or white. No logo socks permitted (ie: **NO** logo symbol or elite, ie: Nike swish, Adidas stripes, under armour stacked U., etc.). No low-cut socks (socks must show).
- All grades may wear solid black, white or navy tights or leggings. Leggings must be ankle length.
- All shoes must fasten. Only closed toe and closed heel shoes are permitted. Soles must be less than 1 ½ inches in height. All shoes must have non-marking soles. All shoes must have buckles, Velcro, or laces. No skulls, light up shoes or flames are permitted on the shoes. **100% of the shoe must be black, brown, white, navy blue or red. No other colors are allowed**, (however a simple logo is allowed if one of these colors) (Shoelaces must be white or black. Boots of any kind (rain, Uggs, etc.), and slip on shoes (TOMS, Vans, etc.) are not permitted. On PE days, students must wear sneakers.
- Only one stud/post earring per ear not larger than the earlobe is permitted. No dangling earrings. Pierced jewelry other than earrings is not permitted in school or at school functions. Earrings must be modest in nature.
- **Hair accessories must be subtle.** Headbands must be less than 2 inches in width. Hair accessories must be red, navy, or the uniform plaid. **No colored hair or extreme hairstyles.**
- Watches may be worn, no other jewelry is allowed including silly bands, cords, bracelets, etc.
- A simple cross or religious medal may be worn on a small chain. No other jewelry is permitted.
- Make-up, nail polish or other nail coloring and perfume are not appropriate and may NOT be worn. Fake tattoos or other body art is not appropriate and will not be permitted. Students may not write, draw or color on their bodies.

## Boys

- Straight leg navy pants of either twill or corduroy (No cargo or skinny pants)
- Navy Bermuda shorts
- White, blue, or gray knit polo shirts with the Sacred Heart School logo
- Navy sweatshirts, fleeces, cardigans, or jackets with Sacred Heart School logo (**Must be purchased at Dennis Uniforms or Ace High Design**).
- Socks must be 100% solid black, navy or white. No logo socks permitted (ie: **NO** logo symbol or elite, ie: Nike swish, Adidas stripes, under armour stacked U., etc.). Socks must show above shoes (no ankle socks).
- Grade 4-8 must wear a belt with all pants or shorts. Belts must be solid plain black or brown leather. No other colors are permitted. Grades TK-3 are not required to wear a belt.
- All shoes must fasten. Only closed toe and closed heel shoes are permitted. Soles must be less than 1 ½ inches in height. All shoes must have non-marking soles. All shoes must have buckles, Velcro, or laces. No skulls, light up shoes or flames are permitted on the shoes. **100% of the shoe must be black, brown, white, navy blue or red. No other colors are allowed**. Shoelaces must be white or black. Boots of any kind (rain, Uggs, etc.), and slip on shoes (TOMS, Vans, etc.) are not permitted. On PE days, students must wear sneakers.
- Hair should always be clean, neat, well groomed, and of the student’s natural color. Hair must be kept cut at all time. Boy’s hair may not extend below the top of a normal shirt collar nor below the top of the ear or top of the eyebrows.

“Faux-Hawks”, spiked hair, and other extreme hairstyles are not permitted. Students not in compliance will be sent home.

- Watches may be worn, no other jewelry is allowed including silly bands, cords, bracelets, etc. A simple cross or religious medal may be worn.
- Fake tattoos or other body art is not appropriate and will not be permitted. Students may not write, draw or color on their bodies.

## **Free Dress Attire**

Students are expected to be attired in neat, clean, appropriate clothing. The pride that students show in their appearance contributes greatly to their attitude in class.

### **PERMITTED:**

- Appropriate jeans (see below for non permitted styles)
- Shorts (knee length. Basketball or Bermuda style)
- Appropriate t shirts (see below for non permitted styles)
- Tutus allowed with leggings/tights for TK-3<sup>rd</sup> grade ONLY
- Appropriate outdoor wear (sweatshirts and jackets)

### **NOT PERMITTED:**

- Dirty, torn, ragged, baggy, or skinny blue jeans or pants
- Shorts or skirts more than 2 inches above the knee
- Spaghetti straps or tank tops
- Bare midriff, low cut, or revealing shirts and dresses
- Skin tight spandex clothes including tights and leggings
- Sweatpants, flannel, pajama pants, yoga.
- T-shirts with inappropriate pictures or words (gory, disrespectful, etc.)
- Any article of clothing which is in poor taste or offensive in any way
- Hats
- Jewelry
- Sandals, flip-flops, clogs, crocs, slip-on shoes, TOMS, boots, or Uggs

Sacred Heart School reserves the right to determine whether uniform or free dress attire is inappropriate and will call for a change of clothes for any students not conforming to these standards. **The opportunity for free dress may be denied to students who do not observe the dress code or uniform code for up to one year.**

Attire for school events or off campus school sponsored events should be appropriate for the occasion and follow the above free dress requirements. Parent’s attire for school and school related events must be appropriate for the occasion, including arrival and dismissal.

## **Early Release**

Students will only be released to parents prior to 3pm if the **parent sends a note granting written permission the morning of the early dismissal.** A student will not be released during the school day to any person not listed on the emergency form without the written request of his/her legal guardian or parent. In the case of divorce or legal custody issues, a copy of court orders or judgments must be on file in the front office. Parents without legal custody of their children must have the written permission of the legal parent to take a student. This written request must be sent to school with your child and presented to the front office at the beginning of the school day on which he/she is to be released. Students without this written permission will not be released from school at any time. Students are considered absent for the afternoon (1/2 day) if they leave between 11 am and 1:30 pm.

A blanket written permission note may be sent to school, where it will be kept on file, if a child has a regular appointment (for example, speech therapy or counseling which cannot be scheduled out of school hours).

When coming to school to pick up your child, you must first come to the school office to which your child will be called via intercom. As part of the release process, you must sign your child out of school in either the principal's or school secretary's presence. If you will not be returning your child to school, you will have to indicate this on the sign-out sheet. Upon returning your child to school after the appointment, you and your child must report back to the school office, where you will sign him/her back into school in either the principal's or secretary's presence.

## **Educational Trips**

Educational trips may only be initiated by the teacher and must be approved by the principal at least 2 weeks in advance. Educational trips are designed to correlate with teaching units and to achieve curricular goals. All grade levels do not have the same number of educational trips. Educational trips are permissible for all grades when advanced planning, locations, and the overall experience insure a successful learning opportunity. Individual teachers, in consultation with the principal, may restrict or deny student participation on any trip due to academic or behavioral concerns.

Students must have a signed permission slip turned in a minimum of 24 hours prior to the trip. No permission slips will be accepted the day of the trip. Cell phones, iPods, cameras, and other electronic devices are not permitted on educational trips. Chaperones may not provide a phone, iPod, camera, etc. to students. If students require a phone, they are to see the teacher. Uniforms are required on all trips (special circumstances approved by principal). **Chaperones may not bring siblings along on educational trips.**

According to Diocesan policy, drivers must have their fingerprint clearance, a completed Safe Environment certificate, driver's license photo, and a copy of his or her auto insurance coverage on file at the front desk to qualify as a field trip driver. **Drivers for field trips should not make stops either going to or coming back from a field trip, regardless of students' requests or drivers' needs. Please do not provide any special treats. Drivers who stop may lose driving privileges.** A seat belt must be provided for each child, and drivers must require students to use these devices.

## **Use of Private Vehicles**

- Reduce transportation services to the absolute minimum.
- Drivers shall be over 25 years of age and in good physical and mental health.
- Drivers must have a clean driving record and the Diocesan driver form must be placed on file.
- Driver must have a valid, unrestricted driver's license. A copy of each driver's license must be kept on file.
- The driver must carry liability insurance as required by state law. This is a key element since the insurance carried by the driver will typically be used before the diocesan insurance comes into play. The coverage is shown on the declaration page of the individual insurance policy. A copy of the current declaration of coverage, along with a copy of the driver's license and driving record must be maintained on file.
- Each occupant must have and use a seat belt.
- **Drivers are not permitted to stop on the way to the trip or returning from the trip. Drivers may not provide special treats to students in their car.**
- No one may ride in the bed of a pick-up truck.
- No private (non-chartered vehicles), including vans and RV's with more than 10 seats, shall be used.
- When traveling by bus, the number of seats available for chaperones is limited and at the teacher's discretion.

## **Elastic Clause**

Because it is impossible to foresee all problems that may arise, this clause empowers the administration to take disciplinary action for any behavior of students or parents that violates the spirit and philosophy of Sacred Heart School even though not specified in this handbook.

## Emergency Procedures

Please read this information carefully so that unnecessary telephone calls, traffic jams, and unauthorized persons (neighbors, friends, etc.) volunteering to take students home are avoided. We advise you now of the following school policies and expect firm adherence to them.

- No student will be dismissed from school unless a parent (or individual designated by a parent) comes for the student.
- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's emergency card in our files. With this in mind, if your child's card is not up to date please request a new card from our office.
- All parents, or designated parties, who come for students, must sign them out at the office or at the temporary Student Release Station at the eastern edge of the playing field. A release point will be established at the edge of the playing field.
- We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. The majority of the staff is first-aid certified and we will be in communication with various local emergency services. We do ask for your help in the following areas:

**Please do not call the school because the lines must remain open for emergency calls.**

- Following an earthquake or other emergency, do not immediately drive to the school as streets and access to our school may be cluttered with debris. The school access route and street entrance must remain clear for emergency vehicles. We will block off the Market Street entrance for safety and control. We advise you to approach from the neighborhood south of the school (Cayuga, Church, Gabilan, Central Streets), park, and walk two or three blocks to the school to pick up your child.
- Be advised that, in the event of an incident requiring that the entire school grounds be evacuated, the designated primary Relocation Site is the Courthouse Commons on Gabilan Street, specifically the lawn areas "behind" the Monterey County Courthouse. The secondary Relocation Site is the playing field at Roosevelt School (Central & Capitol Streets).
- Turn your radio to 1380 AM or 92.7 FM (KTOM)

Thank you for your cooperation in these efforts to provide as safe and orderly a situation as possible in the event of any emergency. A comprehensive copy of the school's Emergency Preparedness Plan is available for your inspection in the Office of the Principal. Should an emergency occur during school hours, which warrants closing the school and sending students home, the Parents' Club PHONE TREE will be put into action notifying everyone of the necessity to pick up their children.

## Emergency Cards

The school maintains a file of emergency contacts for each child in case of injury or illness. At the beginning of each school year, each family is to provide emergency contact information for the school office records. If there are changes during the year, the office should also be notified.

## Phone Tree

The Parents' Club has established an emergency phone tree that will be activated in the event of a school emergency or closure.

## School Responsibilities

The administration, faculty, and staff commit to:

- motivating and assisting all students to develop as whole beings committed to their relationship with God and to being stewards of one another and God's creation.
- apply school rules and discipline policies with fairness and discretion.
- allow adjustments in disciplinary action as deemed necessary according to the circumstances and maturity of the student.
- maintain effective, regular, and respectful communication with parents regarding their student's behavior and academic progress.
- continually participate in professional development in order to develop deeper understandings of student learning and behavior.

## Parents as Partners

### Statement of Christian Principles:

All schools in the Diocese of Monterey are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles. These Christian principles include but are not limited to the following:

1. Parents, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in **all** areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Students, parents, family members and friends must act and speak with integrity, respect for others and always use good manners and a cooperative and helpful tone of voice.
3. Students, parents and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or staff member or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others not directly involved in the area of concern. Such channels of communication are considered divisive and not calculated to lead to a resolution of the issue in the most respectful and Christ-centered manner.
4. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or a staff member, not to the child or the child's parents.

Parents, guardians or other responsible adults who violate these Christian principles may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its sole discretion.

## Statement of Parent Responsibilities

1. Support the educational, social and spiritual development of your child:
  - a. Uphold the school's policies and rules
  - b. Make sure that your child is responsible for completing homework assignments in a timely manner;
  - c. Ensure that your child is ready for school each day by being appropriately dressed, having a nutritious lunch and all necessary supplies
  - d. Hold your child responsible by not bringing items he/she forgot to school;
  - e. Involve yourself in the spiritual life of the school.
  
2. Respect the school calendar and hours:
  - a. Ensuring that your child arrives on time for school each day
  - b. Calling in if your child is sick
  - c. Scheduling vacations around the school calendar rather than during school periods.
  
3. Work cooperatively with your child's teacher and the principal
  - a. Be judicious in speaking with your child or allowing your child to overhear conversations that are negative about the school, the teacher, the principal or another student.
  - b. Be available for conferences or meetings with your child's teacher.
  - c. Read all communications that come from the school.

As partners in the educational process at Sacred Heart School, we ask parents to live A Catholic School Parent's Code of Conduct:

*As my child's most important educator, I understand that I teach my child best by my own example of reverence, respect, and responsibility. I ask Sacred Heart School to assist me in forming my child as a disciple of Christ. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation and support:*

- I will ensure that we pray daily as a family and attend Mass as a family on the weekends.
- I will have my child in school on time every day with the necessary school supplies and appropriate uniform, including compliance with the hair and jewelry expectations.
- I will not tolerate vulgar, sarcastic language from my child or bullying or aggressive speech or behavior. I will set a good example with my own speech and behavior.
- I will show respect for the teacher and any other adult in authority in front of my child at all times, regardless what I may think of their actions or say to them in private.
- I will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is any disagreement.
- I will follow the school's rules, calendars, and deadlines. I will expect my child to do the same, even when I may disagree.
- I will build a bridge of acceptance and understanding, and expect my child to do the same, among the different cultures represented at Sacred Heart School.
- I will refrain from cyber-bullying or making negative comments on social media sites.

## Involvement

Registration of children in Sacred Heart School means that parents will comply with the programs and policies of this school, to participate actively in school and parish activities, and commit themselves to fulfill the aims stated in the school philosophy, goals, and objectives.

## **Time and Talent (Family Service Hours)**

All families are required to contribute 35 hours of service to the school each school year. Family service programs serve as an avenue for families to become a significant part of school life. Mutual cooperation is necessary to foster the true spirit of faith and unity.

There are a variety of ways to complete your time and talent hours including working in the classroom, volunteering around campus, providing transportation or materials- any assistance in time, materials, or transportation will count toward the completion of time and talent hours. Please look for emails entitled "Service Hour Opportunity" throughout the year for a variety of ways to complete your service hours.

Parents are responsible for filling out and turning in the form to the front office upon completion of hours. Parents retain the yellow copy and turn the white copy of the Time and Talent form to the front office. Donations for school functions will be credited 1 hour for every \$15 spent. You must provide a copy of the receipt attached to your Time and Talent form to receive credit. Hours not completed by June 15<sup>th</sup> will be billed at a rate of \$50.00 per hour. Eighth grade families and students who have not completed their hours will not receive their child's diploma.

You may opt out of Time and Talent obligations for a fee of \$500.

## **Extended Care Program**

The Extended Care Program serves parents of our school by providing opportunities for study, organized playtime, and continuation of Christian living principles during non-school hours (7:00 am to 5:45 pm, Monday through Friday).

### **General Policies**

A registration form, emergency form, and contract for days of use must be completed and turned in to the Extension Director before the first day of attendance. Students who are not registered will not be permitted to attend Extension until paperwork has been turned in- No Exceptions.

There is a \$75.00 non-refundable family registration fee for each year. The program operates on a monthly contract basis and the contract fee must be paid in full for the month before your child may attend the program. There are separate contracts for before school and after school.

Parents must bring the child to the room and sign them in each morning. The parent must sign the child out each afternoon and indicate the time of pick up on the sign out sheet. There is a \$20.00 late fee if children are picked up between 5:45 and 6:00 pm. After 6:00, a fee of \$5.00 per minute will be assessed.

### **Behavior**

The Sacred Heart School policies apply during the Extended Day. All students who attend the program are expected to follow the school rules and regulations that govern behavior at Sacred Heart School. A student will be dismissed from the program if behavior is non-compliant. Please see the Extension Handbook for a complete list of policies and rules.

## **Extracurricular Activities**

Students are encouraged to participate in extracurricular activities according to their interests, talents, and time. Compliance with eligibility requirements and consistent involvement in the appropriate activities of each program are the responsibility and privilege of each participant. Specific guidelines for eligibility to participate in extracurricular activities, including athletic events, will be listed in a separate eligibility handbook.

## Sports

A signed permission slip from a parent/guardian must be given to the coach for each boy and girl. An annual fee will be required. Participants must maintain a C average, and no D's or F's in core subjects. Participants cannot have a 3 or 4 in effort, conduct, or homework on their report cards. Eligibility can be evaluated at the discretion of the classroom teacher and coach. Participants who are absent from school will not be allowed to play or practice the same day.

## Student Council

Students from Grades 4-8 may be elected to the Student Council. The Student Council provides an excellent opportunity for experience in leadership and the principles of democratic government. All Student Council candidates and members must adhere to the Sacred Heart School Student Council Rules and Regulations.

## Fire/Disaster Drill

Fire and disaster drills are conducted regularly for the purpose of instructing students in the appropriate manner of responding in the event of an emergency. Students are to participate quickly and quietly. Each classroom has a disaster drill route. In the event of severe weather or an emergency, parents will be notified.

## General Information

### Office Hours

The main office is open from 7:45 am to 4:00 pm each school day.

### School Hours

|                              |  |
|------------------------------|--|
| Transitional Kindergarten:   | 8:00 am- 12:00 pm  |
| Kindergarten                 | 8:00 am- 2:00 pm   |
| Grades 1-8                   | 8:00 am- 3:00 pm   |
| Morning Recess: (TK-8)       | 10:25 am-10:45 am  |
| Lunch/Noon Recess:           | 12:05 pm- 12:45 pm (Monday, Tuesday & Wednesday)<br>12:10 pm- 12:45 pm (Thursday)<br>1:00pm - 1:45 pm (Friday) |
| Early Dismissal on Thursday: | 2:00pm   |

### Minimum Days

|             |                   |
|-------------|-------------------|
| Grades K- 8 | 8:00 am- 12:30 pm |
|-------------|-------------------|

**Lunch is not served on minimum days.** The purpose of these days is for teachers' meetings, faculty in-service, or in preparation for holidays or vacations. Dates for minimum days are marked on the official school calendar. Parents are required to arrange for transportation at the 12:30pm dismissal time because no yard supervision will be provided past 12:45pm. We will follow a minimum day schedule of thirty-minute classes on those days.



## 1<sup>st</sup> – 8<sup>th</sup> Grade Daily Periods (M,T,W)

| PERIOD           | TIME             |
|------------------|------------------|
| Assembly         | 8:00 - 8:10 am   |
| 1                | 8:10 - 8:55 am   |
| 2                | 8:55 - 9:40 am   |
| 3                | 9:40 - 10:25 am  |
| RECESS           | 10:25 - 10:45 am |
| 4                | 10:45 - 11:25 am |
| 5                | 11:25 - 12:05 pm |
| LUNCH            | 12:05 - 12:45 pm |
| 6                | 12:45 - 1:30 pm  |
| 7                | 1:30 - 2:15 pm   |
| 8                | 2:15 - 2:55 pm   |
| Prayer/Dismissal | 2:55 - 3:00 pm   |

Thursday schedule is adjusted to accommodate early 2:00pm dismissal. Friday schedule is adjusted to accommodate 12:15pm Mass.

Daily & minimum day schedules are posted in homerooms.

\*Extension is open on minimum days for students unless otherwise noted. Students enrolled in the Extended Care program students have first priority.

### Maximum Class Size

Transitional Kindergarten = 13

Kindergarten through 8<sup>th</sup> grade = 34

### Graduation

There will be a graduation fee of \$100.00 due January 15 to cover the following expenses:

- Graduation gown rental
- Diplomas and awards
- Printing of programs
- Flowers
- Clerical processing of transcripts

### *Requirements to participate in 8<sup>th</sup> grade graduation activities:*

- Students who receive an “F” on report card, must show on-going improvement before graduating.
- Students must show appropriate behavior; excessive discipline slips can result in a student being denied participation in graduation.
- Students who have been suspended **more** than 1 time their 8<sup>th</sup> grade year may not be permitted to participate in graduation activities.
- Students must have complied with all attendance requirements.
- All tuition and other fees **must** be paid by **May 20<sup>th</sup>**.
- Completion in full of student community service hours
- Completion of all family “time and talent” hours
- Adherence to all graduation dress code requirements
- An 8<sup>th</sup> grader who is excessively absent may receive a “Certificate of Attendance” in lieu of a diploma.
- An 8<sup>th</sup> grader who enters Sacred Heart School later than the beginning of the 3<sup>rd</sup> trimester will not participate in graduation activities (unless transferring from another diocesan school)

## **Harassment/Bullying**

Students and their parents are expected to behave in a manner appropriate for their age and level of maturity. Engaging in harassing behavior on school property or at a school-sponsored event is forbidden. There is a zero tolerance policy at Sacred Heart School; both parents and students will be subject to appropriate disciplinary action. When a teacher or the administration receives a report of harassment, he or she will initiate an investigation and take prompt action to intervene. Parents will be notified

The school is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously take appropriate steps to ensure that substantiated bullying or harassment stops.

Substantiated acts of harassment, bullying, or hazing by a student will result in appropriate disciplinary action up to and including dismissal of the student. The disciplinary action will be in proportion to the severity of the case and will be calculated to make the harassment or bullying stop. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

## **Harassment**

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

- a. **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- b. **Physical Harassment:** Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement.
- c. **Visual Harassment:** Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media).
- d. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature- In accordance with the Church's respect for the dignity of each individual, the schools in the Diocese of Monterey denounce sexual harassment by and among students. The Catholic schools of the Diocese of Monterey have adopted a written policy against sexual harassment as it pertains to students:

*“Sexual harassment is defined in California Education Code, Section 212.5 as ...unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the ...educational setting, under any of the following condition... the conduct has the purpose or effect of having the negative impact upon the individual’s...academic performance, or of creating an intimidating, hostile or offensive...educational environment.”*

Basically, any behavior by one person to another, which, at a minimum, has a negative gender effect on the person who receives the behavior, may be considered sexual harassment. The penalties for sexual harassment by students are numerous and severe. Under the California Civil Code, a fine can be assessed against the parents of a minor who causes injury to another student. This fine cannot exceed \$10,000.00. Under the California Education Code, a second fine can be assessed against the minor’s parents. Finally if a reward is given for information leading to the identity and apprehension of a minor who has willfully caused injury to another, *the California Government Code provides that the minor’s parents are to be held liable for the amount of the reward, not to exceed \$10,000.00.*

IT IS POSSIBLE THAT IF YOUR CHILD SEXUALLY HARASSES ANOTHER CHILD, YOUR CHILD MAY BE EXPELLED AND YOU MAY BE PERSONALLY LIABLE FOR THE TOTAL SUM OF \$30,000.00

## **Bullying**

Bullying is the **habitual** harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. Can include the following behaviors:

- a. Teasing
- b. Name calling, taunting
- c. Threatening
- d. Purposely leaving someone out
- e. Telling other children not to be friends with someone
- f. Spreading rumors about someone
- g. Breaking someone things

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. Usually there is an actual or perceived power imbalance between the bully and the victim. Such power imbalance may include differences in physical size or strength or access to embarrassing information.

In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Whether the bullying is direct or indirect, the key component of bullying is **physical or psychological intimidation that occurs repeatedly** over time to create an ongoing pattern of harassment and abuse.

## **Cyberbullying**

Occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. The school’s network and/or the broader Internet, whether accessed on campus or off campus, may not be used for the purpose of harassment. This can include but is not limited to:

- a. Sending inappropriate texts, emails, or instant messages
- b. Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites or using someone else’s username to spread rumors or lies about another person

Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report it to the school principal. All reports of harassment in cyberspace will be investigated. Sanctions for those participating in such harassment (in any manner) include, but are not limited to, loss of computer privileges, detention, suspension, or expulsion from school.

## Health Policies

It is requested that students not be sent to school if they have a fever or complain of illness. The Diocese of Monterey recognizes that certain students may need to take prescribed or over-the-counter medication during the school day. Students must be free of fever, without the benefit of medication, for at least 24 hours before returning to school. The school secretary, or other persons designated by the Principal under the direction of the Superintendent, shall assist such students in taking their medication.

No prescribed medication will be administered to a student with only parent permission or request. A written statement from your child's doctor explaining the method amount and time schedule must be on file in the school office along with the parents' authorization. Forms from the Diocese are available in the school office.

"Continual neglect of good health and/or hygiene practices which constitute a hazard to other students, i.e., lice, pink eye, impetigo, or other communicable diseases or conditions, including the constant reoccurrences of these, can result in expulsion." (Diocesan Handbook, Section (5620))

## Immunizations

Immunization records are required of all students. CA state law requires the following for school entry:

- Polio: 4 doses
- TP/DTAP/DT/TD2: 4 doses, but one more is needed if the last one was given before the 2<sup>nd</sup> birthday. After the 7<sup>th</sup> birthday at least 3 doses are needed, but one must be after the 2<sup>nd</sup> birthday.
- MMR: 2 doses for Kindergarten, 1 dose for grades 1-6, a 2<sup>nd</sup> dose is required for 7<sup>th</sup> grade.
- Hepatitis B: 3- 3 doses for K-7
- Varicella: 1 dose for dose children under 13 years old
- TDAP Booster: For all students entering in grades 7 or 8

## Medical Checkups/Physicals

All children have a health check-up sometime in the 18 months before he/she enters first grade. This is a Child Health and Disability Prevention (CHDP) requirement. The checkup before entering kindergarten, when immunization boosters are needed, will save time. It provides an opportunity to take care of both requirements at the same time. CHDP providers offer the check-up and needed boosters free to lower income families. You may get the form and other information at the school office.

## Medication Forms

Per Diocese of Monterey: All medication OTC (over the counter) or RX must remain in the office. Please pick up a "Physician Order and Parental Authorization to Administer Medication" form at the office. Students are not permitted to have medications (over the counter or prescription, including aspirin, Tylenol, Motrin, cough drops, inhalers, etc.) in class with them.

## Homework

Average, combined homework requirements for students are as follows: grades TK-3, 30 minutes; grades 4-6, 1 hour; and grades 7-8, 90 minutes. This homework is in addition to the required 30 minutes of reading each night for students in all grades TK- 8. It should be understood that some students might take more or less time for homework, depending on their ability and study habits.

Please allow your student to do his/her own work. Parents need to check homework each night and communicate difficulties to your child's teacher. **Late homework will not be accepted in any grade.**

In grades TK- 3<sup>rd</sup> grade parents are expected to work with students and to check over the students work each night. Please note any difficulty your child had and communicate it with your child's teacher.

Parents are expected to review and monitor student homework in grades 4-8. Please note any difficulty your child had and communicate it with your child's teacher.

Each student needs to prioritize homework and focus on completing each assignment every night. Consequences for incomplete homework assignments may be, but are not limited to:

- Homework performance constituting part of the overall grade
- Though late work will be given a grade of 0, students will be "benched" for recess or lunch to complete their assignment.
- Teachers may hold their own homework detention for poorly performing students. Students may receive a yellow or pink slip and may also receive a detention.

## Make Up Work

When a student is absent due to illness, make-up work may be picked up at the school office at 3:15 p.m. provided the request is made by 9:00 a.m. Parents are required to check the Beehively to find the daily homework, teachers will not email homework assignments to parents, as it is posted on the Beehively site. Students missing school for the purpose of family vacations or trips may not receive missing work. Make-up work will be given at the discretion of the teacher.

The student is responsible for getting missed assignments from Beehively. They may ask the teacher after school and not during class time. **We urge you to schedule trips and vacations on the scheduled free days. Vacation and trips during the time school is in session are discouraged. We also ask that all dental and doctor appointments be made for after school.**

## Honor Roll

Honor Roll awards are merited by students in Grades 4 – 8 who maintain all A's and B's each trimester in all subjects. One's or Twos' are required in all other areas (efforts, conduct, homework, etc.). On-going disciplinary issues and a pink slip will result in a student not receiving honor roll (principal discretion). A student who is suspended is not eligible for honor roll. Students with classroom accommodations may not be eligible to receive honor roll.

## Insurance

The Diocese of Monterey provides student insurance for all students. The insurance cost is included in the registration fee. Injuries received during school-supervised activities are covered.

## Library

Sacred Heart Library is run by a part-time librarian and volunteers. Library policies and the Accelerated Reader program are explained to students at the beginning of the year. Encourage your child to make good use of both the school and

public library. Grades TK-8 visit the library at least once a week. Students are expected to respect librarian, volunteer librarians, library books and materials. Fines are assessed for overdue, damaged, or lost books.

## **Liturgies**

Parents are encouraged to celebrate with students by participating in weekly masses, which the students attend at 12:15 p.m. each Friday. Parents are also encouraged to attend the monthly student led liturgies at 9 a.m. Please check the calendar for dates of each month's special liturgy.

## **Lockers**

Students in grades 4-8 will be issued a locker. Lockers are located directly outside the classroom. **Students are not permitted to keep any personal items in their lockers (mirrors, posters, stickers, hairbrushes, etc.).** Students may put a locker in shelf to help organize their books. Only schoolbooks and school related materials are to be kept in the lockers. Students will only be permitted to access lockers during designated times: before homeroom, before and after snack recess lunch recess, and after school. Students are not permitted at the lockers before school begins or during recess. Locker agreements will be signed at the beginning of the year and if damage occurs, the student will be charged \$50 for repair costs. **Once class has begun students may not access lockers to retrieve items. The office maintains the master key and record of all combinations to the lockers and reserves the right to open and inspect contents at any time.**

## **Lost Articles**

Parents are requested to label all clothing, backpacks, and lunch bags. A Lost and Found barrel is located near the front office. Valuable jewelry, money and wallets are taken to the office. Clothing not claimed at the close of the year becomes property of Sacred Heart School.

## **Lunch**

Sacred Heart is a closed campus at lunchtime. The school offers 2 lunch options: hot lunch made fresh daily and a salad bar lunch. In addition the Saint's Café offers a la cafe items for sale. The hot lunch and salad bar can be purchased through the lunch menu available in the front office. Children not participating in purchased lunch should bring a lunch each day. Lunches brought by parents are to be placed on the bookshelf outside the office and not brought to the classroom, given to students at Mass, or passed through the gates. Children are not allowed to go to the parking lot to receive their lunch. Food allergies in your child's class will need to be respected. **The following food items are NOT permitted: fast food, caffeinated, sodas or energy drink beverages.** Glass containers are NOT permitted on campus. No lunches are permitted to be passed over the back gate. ***Extended Care or the front office will not heat up a child's lunch.***

## **Money Sent to School**

Clearly mark in an envelope the purpose for any money sent to the school. It is the policy of Sacred Heart Parents must purchase a cash card for Saint's Cafe purchases with a check or money order. Cash will not be accepted at the Saint's Cafe. Parents receive a receipt for all cash payments.

## **Non-Discrimination Policy**

Sacred Heart School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available. The school does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational or admissions policies, scholarship programs, or other school administered programs.

## **Outdoor Science School**

All sixth grade students are expected to participate in Outdoor Science School, a four-day, three-night experience in the Santa Cruz Mountains sponsored by Santa Cruz County Office of Education.

## Parents' Club

The purpose of the Sacred Heart Parents' Club is to work for the benefit of all the students; to build a community spirit among the parents; to cooperate with the school faculty and administration; to support educational programs and actively complement them; to raise funds in addition to tuition and fees; to express the needs and concerns of the school to the parents; to promote enthusiasm and participation among its members and, in so doing, to help further quality education. Parents' Club Officers for 2017-2018 are:

President-Ruben Camacho  
Secretary –Jeanna Scattini  
At Large-Denise Vasquez  
Coordinators: Per Event  
Hospitality: Per Event

Vice President –Tammy Sanders  
Treasurer – Lynn Halton  
Board Liaison-Kelly Halcon  
Fundraising: Per Event  
Head Room Parent: Tammy Sanders

## Room Parents

A list of volunteer room parents will be published in the September Family Newsletter at the beginning of the new school year.

## Parties

Room parents arrange classroom holiday parties. Parents are asked to contribute refreshments and supplies for these parties. Please provide only what you are asked to provide by the classroom teacher and do not improvise or embellish.

## Birthday Treats

All treats are required to be approved and prearranged with the teacher at least two days in advance of the birthday. **Lunch items (pizza, happy meals, etc.) are not appropriate** and will not be permitted. Goodie bags, balloons or other deliveries are not permitted and will be kept in the front office until the end of the day. **Parents may bring in small handheld treats such as doughnuts or cupcakes (no full cakes, please) with approval of the teacher. Parents are asked to have the snacks to the front office by 10 am.**

## Invitations

Children who are having parties at their home may distribute invitations at school only if every child in the class or at least all girls or all boys are invited. If this is not the case, invitations are to be mailed from home or phone contacts made outside the school.

## Playground

To insure the safety of students at all times at the play areas, students are expected to play fairly, take turns, keep rocks and other objects on the ground, and follow directions given by the staff members supervising the playground. Staff members supervise the playground fifteen minutes before school (7:45 – 8:00 a.m.) and ten minutes after school (3:00 – 3:10 p.m.) each day. Children are not allowed to be on the school grounds unsupervised. Students who arrive at school before 7:45 am are **REQUIRED** to check into Extended Care and families will be charged accordingly.

Only those students engaged in the sports programs are under the supervision of the athletic coach. Siblings may not stay for after school practices. Other students must leave the school playground by 3:10 p.m., except for those REGISTERED at Extended Care. Students participating in an after school sport must wait on the benches in front of the main office until the coach arrives. Siblings cannot wait with other siblings for practices.

## Promotion Policy

Promotion to succeeding grade levels will be based upon the following criteria:

- That the student has satisfied the requirements of his/her present grade level
- That the student has fulfilled the required days of school attendance
- Students who have been previously retained and who have not satisfied the requirements of the present grade level will be passed, not promoted, into the next grade level. If Sacred Heart cannot satisfy the special needs of the students, an alternative school will be recommended. **Eighth grade students who do not satisfy grade level requirements will not receive a diploma and may not participate in graduation.** An 8<sup>th</sup> grader who enters Sacred Heart School later than the beginning of the 3<sup>rd</sup> trimester will not participate in graduation activities (unless transferring from another diocesan school)

## Retention

At times teachers may encourage parents to allow a child to remain in a grade even though the child may not have “failed.” The suggestion is made to reduce the student’s frustration and to help restore self-confidence. The child should not be made to feel that he or she has failed. Parents will be informed at the end of the first trimester if retention is a possibility. An initial meeting will occur in January to determine a remediation plan. In March a follow up meeting will occur and which time joint evaluation of the concerns and efforts toward remediation shall precede any decision. In May, the teacher will make a recommendation for grade placement and the parents may provide written agreement or disagreement with the recommendation. The principal and Pastor have final discretion on placement at Sacred Heart School.

## Report Cards

Report cards are issued at the end of each trimester via email. Please track your child’s progress on Beehively. Progress reports are issued mid-trimester when a concern arises over academic performance, poor attendance, or behavior. A progress report will be emailed from Beehively every week on Sundays.

## Grading Scale

|                            |    |                              |
|----------------------------|----|------------------------------|
| Transitional Kindergarten: | 1  | Beginning                    |
|                            | 2  | Developing                   |
|                            | 3  | Proficient                   |
|                            | *  | Not Yet Assessed             |
| Kindergarten- Grade 2:     | E  | Excellent                    |
|                            | M  | Making Satisfactory Progress |
|                            | P  | Progressing                  |
|                            | NI | Needs Improvement            |
| Grades 3-8:                | A  | 97- 100%                     |
|                            | A- | 94- 96%                      |
|                            | B+ | 90- 93%                      |
|                            | B  | 86- 89%                      |
|                            | B- | 83- 85%                      |
|                            | C+ | 79- 82%                      |
|                            | C  | 74- 78%                      |
|                            | C- | 70- 73%                      |
|                            | D+ | 68- 69%                      |
|                            | D  | 65- 67%                      |



|    |         |
|----|---------|
| D- | 63- 64% |
| F  | 00- 62% |

In the event of an incomplete grade, a student has **one week** to make up the missing assignments or a grade of F will be issued.

### **Minimum Grade Requirement**

All students at Sacred Heart School are expected to earn at least a C- in the core subjects. Any student whose report card grades do not average to a C- at the end of a given **trimester will be placed on academic probation for the following trimester**. A letter will be sent to parents to inform them of their child's placement on academic probation.

Failure to meet the requirements at the end of the probation trimester may result in non-continuance at Sacred Heart School. When a student receives one or more F's in the final "average" column of his/her report card, that student may not be promoted to the next grade, but will be "socially passed" on to the next grade or retained in the same grade the following year.

### **Safe Environment**

Sacred Heart School takes all reasonable precautionary measures to assure student safety. Awareness and compliance with the appropriate regulations and procedures on the part of all will assist with this effort. Sacred Heart School abides by the Safe Environment Program of the Diocese of Monterey. Please visit the Diocesan website to download the Safe Environment Handbook at: <http://documents.dioceseofmonterey.org/ministries/documents.asp?ID>

All volunteers at Sacred Heart School must complete the Diocesan Safe Environment training. It can be found on the following website: [shieldthevulnerable.org](http://shieldthevulnerable.org). Certificates of completion of this training must be on file in the main office before a volunteer will be allowed to work on campus.

### **School Calendar**

Students in the Diocese of Monterey attend school for 180 days. Each family is given a magnet calendar with early dismissal days and school holidays. A yearly calendar is posted on our school website and in Beehively and updated as needed.

### **Solicitation**

Parents and students may not solicit the sale of items to parents or students without written permission of the principal.

### **Student Responsibilities**

As members of the educational community of Sacred Heart School, students have the right to expect and the responsibility to promote the following:

- an atmosphere suitable to personal and communal growth and appropriate learning
- respect, encouragement, and support in a context of each one's responsibility for his/her own behavior and its consequences
- opportunity and challenge to discover and use each of God given gifts and talents

Regular attendance at school, consistent learning, adherence to school regulations, and cooperation in promoting Gospel values demonstrate each student's commitment to membership in this academic and faith community.

## Behavior

All persons in and around the school building are to be respected and treated kindly. Speech and actions are to reflect Gospel values. Bad language, disrespectful attitudes, and fighting are not acceptable behaviors. In consideration of others in the school, voices are to be kept moderated and peaceful, especially in halls and common areas. These standards apply any time a student is on campus for any event during or outside of regular school hours.

### In the Classroom

1. Students will comply with the standards set by the classroom teacher.
2. Students will respect the learning environment and not interfere with the learning of others.
3. Students will come to class prepared with homework and required material and supplies.
4. Students will not:
  - eat breakfast in the morning before class/eat snacks during class time
  - use profanity or foul language
  - play or loiter in an unsupervised area
  - play, loiter, or eat in the washroom
  - chew gum
  - litter

### On the Playground Before, During, and After School

1. Students will respect adults and school standards.
2. Students will remain on the campus during school hours.
3. Students will play in class areas and care for equipment.
4. Students will eat in class areas and help with yard cleanliness.
5. Students will not drink or eat in the morning at assembly.
6. Students will not bring from home any sports equipment, electronic games, radios, players, trading cards, magazines, playing cards, stuffed animals or any other articles of play. Show and Tell items will be as directed by the teacher.
7. Skateboards or roller blades are not permitted on campus.
8. Students will not fight or argue.
9. Gum is not permitted.

### Community Service

In the spirit of our school motto, *Reverence, Respect, and Responsibility*, all 6<sup>th</sup> 7<sup>th</sup> and 8<sup>th</sup> grade students are required to complete 15 hours of Community Service per year as a fulfillment of their SHS curriculum. Only 5 of these can be completed at Sacred Heart School or Preschool. Any hours done on campus will need to be preapproved by office, teachers or principal. (For special events such as festival, farmer's market, safe Halloween...hours also have to be preapproved by principal.) These hours must be completed in a chaperoned capacity. Suggested community service locations will be provided.

Any hours left undone – incomplete- at the end of the school year, are doubled and added to the following year's requirement. Eighth graders with incomplete community service hours will not be permitted to participate in graduation activities or given a diploma until all hours are complete.

A student should always carry the Community Service credit form to the supervisor and check in at the beginning of the work schedule, before beginning the work. After the work is completed, the student should pick up the signed schedule from the supervisor and check to see that all the relevant information has been filled in. The student should keep a copy of each work form, turning in the original to his or her homeroom teacher as soon as possible. The teacher should notify students each trimester of their CS status, i.e.: how many hours are completed and how many hours still need to be completed. It is ultimately each student's responsibility to "find work, do work, and keep score."

## Telephone Calls at School

The telephone in the school office is reserved for the use of school staff. Only urgent messages will be relayed to students during class. Use of the phone by students is limited to emergencies; students will not be permitted to call parents to bring forgotten items. Students are to arrange transportation and social activities prior to arriving at school.

## Cell Phones

Cell phones and electronic devices are prohibited at Sacred Heart and school sponsored events and will be confiscated immediately. **Possession of cell phones or electronic devices, especially those with the ability to connect to the Internet at school or a school-sponsored event (including field trips, and sports activities) will result in an automatic 2-day suspension. If a student must bring a cell phone or electronic device with them to school, it must be checked into the front office at the beginning of the school day and must be turned off.**

## Textbooks

All student textbooks, workbooks, and paperbacks must be cared for at all times. Students who lose, deface, or misplace a textbook, workbook, or paperback are required to replace it at their own expense. The replacement cost of a textbook could be as much as \$125. Books are to be covered at all times with a removable cover that will not destroy the book. Condition of the book at the beginning of the school year will be noted. If a book is lost during the school year, a bill will be sent home for the price of replacing the textbook. Fines at the end of the year will be based on any new damages to the book incurred during the year. Fines must be paid before report cards are distributed at the end of the school year.

## Tuition Fees

Tuition collection is managed by FACTS tuition collection services. Tuition may be paid in full, by semester, or on a monthly plan. **All families making monthly payments must register for FACTS by July 15.** All monthly payments will be directly withdrawn from a checking or savings account on the 5<sup>th</sup> or 20<sup>th</sup> of each month, August through May. Families who are delinquent 2 or more monthly payments may be asked to leave the school. Semester payments are due by August 20 and January 20. You may make additional payments throughout the year via check or money order. No cash is accepted at the school. Semester payments are due in full despite late enrollment or early withdrawal.

There is a \$400 Registration fee due for each student enrolling. This is due by February. A late fee of \$50 will be charged for payments made after registration deadline. Effective in 2015 the late fee will be \$100.

There is a \$350 Building and Maintenance fee due by April 15th. A late fee of \$50 will be charged for payments made after deadline. Effective in 2015 the late fee will be \$100.

The tuition scales is as follows:

|                           |         |
|---------------------------|---------|
| Transitional Kindergarten | \$4,500 |
| Kindergarten- Grade 8     | \$5,500 |

## Returned Checks

A \$25.00 fee is charged in each returned check, or NSF bank draft, regardless of the reason. Returned checks and bank drafts are not re-deposited by the school. You must bring the returned payment plus \$25.00 in the form of a money order or cashier's check to bring your account into good standing.

## Financial Obligations

Families having a balance from the previous school and /or have not paid registration and building and maintenance fees are notified in June. **If full payment of any past due balance is not made by tuition payment weekend, the child(ren) will not be admitted to school until it is paid. Students will not be accepted for the new school year with an outstanding balance from the prior year.** The first payment is due in August. Payment is due on the 20<sup>th</sup>, delinquent on the 25<sup>th</sup> (\$25.00 late fee). If a student(s) transfers to another school during the calendar year, *tuition in full will be due through semester's end on the day of departure.*

## Tuition Assistance

Families in need of tuition assistance must apply through Private School Assistance Service (PSAS) which is available on the website. Assistance is not available to families who owe a balance or have not paid building and maintenance or registration fees. Assistance is granted according to need and available funds. Only partial assistance is available. Families must have met all financial obligations and provide ALL required documentation. Families who receive tuition assistance and choose to pay their tuition in full do not receive the \$50 discount.

## Returning Students

Families who wish to return must turn in a contract and registration fees no later than Feb. 15<sup>th</sup> of the school year. Late fees will apply after March 1<sup>st</sup>. Acceptance is not automatic; the principal reserves the right to accept or reject applications for the new academic year.

## Visitors

It is imperative that the school knows exactly who is on campus in the event of an emergency or disaster. All visitors, volunteers and parents must be fingerprinted and are asked to check in at the office when arriving on campus before going anywhere, including the classroom or field. They must also report to the office when leaving. **Non-enrolled children are not permitted into the regular classrooms without prior approval.** Parents who are still on campus fifteen minutes after morning assembly but log in as a visitor in the front office.

Sacred Heart School welcomes fingerprinted visitors, especially parents, who wish to visit the school or work in the classrooms, provided an appointment has been made at least a day in advance. Such guests are to stop first in the school office on the day of the appointment.

All persons not enrolled as students must identify themselves at the school office before entering the class area of the building. Parents picking up a child for a medical appointment must also report to the office and not directly to the child's classroom. Lunches to be delivered after classes are in session must be left at the front office.

## Volunteers: Fingerprint Policy, Shield the Vulnerable & Safe Driver Online Training

In keeping with the November 1, 1998, directive of the state of California, all volunteers must be fingerprinted if working with students of Sacred Heart School. Volunteers may also be required to present a certificate that they have been found free of communicable tuberculosis within the last 4 years. As per Diocesan requirements all volunteers must also complete the Shield the Vulnerable training and Safe Driver online course and provide the front office a copy of the certificate of completion before they are eligible to volunteer.

## Withdrawal

Notice of withdrawal from Sacred Heart School must be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. Please note that early withdrawal does not end obligation of the full year's tuition.

***Any parent who chooses to leave Sacred Heart School at any time, with negative feelings toward the school, staff, or parish, may relinquish the right of returning to Sacred Heart School. They will be encouraged and welcomed to attend another diocesan school.***