



where

every



child

shines!

**Sacred Heart
Catholic School
Student/Parent
Handbook
2020-2021**

TABLE OF CONTENTS

WELCOME LETTER 3	School Property17
MISSION STATEMENT4	Search & Seizure 17
PHILOSOPHY4	Home & School Association 17
HISTORY OF SHCS5	School Advisory Council (SAC) 18
ACCREDITATION6	Service Hour Program 18
Diocese of Savannah6	UNIFORM POLICY 18
ADMISSIONS6	K2 18
Acceptance Policies6	Boys: Grades K3- 8 th 19
Acceptance Priority 6	Girls: Grades K3- 8 th 19
Admissions: Returning Students6	Socks 20
Admissions: New Students 6	Hair20
Age Requirements7	Jewelry 20
Required Forms 7	CODE OF CONDUCT 21
Immunization Requirements 7	Discipline 21
TUITION POLICY 8	Sexual Harassment22
Tuition & Fees: Scale 8	Harassment22
Mid-Year Tuition 8	Bullying24
Payment Options 8	TECHNOLOGY 24
Scholarships 9	Network Acceptable Use Guidelines24
CURRICULUM9	Social Media 24
K3-8 Curriculum 9	COMMUNICATION 25
K2 Curriculum 10	Parents Role in Education 25
Religious Education10	Parent/ Teacher Conferences 25
ACADEMIC POLICY 11	RenWeb 25
Performance & Grading 11	Student/ Family Directory 25
Retention 11	HEALTH/ WELLNESS 25
Academic Probation 11	Accident Insurance 25
Homework 11	Medication26
Student Records 11	Emergency Contact26
Summer Reading 12	Illness/ Communicable Diseases 26
Standardized Testing12	Concussion Policy 27
Birthdays 12	Pregnant Students 27
Graduation 12	SAFETY/ SECURITY 27
ATTENDANCE POLICY 12	Emergency Procedures 27
Compulsory Attendance 13	Inclement Weather 28
Tardiness13	Visitors 28
Absences13	VIRTUS 28
Make-Up Work Policy13	Confidentiality 28
Promotion14	Child Custody 29
ARRIVAL & DISMISSAL 14	Child Abuse/ Neglect 29
Hours of School 14	Drug & Tobacco Free Campus 29
Arrival14	Search & Seizure 29
Dismissal15	Photo/ Media Consent 29
CLASSROOM EXTENSIONS 15	Weapons 29
Extended Day Program 15	HANDBOOK POLICY29
Field Trips16	FACULTY & STAFF 30
Lunch/ Lunchroom Policy16	

POLICY AND PROCEDURES FOR SACRED HEART CATHOLIC SCHOOL AND EXTENDED DAY PROGRAM (K2-8TH)

MISSION STATEMENT

In keeping with the traditions of the Presentation Sisters,
Every child shines with the light of the Catholic faith
Through service, self-discipline, and academic excellence.

PHILOSOPHY

We Believe:

- Children should be treated as unique individuals created in the image of God.
- Religious development includes an understanding of the truths of the Gospel of Jesus Christ.
- Religious development includes an appreciation of the virtues and moral principles of the Christian way of life.
- Religious development includes an experience of personal and communal prayer and the worship of God.
- Religious development includes a sound knowledge of the history of the Catholic Church.
- Religious development inspires a desire to promote justice and to serve our neighbors.
- Intellectual development is unique and must be encouraged and assisted to reach full potential.
- The basic skills of language, math, science, and social studies are essential.
- A well-rounded education includes an appreciation of the fine arts, the development of communication skills, physical education, and personal health.
- The school environment must be a community that promotes the common good.
- Mutual respect among and between students and staff creates a Christ-centered, disciplined, learning environment.
- Students must be encouraged to develop a respect for their fellow man.

The formation of students is meant to develop Christian citizens who interact well with others, who recognize and respect authority, and who are involved in improving and strengthening the wider community.

Our goal is to give students, regardless of religious, cultural, or economic background, the necessary skills to become self-motivated, productive, well-adjusted people.

HISTORY OF SACRED HEART

Sacred Heart Catholic School, “built on faith” with considerable manual labor by parish members, opened its doors to an estimated 90 students in two classrooms in September 1955 in Warner Robins, Georgia. The first wooden building was a surplus military barrack. Warner Robins is the location of Robins Air Force Base, which makes our community an international city with an ever-changing population.

Presentation Sisters, from North Presentation Convent in Cork, Ireland, came to Sacred Heart School on September 17, 1956. Sr. Regis was mother superior; Sister Ignatius served as principal, and Sisters Vianney and Celsus began their role as teachers of the 165 students who were enrolled in the school that year.

In 1958, a new brick school and convent were blessed by the Most Rev. Thomas J. McDonough, Bishop of Savannah.

In 1960, a new classroom was added for the first grade, and Kindergarten was held in an old house across the street. This building was later used for the parish offices.

In 1974, a 74-member band made its public debut at the Christmas parade down Watson Boulevard.

In 1981, the Most Rev. Raymond Lessard, Bishop of Savannah, was the celebrant for the school’s Silver Jubilee Mass and the dedication of the Murciak Library, named for Joe Murciak, a long-time school benefactor.

The 1985 school year brought additional changes: a new wing was added to house the first and second grades, and a computer program was started.

In 1986, a science lab and music program were added, and the previous office building was expanded and remodeled in 1987.

Although the last Presentation Sister left for another assignment in 2003, the mission of the school remains the same, “to pass on the beliefs and teachings of the Roman Catholic Faith, to teach students to reach out to others in a caring, Christian way, and to offer students’ academic excellence in a Christ-centered, disciplined environment.” We continue to reach out to serve our military and civilian neighbors by modeling the gospel values and Catholic identity.

Sacred Heart Catholic School is a ministry of the Diocese of Savannah and is under the direction of the Office of Catholic Schools. The school has been accredited by the Florida Catholic Conference since 1999 and is a member of the National Catholic Education.

ACCREDITATION

Sacred Heart Catholic School's curriculum meets and exceeds the Quality Core Curriculum set forth by the Georgia Department of Education, National Teaching Standards, and Standardized Testing.

In addition, Sacred Heart Catholic School is accredited by AdvancEd, the parent company of the Southern Association of Colleges and Schools (SACS). SHCS is also a member of the National Catholic Educational Association (NCEA)

DIOCESE OF SAVANNAH:

Sacred Heart Catholic School is compliant with all policies and guidelines of the Office of Catholic Schools and the Diocese of Savannah.

ADMISSIONS

ACCEPTANCE POLICIES:

SHCS admits students regardless of sex, national origin, or disability, if with reasonable accommodation on the part of SHCS, the disabled person could be accommodated. In admitting students, SHCS gives preference to Catholic students; secondly, to non-Catholic students.

ACCEPTANCE PRIORITY

Sacred Heart Catholic School reserves the right to place priority on admission, with respective precedence on:
Catholic students registered and participating in Sacred Heart Parish with priority given to siblings.

Catholic students registered in other parishes in the Macon Deanery where space prohibits their enrollment in a Catholic school in their immediate parish.

Non-Catholic students with priority given to siblings.

FOR RETURNING STUDENTS

To remain at Sacred Heart Catholic School, a RETURNING student shall conform to approved norms of behavior and academic achievement as outlined in the Sacred Heart Catholic School Parent-Student Policies and Procedures handbook. The annual Registration Fee is due when registration forms are returned. All past dues and fees must be satisfied before registration is accepted.

FOR NEW STUDENTS

Prior to acceptance, NEW students in all grades are required to take an entrance exam. It is important to be present for testing in order to retain the student's place on our application list. There is a one-time non-refundable Application Fee.

*All new students entering Sacred Heart Catholic School are considered on probation for the first year. During that period, parents and staff can decide if this school is the most appropriate educational setting for the student. Factors to be considered in the decision are the student's academic performance, effort, conduct, and work/study habits.

AGE REQUIREMENTS:

- K-2 must be two (2) years old by September 1 of the year enrolled
- K-3 must be three (3) years old by September 1 of the year enrolled; must be potty trained
- Pre-Kindergarten – must be four (4) years old by September 1 of the year enrolled
- Kindergarten – must be five (5) years old by September 1 of the year enrolled
- First Grade – must be six (6) years old by September 1 of the year enrolled

A child who was a legal resident of one or more states for a period of two years immediately prior to moving to Georgia and who was legally enrolled in public or private Kindergarten or Grade One accredited by state or regional association, would be eligible to enroll in Diocese of Savannah schools, provided that the Kindergarten is five years old by December 31st.

REQUIRED FORMS: *

- Certified Birth Certificate
- Georgia Form 3231 – Certificate of Immunization**
- Hepatitis B series – mandatory
- Varicella vaccine or proof of the illness noted on the GA Form 3231
- Georgia Form 3300 – Eye, Ear, and Dental Screening
- Certificate of Baptism, if Catholic
- As applicable, Student Permanent Record – an official record from the previous school which indicates grades, attendance and promotion/ retention status.

***These forms must be on file prior to the first day of school. Out-of-state students must have their immunizations transferred to the Georgia Forms.**

****An updated and current Georgia Form 3231 must be provided prior to entry into seventh grade.**

IMMUNIZATION REQUIREMENTS

A certificate of Immunization must be on file for each child attending school in Georgia. Complete 3231 certificates include: Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Hepatitis A, Varicella, or Documented History of Serology.

Effective July 1, 2014, children born on or after January 1, 2002, who are attending 7th grade and for new entrants into a Georgia school grades 8th through 12th must have received one dose of Tdap (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine. “New Entrant” means any child entering any school in Georgia for the first time or entering after having been absent from a Georgia school for more than twelve months, or one school year.

*****All immunizations and proof thereof are required prior to the first day of attendance**

TUITION POLICY

Each family will be asked to sign a Tuition Contract for each new school year. The contract will state the current year's tuition and fees, as well as the terms of payment.

TUITION & FEE SCALE*, SCHOOL YEAR 2021-2022

	Parishioner Rate ¹	Non- Catholics
1 Student (full-time)	\$6,625	\$7,665
2 Students (full-time)	\$12,075	\$14,000
3 Students (full-time)	\$17,995	\$21,130
Pre -K3 & Pre-K4 (5 half days)***	\$3,835	\$4,445
Pre-K3 (3 half days)	\$2,800	\$3,300
Pre-K3 (2 half days T/TH)	\$2,400	\$2,600
2-Year-Old Program (Full Day 7:00 -5:30)	\$7,025	\$8,065
2-Year-Old Program (Half Day) ***	\$3,835	\$4,445
2-Year-Old Program (2 Half Days T/TH)***	\$2,400	\$2,600
Application Fee (1-time fee)	\$100**	\$100**
Registration Fee*	\$250**	\$250**
HAS Dues/ student	\$50	\$50
Extended Day/ student per day (Max \$50 per week)	\$15	\$15

*Paid directly to Sacred Heart School; all other fees paid through FACTS Management Company

** Non-refundable

*** ½ day (7:30am – 11:30am)

1. Parishioner Rate: Parishioners are parent(s) and their children who are baptized Catholics, registered as Sacred Heart Parishioners with the Church office or attend a parish other than Sacred Heart.

* The above tuition scales and/or fees are subject to change for any reason at the discretion of the school.

* Tuition contract is provided from SHCS and required to be signed yearly

MID-YEAR TUITION

For any child who begins attendance at Sacred Heart Catholic School after the initial school start date, tuition will be pro-rated accordingly. Tuition per month will be calculated by dividing the annual tuition fee (as noted above) by ten; parents and guardians will only be held responsible for the current and remaining attending months. All registration and other appropriate fees still apply.

TUITION PAYMENT OPTIONS

Option 1: You may elect to pay your entire annual tuition no later than August 1 and receive a 3% discount. This amount is payable to FACTS Management Company. The discount does not apply to financial aid recipients.

Option 2: Monthly installments will not be paid to the school. FACTS Management Company is the program Sacred Heart Catholic School will utilize for monthly tuition payments. Annual enrollment is included and paid for with your school registration fee. FACTS offers two payment plans: eleven-month payment plan (July - June) and a ten-month plan (August - May).

SCHOLARSHIPS

Sacred Heart Catholic School proudly works with FACTS to offer tuition assistance for those who meet the family financial qualification guidelines. We work with every family to make a Catholic education possible.

CURRICULUM

Sacred Heart Catholic School offers each child an educational experience filled with the highest Catholic standards. Recognizing that each child is an individual, created by God, the faculty and staff give our students a special kind of love and support that can only be found in a Catholic school environment.

At Sacred Heart Catholic School, each day is guided by our Mission Statement and our Philosophy. Both remain at the heart of what we do as educators, guardians, and mentors.

K3- 8TH GRADE CURRICULUM

Sacred Heart Catholic School's curriculum, newly revised by educators throughout the Diocese of Savannah, meets and exceeds the Quality Core Curriculum set forth by the Georgia Department of Education, National Teaching Standards, and Standardized Testing.

As part of our Diocesan approved religious instruction program, the principles of Christian family life are integrated into the curriculum across all grade levels and include a focus on the sanctity of life from conception to death. Students in 6th, 7th & 8th grade also receive instruction on human reproduction as part of this program.

The instructional program includes, but is not limited to:

- Skills-based curriculum
- Zoo-Phonics (phonics-based reading)
- D'Nealian-style handwriting
- Spanish
- Pre-Algebra/Algebra (Middle School)
- Technology/Media Instruction
- Art
- Physical Education
- Music Instruction
- Daily Religion Instruction, including planning and attending weekly Mass
- Frog Street (K2, K3)
- Star Falls (K4)

The core curriculum is enhanced through the use of technology, field trips, guest lecturers, and independent study projects.

Supporting our philosophies in a community-centered and well-rounded education, we offer many different extracurricular activities for our students. These include, but are not limited to:

4H
Art
Archery
Basketball
Boy Scouts
Chess Club
Choir
Garden Club

Girl Scouts
Handbell Choir
Irish Dance Team
Martial Arts
Math
STEAM
Soccer
Spanish
STARBASE
Study Hall
Tech ES

Students participating in clubs are expected to conduct themselves in a manner consistent with the school's behavior expectations. Consistent inappropriate behavior may result in suspension or removal from the club or activity.

K2 CURRICULUM

Here at Sacred Heart we believe that children learn best through play. We offer a wide range of learning techniques and opportunities to help meet every child's individual needs. Sacred Heart Preschool Program is aligned with *Bright from the Start*, Georgia Department of Early Care & Learning; *Georgia Early Learning & Developmental Standards (GELDS)*.; and the *Frog Street* program is used to enhance social and emotional development. Activities each week are organized around five developmental domains and include adaptations to meet the needs of all learners.

Toilet/ potty training is not a requirement. Potty training will be encouraged and offered for children multiple times throughout the day, or as needed. Pull-up assistance and diapering will be provided. Parents are required to provide diapers/ pull-ups and wipes for their child. We believe that potty training should begin at home, and it is encouraged for the parent to initiate.

If your child participates in the full time K2 program, they will be required to participate in rest time. Cots for each child will be provided. Each child must bring in a crib sized sheet and small blanket. These items will be sent to school every Monday and sent home on Friday's for laundering.

RELIGIOUS EDUCATION

The sacramental program at Sacred Heart Catholic School is part of the total parish program and requires parent participation. Sacrament reception includes First Reconciliation and First Communion in 2nd Grade as well as Confirmation in 8th Grade.

All students will be expected to participate in religious instruction and in school liturgies to the extent permitted by Church discipline.

Sacred Heart encourages spiritual growth and proper Church etiquette through Prayer Partners. Upper grade students take on the responsibility of assisting younger students and sitting with them during school Masses. The older students model correct behavior, answer religious questions, and develop a faith-based friendship with the younger students.

ACADEMIC POLICY (K-8)

The following academic areas are included in Sacred Heart Catholic School curriculum: Religion, language arts (reading, English grammar, phonics, spelling, writing, penmanship), mathematics, science, social studies, Spanish, physical education/health, music, art, technology, library skills. Students in grade 2 prepare for the Sacraments of Reconciliation and Holy Communion, and students in grade 8 prepare for the Sacrament of Confirmation. All students, Catholic, and non-Catholic will complete academic work in the Religion curriculum, but non-Catholic students will not be required to

receive the Sacraments. Further information regarding the school's curriculum is available in the school office as well as on the Diocese of Savannah website, www.diosav.org.

PERFORMANCE & GRADING

The grading system for Kindergarten through 2nd Grade standards are as follows:

- 4 Performance exceeds grade level standards
- 3 Performance meets grade level standards
- 2 Performance is progressing toward grade level standards
- 1 Performance does not meet grade level standards

The grading system for 3rd through 8th Grades are as follows:

- A 94 - 100
- B 86 - 93
- C 77 - 85
- D 70 - 76
- F Below 70

RETENTION

A student may be retained once in Kindergarten through 3rd Grade and once in 4th through 8th Grade. The principal, teacher(s), and parents may agree to retain a student for academic development, compulsory attendance, and/or maturation needs. The principal, after consultation with the parents and teacher(s), will be responsible for making the final decision on the placement of a student.

ACADEMIC PROBATION

Serious deficiencies may result in a student being placed on academic probation. Academic probation may result in dismissal from the school.

HOMEWORK

Homework is an integral part of the school program for all grades, Kindergarten through 8th Grade. It is designed to supplement, complement, and reinforce classroom teaching and learning. Since individual differences cause students to vary greatly, it is impossible to set strict time limits on the amount of homework given. Since each student is expected to complete all homework assignments, failure to do so will alter the student's grade for the term. In middle school, late homework will not receive any credit/points. It is the student's responsibility to use their agenda for homework communication.

STUDENT RECORDS

When a student transfers to another school, records will be sent directly to their new school upon receipt of a formal request. Records may not be hand carried. School records will not be released unless all outstanding fees are paid; this includes tuition. A permanent record will be maintained for each student.

SUMMER READING

All students entering 1st through 8th grades are required to complete Summer Reading. A list of required books will be provided by the school prior to the end of the previous school year. Students enrolling during the summer can obtain summer reading lists in the office or on the school website at www.shswr.org

STANDARDIZED TESTING

The Terra Nova test, from CTB/McGraw Hill, will be given to students in grades 1-8 each Spring. Students in grades 3, 5, and 7 will also take the InView from McGraw/Hill. Parents will receive individual student reports with the end of year report card. It is essential for students to participate during the testing days so they can benefit from the school-wide testing climate that is maintained. Please refer to the school calendar for our testing dates to avoid scheduling appointments and other conflicts during that week.

The Assessment of Catholic Religious Education (ACRE) test is given to students in grades 5 and 8. Since this testing instrument is used to evaluate the religious education curriculum, only group results are received.

BIRTHDAYS

On birthdays, students may bring a light snack to share with the entire class. Please send a snack that can be easily divided and distributed among the class, such as cupcakes, cookies, doughnuts, popsicles, or ice cream cups. Healthy snacks such as fruit are also appropriate. Students may not bring goody bags or other party favors unless approved by the teacher. Food will be eaten in the cafeteria or outside only. If you are sending in food items, please check with your child's teacher in advance to be aware of any allergies within your child's class. Please also label food appropriately.

GRADUATION

Students graduating from Sacred Heart 8th grade will receive the official diploma approved by the Office of Catholic Schools.

ATTENDANCE POLICY (K-8)

Sacred Heart Catholic School will be in session from 7:50am until 3:15pm. If you are in need of childcare prior to the normal school day or after classes end, please register your child for the Extended Day Program. Daily attendance and punctuality are essential to successful spiritual, academic and social development of students. Parents should make every effort to schedule medical and dental appointments at a time other than school hours. In the event that this is not possible, please send a note specifying the time and reason the student is to be excused. You must come to the main office to have a student excused and sign the "sign-out" book.

In order to receive perfect attendance, a student must be present each school day for the entire day. Tardies and early dismissals count against perfect attendance.

COMPULSORY ATTENDANCE

Within the Diocese of Savannah, we are obligated to follow the mandates of the State of Georgia. The following is the Attendance policy as mandated by the State of Georgia:

School authorities, in cooperation with other state and county agencies, shall enforce the Georgia compulsory attendance law which requires that every parent, guardian, or other person residing in the state having control of any school-age child or children over the age of six (6) enroll and send such child or children to school. Any parent/guardian who fails to comply with the requirements of this policy and Georgia law shall be subject to sanctions imposed by the courts of Houston County.

- Students shall be counted present when they are in attendance at least one-half of the instructional day. (Students must arrive before 11:30 a.m. or leave no earlier than 11:30 a.m.)
- A doctor-written excuse must be presented upon return to school.
- Three unexcused tardies and/or three unexcused early dismissals shall be counted as an unexcused absence in grades Kindergarten-8th.
- Excessive/extended absences due to illness must be justified by a physician's statement.
- The academic day begins at 7:50. Students not in class at that time will be marked tardy.

TARDINESS

Parents are expected to have their children on time for school. A student's tardiness interferes with the successful beginning of their school day, affecting their academic success, and disruptive to the classroom. The academic day begins at 7:50am. Students not in class at that time will be marked tardy. If a student arrives after 7:50am, parents must accompany the student into the main office and sign in the student.

ABSENCES

Attendance of each student is monitored and excessive absences/tardies will be addressed by the Administration. Any child who is absent for more than (5) unexcused absences will receive an attendance letter confirming the absences. Another letter will be sent home when (9) or more unexcused absences occur.

Excused absences include:

- Illness of student.
 - Only those appointments accompanied by a doctor's note will be excused.
- Death in the family.

Unexcused absences include:

- Absences other than illness or death in the family. This includes classes missed prior to or immediately after a scheduled holiday or vacation.
- Absences due to parental neglect and truancy are unexcused absences.

MAKE-UP WORK POLICY

It is the student's responsibility to go to the teacher to get missed assignments. Make-up assignments must be completed within two (2) days after the child's return to school, or double the time missed. For example, 2 days absence will yield 4 days to complete and turn in all make-up work. Failure to complete assignments within the time allotted jeopardizes the student's grade.

Teachers are not obliged to allow students to make up work from an unexcused absence. Parents may request assignments for their child prior to an unexcused absence, but teachers are not required to have any or all work prepared in advance. It is at the teacher's discretion as to what, if any, work can be provided in advance.

PROMOTION

To be eligible for promotion to the next grade, students in Kindergarten—8th grade are expected to achieve 95 percent attendance (no more than nine (9) days missed). Students who achieve 90-94 percent attendance may be promoted at the discretion of the principal if:

- All absences are justified and validated,
- Circumstances warrant,
- All work is complete, and
- Academic achievement meets requirements for promotion.

Parents of students affected by this rule may request a review of the circumstances. This request should be made in writing to the principal of the school not later than five (5) days after the end of the school year; appropriate documentation should accompany the request.

ARRIVAL & DISMISSAL

HOURS OF SCHOOL

K3 – 8th Grade Hours of Operation

7:50am – 3:20pm

*Extended Day Program enrollment is available

K2 Hours of Operation

7:00am – 5:30pm Full Day program

7:30am – 11:30am Part Day program

*Children who attend T/TH classes will not make-up absences on another school day

ARRIVAL PROCEDURES

K3 – 8th Grade Arrival Procedures:

Student arrival is between 7:30 a.m. and 7:45 a.m., students are dropped off in the drive-through at the front door, in a receiving line supervised by school faculty. Parents and guardians must drive slowly into the parking lot and pull all the way up to the first bumper and stop. This is a NO PARKING AREA. Children exit the car on the passenger side and enter the front of the school. Parents do not exit their vehicles. Students report to their homeroom until the first bell rings signifying Morning Prayer.

The students' school materials must be accessible from within the vehicle. Parents should not exit their vehicles to remove items from the trunk or rear of the vehicle.

Do not park and attempt to walk your child into the school or to join their class for Morning Prayer. Safety is paramount for all students and families. There will be no crossing of traffic lines in morning drop-off permitted.

K2 Arrival Procedures:

The K2 program is located at the PAC (Parish Activity Center). This is a separate building from the main school. Please use the intercom by the side door and ring the bell. The teacher can view and speak through the intercom system to ensure the safety.

DISMISSAL PROCEDURES

For the safety of all students, children will be released only to parents, legal guardians, or to persons authorized and identified on the registration form.

K3 – 8th Grade Dismissal Procedures:

Between 3:20 p.m. and 3:45 p.m., students are picked up in the school parking lot, in a receiving line supervised by school faculty. Parents and guardians must form a line of vehicles along the perimeter of the parking lot in front of the school. The first vehicle shall pull up to the first cone. The vehicles shall continue the pick-up line in front of the school, pulling up to the five bumpers, and remaining in line, pulling up to the cones as each set of cars in front fills and exits. The line of vehicles shall wrap from the first car, along the front of the Church building, wrapping around the drive path in front of the Church and around the bend, continuing through the back-parking lot.

Students will line up by class under the awning at the front door, and will be called to the appropriate cone for dismissal according to vehicles in line.

In an effort to maintain student safety, no students will be dismissed from the school after 3:00 p.m.

Due to our concern and the safety of our students, **NO STUDENT WILL BE RELEASED AFTER 3:00 P.M. ON REGULAR DISMISSAL DAYS.**

K2 Dismissal Procedures:

The K2 program is located at the PAC (Parish Activity Center). This is a separate building from the main school. Please use the intercom by the side door and ring the bell. The teacher can view and speak through the intercom system to ensure the safety.

CLASSROOM EXTENSIONS

EXTENDED DAY PROGRAM

Sacred Heart Catholic School's Extended Day Program maintains, and in most instances exceeds, the standards of the Georgia Department of Human Resources, Department of Regulatory Services. This program was established to provide a service in addition to the academic day to the parents who have children in Sacred Heart Catholic School.

- The morning program is offered between 7:00 a.m. and 7:30 a.m.
- The afternoon program is offered between 3:45 p.m. and 5:30 p.m.; on early dismissal days the afternoon program hours are extended to between 12:30 p.m. and 5:30 p.m.
- The location of the extended day program is in the lunchroom of the school.
- The daily schedule for the extended day program is available in the main office of the school.
- Fees are charged on a per child basis.

Extended day program policies

The policies of the extended day program are as follows:

- Students participating in the morning program are expected to eat breakfast at home.
- Students picked up during the afternoon program must be signed out in the front office by parents or guardians before leaving the school premises.
- Please be sure to keep authorized pick-up lists current, as students will only be released to those on the authorized list.

Regular school supervision on the premises is provided from 7:30 a.m. to 3:30 p.m. All children arriving before 7:30 a.m. or remaining after 3:45 p.m. are automatically enrolled in the Extended Day Program. Likewise, on early dismissal days, children not picked up prior to 12:30 p.m. are automatically enrolled in the Extended Day Program. Students participating in after school activities must report to Extended Day if parents, guardians, or other authorized persons are not present to pick them up when the activities end. The safety of the students remains the paramount concern. Georgia state law states that children may not be left unattended.

In all instances, intended or unintended, parents will be charged Extended Day fees for any days in which children are in attendance of the Extended Day Program.

FIELD TRIPS

Class trips are encouraged if they are educational and directly relate to the curriculum. All safety precautions will be taken. The school must have the written permission from parents for children to go on the class trip. Field trips are a privilege and not a right. Any child who does not meet academic or behavior guidelines may be denied participation in a field trip.

Buses will be used for as many field trips as feasibly possible. All students must remain on the bus for the entire length of the commute. No stops may be made while going to or returning from the field trip.

In the event that a parent or guardian does not give permission for his child to attend the field trip, the child will be asked to remain at home the day of the trip. Resources are not available to provide specialized child care or alternate education for students not participating in class-wide field trips.

When bus transportation is provided and a parent chooses to follow the bus in a private vehicle, **STUDENTS ARE NOT PERMITTED TO RIDE WITH THE DRIVER. THIS INCLUDES THE CHILDREN OF THE DRIVER.** All field trips must originate and terminate at the school. Students must leave and return to school in the assigned vehicle provided for the trip. Students will not be allowed to meet their class at the field trip site.

In the event that parents and guardians provide the transportation to a field trip, drivers must have insurance limits of \$100,000/\$300,000. If an emergency situation arises, only the student involved and the driver will be permitted to ride in the private vehicle.

Parents serving as chaperones on field trips **MAY NOT BRING SIBLINGS OF ANY AGE**, as this prevents them from giving proper supervision to the students assigned to them.

LUNCH/LUNCHROOM POLICY

Lunch for K3- 8th Grade:

Well-balanced meals are important for everyone, and especially for students in their growing years. We ask that parents make sure their children bring lunches or purchase a lunch each day.

- Students may bring their lunches or have the option of purchasing a lunch at school.
- Please check the current fee schedule for lunch prices. Drinks, individual menu items, and snacks are available for purchase. The menu is published on RenWeb.
- Lunch money must be placed in an envelope that is clearly marked with the student's name, grade, and the days on which the student wishes to purchase lunch.
- **NO CARBONATED OR BOTTLED DRINKS.** No glass containers.
- Only water is permitted to bring into the school
- Parents/Family members who wish to bring lunch and eat with a student are welcome to do so, as there is a designated family table in the cafeteria.

Rules for the lunchroom:

- Follow directions of staff.
- Walk in orderly manner.
- Speak in soft voices.

<u>HOT LUNCH Grades K3-8</u>	
Hot lunch with drink	\$3.75
Drink only (Milk or Juice)	\$0.50
Dessert only	\$1.00

- Clean up space after eating.
- Use equipment properly.
- Respect the privacy and/or space of other students.
- Use appropriate language at all times.
- Remain in assigned areas at all times.
- Use restrooms appropriately.

Lunch/Snack for K2:

Each child will need to have a lunch prepared from home; the hot lunch program is not provided for K2 participants.

Candy and soda are not permitted. The children are required to eat their sandwich/main meal first before any dessert. Every afternoon there is a scheduled snack time. Parents are responsible for providing their child's snack labeled with the child's name. Healthy snacks are encouraged. A clear plastic water bottle labeled with the child's name is required daily. Only water is to be in the provided bottle (no apple juice, milk, additives, etc. should be provided).

SCHOOL PROPERTY

The hardback books are issued to each student by the homeroom teachers. Respect for school property, to include books, must be shown by all students, parents, and volunteers at all times. At the end of the year, the teacher will examine these books and any damage beyond the normal wear and tear must be paid for by the student causing the damage. Students are to pay for any lost rental or library books.

All books must be returned to the school, in GOOD CONDITION, before withdrawal of a student from the school. Failure to do so will prohibit the student from receiving a final report card or transcripts being sent to other schools.

All school textbooks will be covered by a book cover.

The school reserves the right to inspect lockers and desks at any time.

SEARCH AND SEIZURE

Catholic Schools in the Diocese of Savannah will comply with the Family Educational Rights and Privacy Act, Final Rule on Educational Records, Public Law 93-308 as modified by SB 105, Article 5, Privacy of Pupil Records, which can be found on the Diocesan website.

HOME & SCHOOL ASSOCIATION (HAS)

The Sacred Heart Home and School Association is the parent organization that supports the school, enhancing our philosophy and mission by:

- Providing communication between parents and school.
- Encouraging parent participation.
- Raising funds for the school.
- Providing informational presentations or programs for the school and community.

HSA dues will be required for all students/families.

SCHOOL ADVISORY COUNCIL (SAC)

Sacred Heart Catholic School has a school advisory council made up of elected members who serve for a three-year term.

The purpose of this organization includes:

- Working closely with the Pastor and Principal to address school needs and concerns
- Acting as a liaison among the school, Parish, and local community
- Planning and striving for financial support for Sacred Heart Catholic School

Prior to any person appearing before and addressing the Sacred Heart SAC, that person must, by letter, request an appearance and set forth the nature of their business one (1) week, seven (7) calendar days, prior to the regular meeting of the Sacred Heart SAC.

SERVICE HOUR PROGRAM

All families are required to participate in the Service Hour Program at Sacred Heart Catholic School. The minimum number of hours required is thirty (30) per family per school year. Single-parent families are required to meet a fifteen (15) hour minimum. Volunteering encourages involvement, builds community, and contributes financially by reducing costs. Opportunities include volunteering for Fall Festival, serving as a Room Parent, chaperoning field trips, participating in classroom activities, donating items to the classrooms, and participating in school work days. Service hours must be recorded in the electronic logbook on RenWeb. Families will be charged a \$10.00 per hour fee for all hours not completed by the end of the school year.

All volunteers are required to have VIRTUS training, as outlined by the Diocese of Savannah.

Specific questions or concerns should be directed to the HSA Volunteer Coordinator.

UNIFORM POLICY

Uniforms are required at all Sacred Heart School days and school functions. The school uniform reflects uniformity and community, creating feeling for belonging and school spirit. It is the responsibility of the parents to send their children to school in the proper uniform.

Uniforms should be purchased from Dennis, our exclusive uniform provider. Our preferred school number on the site is BASHCS.

K2

The children enrolled in the K2 program are not required to wear a school uniform. They are required to wear closed toe and healed footwear. Each child is to send in at least two complete sets of clothing, including socks, in a labelled zip lock bag. Girls are required to wear a pair of shorts over their underwear, pull-up or diaper (over tights are appropriate). Hanging earrings, nail polish and hair coloring is not permitted.

BOYS GRADES K3 – 8TH:

Mass Uniform (only to be worn on Wednesdays/ Holy Days, when student will attend school Mass)

Boys K3

Boys in the K3 program are not required to wear a Mass uniform, everyday uniform is approved

Boys K4-8th

Khaki pants (no shorts), white crew socks, light blue Oxford shirt, uniform plain tie, solid black or brown belt

Everyday Uniform (K3-8th)

Khaki shorts or pants. Dennis navy blue or maize polo shirt with school logo. White ankle or crew socks.

Outerwear

The only permitted outerwear inside classrooms is a Dennis solid navy sweater (logo is optional). The vest, V-neck and cardigan style sweaters are permitted. This sweater can be worn every day of the week in classrooms and at Mass.

Nylon and fleece jacket/ coats will only be permitted to wear outside. Personal jackets are permitted to be worn to and from school and for outside play.

Shoes

Converse canvas navy low-rise sneaker (navy with white laces)

Converse canvas navy Chuck II low-rise sneaker (navy with white laces). This option offers more supports than the traditional converse.

Optional: Permitted to wear a solid black low quarter shoe with Mass uniform

Please Note: nail polish, fake nails and make-up are not permitted.

GIRLS GRADES K3 – 8TH:

Mass Uniform (only to be worn on Wednesdays/ Holy Days, when student will attend school Mass)

Girls K3

Girls in the K3 program are not required to wear a Mass uniform, everyday uniform is approved

Girls K4- 3rd Grade

School uniform plaid jumper with light blue Peter Pan collar blouse, white knee-high socks, solid navy or black bloomers (or bike shorts) under jumper are required.

Girls 4th – 8th Grade

School uniform plaid shirt/ skort (above the knee), light blue Oxford shirt, uniform plaid tie, white knee-high socks.

Everyday Uniform (K3 – 8th)

Khaki skort, shirt, shorts, or pants. Dennis Navy blue or Maize polo shirt with school logo. White knee-high, crew or ankle socks.

Girls K3-5th Grade

May wear school uniform girls short-sleeve ruffle-hem dress in navy with school logo. Solid black or navy bike shorts under dress are required. White knee-high, crew or ankle socks.

Outerwear

The only permitted outerwear inside classrooms is a Dennis solid navy sweater (logo is optional). The vest, V-neck and cardigan style sweaters are permitted. This sweater can be worn every day of the week in classrooms and at Mass.

Nylon and fleece jacket/ coats will only be permitted to wear outside. Personal jackets are permitted to be worn to and from school and for outside play.

Shoes

Girls K3-2nd Grade

Keds Kids School Days II (Little Kid/ Big Kid) Saddle Shoe style sneaker in Navy/ White

Girls K3-2nd Grade

Optional: Converse Navy canvas low-rise sneaker

Girls K3- 8th Grade

Optional: Black Mary Jane t-strap shoe (note: these should not be worn on gym class day; no shoes will be changed)

Girls 3rd – 8th Grade

Converse canvas navy low-rise sneaker (navy with white laces)

Converse canvas navy Chuck II low-rise sneaker (navy with white laces). This option offers more supports than the traditional converse.

****Alternative shoe option: SUPERGA Tennis Shoes (BOYS and GIRLS)**

Visit <https://www.superga-usa.com>, COTO CLASSIC WHITE NAVY

Note: Must change out laces and wear White shoe laces with these shoes

SOCKS (Boys and Girls)– solid white socks are the only permitted color of socks / No logo of any kind

White Knee-highs – solid white, sit just below the knee and above the calf

White Crew Socks – solid white, sit above the ankle and at the calf area

White Ankle Socks – solid white, sit at mid-ankle or slightly above ankle bone

HAIR (Boys and Girls)

Hair is to be kept clean, combed, and above the eyes. Unusual haircuts and/or distracting haircuts are prohibited.

Hair color must look natural and complement the individual. Boys must have a tapered hair cut not extending below the collar or below the top of the ear. It may not extend below the eyebrows. Sideburns are prohibited.

Hair Accessories (Girls only)

All items in girls' hair needs to be solid silver, gold, yellow, navy, light blue, or black, OR the plaid hair accessories from Dennis to match the school plaid. This includes ponytail holders.

JEWELRY

One watch (No watches with text/email communication)

One religious bracelet

No rings

One religious necklace -- worn inside shirt

Girls only -- One stud earring in each lower lobe – solid gold/silver/navy/yellow

***Please note:**

- No PE uniforms are required. Students will wear their Everyday Uniforms to PE.
- This uniform policy is subject to change based on the needs of Sacred Heart Catholic School. Notice of any change will be given as soon as possible. Daily uniform inspections will be made. If a student does not arrive at school in proper uniform, parents will be called and asked to make corrections in the child's appearance.
- NO PREVIOUS STYLE UNIFORMS PERMITTED
- Please be sure to mark each article of clothing with the child's name.

CODE OF CONDUCT

Sacred Heart Catholic School makes every effort to provide an atmosphere where students can grow and develop to their fullest God-given talents and abilities. Christian self-discipline and growth toward emotional maturity are carefully nurtured. Children are trained in prayerful and loving dependence on God while learning to take responsibility for the choices they make in their own lives. Respect, concern, and consideration for others as brothers and sisters in Christ are emphasized and encouraged for all.

Discipline, which emphasizes and praises positive behavior, will be used throughout the school. General rules for all students as well as individual classroom rules will be posted in each room.

Discipline problems can be solved through proper communications between parents and the teacher. School discipline can be undermined when parents criticize school authority. Therefore, parents should consult the teacher about all the facts before making any hasty decisions or commenting on a discipline problem in the presence of their children or other parents.

Students will follow all policies and regulations set down by the principal and the faculty.

DISCIPLINE

Discipline is achieved by a program of character building. Through the clarification of values and the practice of self-reliance, self-control, initiative and honesty, the student will be acquiring the Christian social virtues. The school shares with the home and the Church the responsibility of preparing our young people for productive roles in society. Therefore, the school establishes and enforces appropriate standards of student behavior. Every action of the student that concerns his relationship with God and the Church, to his fellow man and to nature, involves his relationship to himself. The activities of the student must promote self-development in the home, school, and community. In meeting these situations, the student must learn to develop that proper regard for self which was indicated by Christ in His command "Love your neighbor as yourself."

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and action.

- All persons must respect the rights, ideas, and property of students, the staff, and school in speech and behavior.
- Students must maintain regular attendance.
- Students must complete work assigned for all teachers.
- All persons must notify the playground supervisor immediately of any injury or unsafe behavior, equipment, or materials.
- All persons must practice proper safety habits.
- All persons must practice acceptable courtesy habits.
- Students and visitors must dress in accordance with the uniform policy and observing proper hygiene for school. Students not in the appropriate uniform, including but not limited to, missing belt, missing tie, wrong shoes or socks, will be sent to the office, and parents will be called to bring the correct pieces.
- Bringing nuisance items, toys, play weapons, water pistols, skate boards, electronic entertainment devices (including but not limited to personal tape players/recorders, cell phones, iPads, personal gaming devices, etc.) is not permitted, and such items will be confiscated.
- Using cell phones during school hours is prohibited at every school under the auspices of the Catholic Diocese of Savannah.
- Possessing or chewing gum on school premises is not allowed.
- Using disrespectful speech (insulting or profane language), defiance, rudeness, or interfering with the education process will not be tolerated.
- Restitution will be expected in the case of vandalism, damage, or loss of textbooks and/or library books. Individual damages will be assessed at the end of the school year and appropriate charges made.
- Academic honesty is expected of all students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty.
- All fees (i.e.: library fines, lunch charges, etc.) must be taken care of before the final report card is given.
- All policies and procedures in this Student Policies and Procedures Handbook will be respected.

Grades 3- 8 Policy – Consequences will be more severe for not telling the truth or if caught being dishonest. Dishonesty will be addressed with additional consequences.

*The following acts are considered unacceptable and will result in students being **sent home for the remainder of the day**:

- Inappropriate physical contact
- Inappropriate behaviors

*The following acts are considered unacceptable and will warrant the issuing of immediate **suspension**:

- Using or possession of tobacco, alcohol, or drugs.
- Willfully failing or refusing to follow any of the school rules.
- Inappropriate social media actions in and out of the school setting that directly affect staff and/or students.

The following acts are considered unacceptable and will warrant the issuing of immediate **expulsion**:

- Weapons/Firearms
- Physical aggression toward faculty/ staff

SEXUAL HARRASSMENT

Sexual harassment is defined as "unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, and work, to achieve or participate in school activities in a comfortable and supportive atmosphere". This behavior as defined is forbidden in schools sponsored by the Catholic Diocese of Savannah. All allegations of sexual harassment must be reported to the principal and pastor who will review the matter in accordance with diocesan guidelines.

The principal will thoroughly investigate the accusation and document the complaint. All reports shall be handled with discretion and concern for all of the individuals involved in the complaint.

If disciplinary action is determined to be appropriate, the action taken must be in accordance with the Discipline Policy of the Diocese of Savannah.

Retaliation against anyone for filing a complaint or participating in an investigation is prohibited and will be disciplined accordingly.

HARRASSMENT

Maintaining an educational environment that encourages optimum human growth and development is imperative. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain a learning and working environment free of any form of harassment or intimidation toward students.

The Diocese of Savannah is committed to providing a learning environment that is free from harassment in any form. Harassment of a student by any other student, employee, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantial acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's perceived differences including but not limited to race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

- **Verbal Harassment:** Derogatory comments and jokes, threatening words spoken to another person
- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- **Visual Harassment:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures.
- **Sexual Harassment:** Unwanted and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term of condition of a persons' educational development;
- Submission to or rejection of such conduct by an individual is used as the basis for education decision affecting such individual;
- Such conduct had the purpose or effect of unreasonable interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

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

- Sex-oriented verbal "kidding," abuse, or harassment;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching such as patting, pinching, or constant brushing against another's body;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

Filing a complaint:

Students may file a formal grievance of harassment through use of the following grievance procedure: the grievance is submitted to the principal; if the alleged harasser is the principal, the student may file with the Pastor or Superintendent.

All matters involving harassment complaints shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting harassment shall not reflect upon the individual's status or affect grades.

Grievance Procedure:

The student/ family must immediately report the harassment to Administration or a teacher who will report it to the principal. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same sex administration if he/ she prefers to do so. The following procedure will be utilized:

1. The parents of the student alleging harassment will be notified immediately, and the student will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible;
2. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegation, as well as the name of the person bringing the allegation. The alleged harasser may be removed from the school setting during the course of the investigation. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation;
3. Once the faces of the investigation have been gathered, the principal, in consultation with the Pastor and Superintendent, will decide the nature, context, and seriousness of the harassment and appropriate disciplinary action.

BULLYING

Sacred Heart Catholic School takes a strong stance against bullying behaviors and expressly prohibits the bullying of any person by any means or method. Bullying can take many forms including verbal, written, physical and relational.

- *Verbal bullying* occurs when oral communication is repeatedly used to intimidate, harass, or threaten another person with the intent of causing harm to that person's reputation.
- *Written bullying* is when written communication of any kind (paper & pen, e-mail, text, etc.) is repeatedly used to intimidate, harass, or threaten another person with the intent of causing harm to that person or that person's reputation.
- *Physical bullying* occurs when physical contact or the threat of physical contact of any kind is repeatedly used to intimidate, harass, or threaten another person with the intent of causing harm to that person or creating an environment whereby the person feels threatened and intimidated.

-Relational bullying is when exclusion from, or conditional inclusion in social groups is repeatedly used to intimidate, harass, or threaten another person with the intent of causing harm to that person or that person's reputation.

TECHNOLOGY

On-line resources are available for educational purposes only. Computer technology is an academic discipline that is part of the core curriculum. It is a school wide policy that the school network and related equipment are to be used in a responsible, productive, moral, and lawful manner. An Acceptable Use Policy provided by SHCS is required for all student's Pre-K through 8th grade.

NETWORK ACCEPTABLE USE GUIDELINES

Any violation of the following guidelines will result in an individual's loss of network access, as well as further disciplinary action as determined by the Principal.

- Accessing, displaying, or sending offensive language
- Use of materials for purposes other than educational research or study
- Violation of copyright laws as they pertain to text and graphics
- Use of another's files, folders, or individual works
- Use of someone else's password
- Intentional damage to computer hardware, software, or computer networks

SOCIAL MEDIA

Social media encompasses the various forms of online social communication and interaction sites such as Facebook©, Twitter©, and Instagram©. Students and parents posting defamatory or threatening statement relating to the school, its students, or its employees on social media sites, regardless of where those posts originate, may be subject to legal action and disciplinary action up to and including expulsion. Parents are reminded that the minimum age requirement to set up accounts on many, if not most of these sites, is 13 or older.

COMMUNICATION

PARENTS ROLE IN EDUCATION/ PARENTS AS PARTNERS

Sacred Heart Catholic School maintains an open-door policy for parents. We encourage the flow of information among parents, teachers, and the administration. Parents are essential partners in education. They are an important link between school and home. When parents become involved in their student's education, they make our schools a better place to learn, grow and thrive.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are essential for student success. Parent-Teacher conferences are scheduled for students at the end of the first and third marking periods. Conferences include the parent(s), respective teacher(s), and the principal upon request. In addition, conferences may be scheduled whenever a parent or teacher feels that a meeting would benefit the student involved.

Please do not attempt to discuss matters before school begins without an appointment. A teacher's time before class is used for immediate preparation and organization. Please also do not try to use the dismissal pick-up line as a time to conference with a teacher.

Paraprofessionals are not to discuss matters with parents, please go directly to your student's teacher.

Conferences provide teachers with an opportunity to present parents with suggestions for complimenting the child's work at school. Likewise, parents have an opportunity to express their observations and concerns, and to discuss with the teacher the uniqueness of each individual child. Conferences, therefore, should be well-planned and should result in the sharing of pertinent information that will benefit the teacher, the parents, and the child.

The administration will also use RenWeb and school newsletters to remind families of pertinent school activities.

RENWEB

RenWeb is our school communication and grading system. You will receive information from the school and your child's teachers through RenWeb. This includes announcements, teacher messages, homework and test postings, newsletters, forms, calendar and your child's report card and grades.

STUDENT/ FAMILY DIRECTORY

The school office will use the student directory for school related needs only. Parents should update their information if there are any changes in address, home, work, cell numbers, or medical information. Parents can send a notice to the office so that school records can be updated during the course of the year.

HEALTH/ WELLNESS

ACCIDENT INSURANCE

All students are covered by an accident insurance policy while at school. This policy also includes travel to and from school-sponsored functions. It is designed to cover expenses not covered by the family's policy.

MEDICATION

Sacred Heart Catholic School, in compliance with Diocesan Policies guidelines concerning the dispensing of medicines, will not give any antibiotics, cough syrup, aspirin, acetaminophen, ibuprofen, etc. to students. Medications requiring a strict adherence to schedules will be administered only upon the written request of a qualified medical doctor and of the parents. When possible, dosages should be scheduled before and/or after school hours.

When it is deemed necessary by a student's doctor for him/her to have medication while at school, all medication MUST be brought to the main office in the morning. Students may NOT keep medication of any kind in their possession in the classroom, including cough drops. This is for the safety of all students. In all cases, parents must:

- provide the written request from the medical doctor,
- complete and provide a signed Medical Authorization Form,
- provide the medication in the original safety bottle, which should be clearly
- marked, identified, and labeled, and
- hand carry the medication to the office, from where it will remain and be secured. *

A record of all medication dispensed is maintained in the office. This record will include the signature of the student or office/health room personnel.

*Inhalers and/or Epi-pens may reside with the student, in the prescribed container within the classroom or office.

EMERGENCY CONTACT

Current contact names and numbers must be on file in the school office in the case of serious illness, injury, or other emergencies. Parents are required to complete and sign a Medical Release Form to be used when parents cannot be contacted immediately.

ILLNESS/COMMUNICABLE DISEASES

Because we must consider the welfare of all children at all times, your child will be sent home if he/she has any of the childhood, contagious diseases listed below. If it is deemed necessary for your child to be sent home from school, parents should arrive within one (1) hour of being notified.

Any student who becomes ill or suffers injury during school hours will be sent to the main office by his/her teacher for assessment. If deemed necessary, parents will be contacted.

The following is a list of some of the more common contagious diseases, and includes details regarding when your child may return:

- Chicken Pox – all scales are dry
- Impetigo – all lesions are healed
- Conjunctivitis/Pink Eye – on medication 24 hours and absence of irritation
- Strep Throat – on medication 24 hours and absence of fever
- Fever (a temperature of 100.4 degrees or higher) – the child may not return until fever-free without medication for 3 days. If elevated temperature is due to a non-contagious disease, such as an ear infection, a note from a licensed healthcare professional is required.
- Rashes – child may not attend school until rash is diagnosed by a licensed healthcare professional
- Vomiting
- Diarrhea
- Head Lice – Sacred Heart Catholic School, in conjunction with the rules and regulations set forth by the Houston County Health Department, June 15, 1995, has a “no nits” policy regarding head lice. Students who are suspected of having this condition will be sent home with a letter for their parent/guardian with information on how to manage head lice
- COVID-19 – if exposed or suspect infection, the student may return to school after (3) days with no fever AND symptoms have improved AND (10) consecutive days since symptoms first appeared AND a negative COVID-19 report (if multiple tests are required, 2 negative tests should be 24 hours apart).

A PROOF OF TREATMENT (note from healthcare provider) is required for re-admittance to school.

CONCUSSION POLICY

Sacred Heart Catholic School recognizes that adolescent athletes are particularly vulnerable to the effects of concussions.

In compliance with the passage of House Bill 284, and to ensure the ongoing safety of our youth athletes, the following protocols will be effective January 1, 2014:

- A. Prior to the beginning of each athletic season, an informational sheet emphasizing the risks of concussions shall be distributed to the parents/guardians of all youth athletes (ages 7 to 18).
- B. Any youth athlete who participates in youth athletics and exhibits signs of a concussion must be removed from the game, practice, competition or tryout and be evaluated by a healthcare provider.
- C. Any youth athlete who is deemed by a health care as sustaining a concussion shall not be permitted to return to play until he/she receives clearance from a health care provider for a full or graduated return to play.

PREGNANT STUDENTS

Sacred Heart Catholic School believes in the sanctity of human life beginning at conception. As a Catholic faith community, we offer our support and prayers for any of our students who may become pregnant. A pregnant student may continue to attend classes so long as the student's presence does not disrupt the school's learning environment. If the pregnant student's presence becomes a disruption, the school may ask the student to withdraw.

SAFETY/ SECURITY

EMERGENCY PROCEDURES

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration. Sacred Heart Catholic School is expanding our safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions: Lockout, Lockdown, Evacuate, and Shelter. In the event of an emergency, the action and appropriate direction will be called over the PA.

LOCKOUT- "Secure the perimeter"

LOCKDOWN- "Locks, Lights, Out of Sight"

EVACUATE- "To the announced location"

SHELTER- "For a hazard using a safety strategy"

Please take a minute to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year. More information can be found at <http://iloveyouguys.org>

INCLEMENT WEATHER

In the event of severe weather announced by the Civil Defense, faculty and students would follow the severe weather procedures established. Practice drills are held throughout the school year. To ensure maximum safety during severe weather, no student will be allowed to leave the building unless the parent or guardian, in person, makes a request for the student to be released and signs out his/her child.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER - In any event of inclement weather, especially during the winter months, the announcement of early dismissal or school closing will be made through the major Macon radio and TV stations. In general, if Houston County Schools close due to hazardous road conditions or inclement weather, Sacred Heart will also close. Watch for notifications directly from the school via RenWeb. Please do not call the school, as faculty may not be on premises to respond. RenWeb notification system will also be used to notify parents in the event of an early closing due to weather.

VISITORS

Visitors, including parents, must sign in at the office and pick up a visitor pass (sticker) which is to be worn and visible to all. No one should enter the classrooms or halls without permission from the office. Visitors to the school should be dressed appropriately.

Sacred Heart Catholic School welcomes all volunteers who wish to share time, talent, or treasure with us. If you have a talent that you would like to share with a class, please contact the school office.

No one is permitted to go to a classroom to speak to a teacher during the school day without a scheduled appointment. If a parent would like to schedule a meeting or conference with a teacher, the parent is to send an email or send a note to the child's teacher.

All volunteers working with children must read and sign an acknowledgement for the Diocesan Code of Conduct for Those Working with Minors. The signed form must be on file with the school office prior to any volunteer activities.

VIRTUS

Sacred Heart Catholic School and the Diocese of Savannah are committed to providing a safe environment to children and youth. It is important that volunteers who work with students are aware of potentially harmful situations and are empowered to act on the behalf of children before abuse occurs. A safe environment program that provides excellent information for all parents and families is VIRTUS: Protecting God's Children. The Bishop of our Diocese has directed that all personnel, paid and volunteers, who work in on-going and/or unsupervised situations with children attend a VIRTUS training workshop. Before a parent can participate in a field trip, class party, or any school function, a VIRTUS workshop is required. A background check and a signed Diocesan Code of Conduct is part of this training.

CONFIDENTIALITY

Protecting confidential information is an ethical, professional, and legal responsibility that SHCS recognizes. No information concerning any student will be released to any other school, agency or individual until a release form is signed by the parent/guardian. Parents can access the student school records by arranging an appointment with the teacher or administration.

CHILD CUSTODY

Families with a custody decree must provide a custody agreement at the time of registration, or if during the middle of the school year, at the time of the hearing. A copy of the document will be maintained in the child's school records. As this document is altered by the courts, it is important to provide an updated copy to the school office. Children of single, separated, or divorced parents/guardians with no custody decree -both parents/guardians will be allowed access to the child as well as to all data pertaining to the child.

CHILD ABUSE/ NEGLECT

SHCS seeks to provide a safe and secure environment for the children who participate in our programs and activities. The State of Georgia requires by law that any principal, teacher, counselor, school volunteer, or any other school employee report all cases of suspected child abuse or neglect of children under eighteen years of age. Georgia Law, Code Section 19-7-5, requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides for a penalty for violation of the law. All reports must be reported within 24 hours. It is NOT school policy to contact the child's family prior to reporting.

DRUG AND TOBACCO FREE CAMPUS

In keeping with the Diocesan policy, Sacred Heart Catholic School maintains a drug-free and tobacco-free environment. A student may not carry, consume or have in his/her possession on the school grounds, before, during, or after school hours, any drugs or alcohol, including but not limited to, tobacco, drugs, alcohol, or federally controlled contraband.

SEARCH AND SEIZURE

Desks and school lockers are property of the schools, placed there for the temporary convenience of students. SHCS has the right to inspect desks, lockers or any items brought on to campus. School officials may at any time conduct such searches as are essential to the safety, health, and well-being of the students, and to secure discipline and sound administration of the school.

Police Officers, upon the authority of a search warrant, may make a search of that part of the school premises described in the search warrant, and school officials should cooperate in performing such a service.

PHOTO/ MEDIA RELEASE

As part of its promotional and marketing efforts, SHCS frequently shares original student work, news regarding student achievements/ activities and pictures about school events with local, regional, and national media outlets such as newspapers, magazines, TV, and radio stations. This information is also included in internal publications such as the annual report, newsletters, and online outlets including, but not limited to, the school website and social media sites. Parents are asked to complete a media Release Authorization form annually. This form allows you to opt out of having your students work and/or image published.

WEAPONS AT SCHOOL

A student may not bring to school or have in his/her possession on the school grounds, before, during, or after school hours, any weapon or instrument that might be used as a weapon to inflict serious harm on oneself or another person.

HANDBOOK POLICY

It is impossible to foresee all situations or problem areas that may arise. Such occurrences are covered in the spirit of this handbook even though they are not specifically stated. This handbook and the policies that are contained in it are in effect until a new handbook is published. The principal is the final recourse and retains the right to amend the handbook. Parents will be given notification if changes are made. Sacred Heart will provide, annually, a parent/ student handbook that serves as a contract between the school and family.

We hope this handbook will provide our community with the information, guidelines, and expectations needed to assist the school in accomplishing its mission. Only in working together can we truly achieve our goals. We are delighted to have you as a part of the Sacred Heart Catholic School.

FACULTY & STAFF

Administration & Support Staff

Principal Al Chromy

Assistant Principal Lori Yann

Administrative Assistant Heather Lyons

Administrative Assistant Sissy Overton

Bookkeeper Becky Quinn

Marketing & Communication Terri Crozier

Information Technology Chris McPhail

Housekeeping Gina Hilson-Greener

Housekeeping Maria Medina

Pre -K Teachers

K2 Katie Sutherland

K2 Assistant Amy Ryals

K3 Katie Powell

K3 Kaleigh Mullis

K4 Celeste Hartman

K4 Ginger Vaughn

Elementary Teachers

Kindergarten Caroline Hollingsworth

1st Grade Lleana Perez

1st Grade Aubrey Lyles

2nd Grade Kim Guidry

3rd Grade Raya Richardson

4th Grade Clare Braski

5th Grade Christy Smith

Middle School Teachers

6th Grade Homeroom Ruel Cabrera
Middle School Math

6th & 7th Grade Religion

7th Grade Homeroom Holly Jones
6th - 8th Grade English & Literature

8th Grade Homeroom Rachel Smith
Middle School Math
6th – 8th Grade Science
8th Grade Religion

Paraprofessionals & Specials Teachers

Art Becky Harwood

Athletic Director Suzi Aler

Music Summer Mcdavitt

Librarian Beth Whitehurst

Technology Chris McPhail

Spanish Gabrielle Monbeck

Paraprofessional Laurie Ellard

Paraprofessional Lorena DelRio

Paraprofessional Paola Castano

Paraprofessional Margie Clark

Student Success Center Mary Jane George

Teaching Assistant Cyndi Fuller

PARENTAL ACKNOWLEDGMENT

My signature hereby acknowledges that I have read the Sacred Heart Catholic School Student/ Parent Handbook. I agree to adhere to the policies and procedures set forth in the handbook.

Printed Name

Signature

Date

Child's Name & Grade