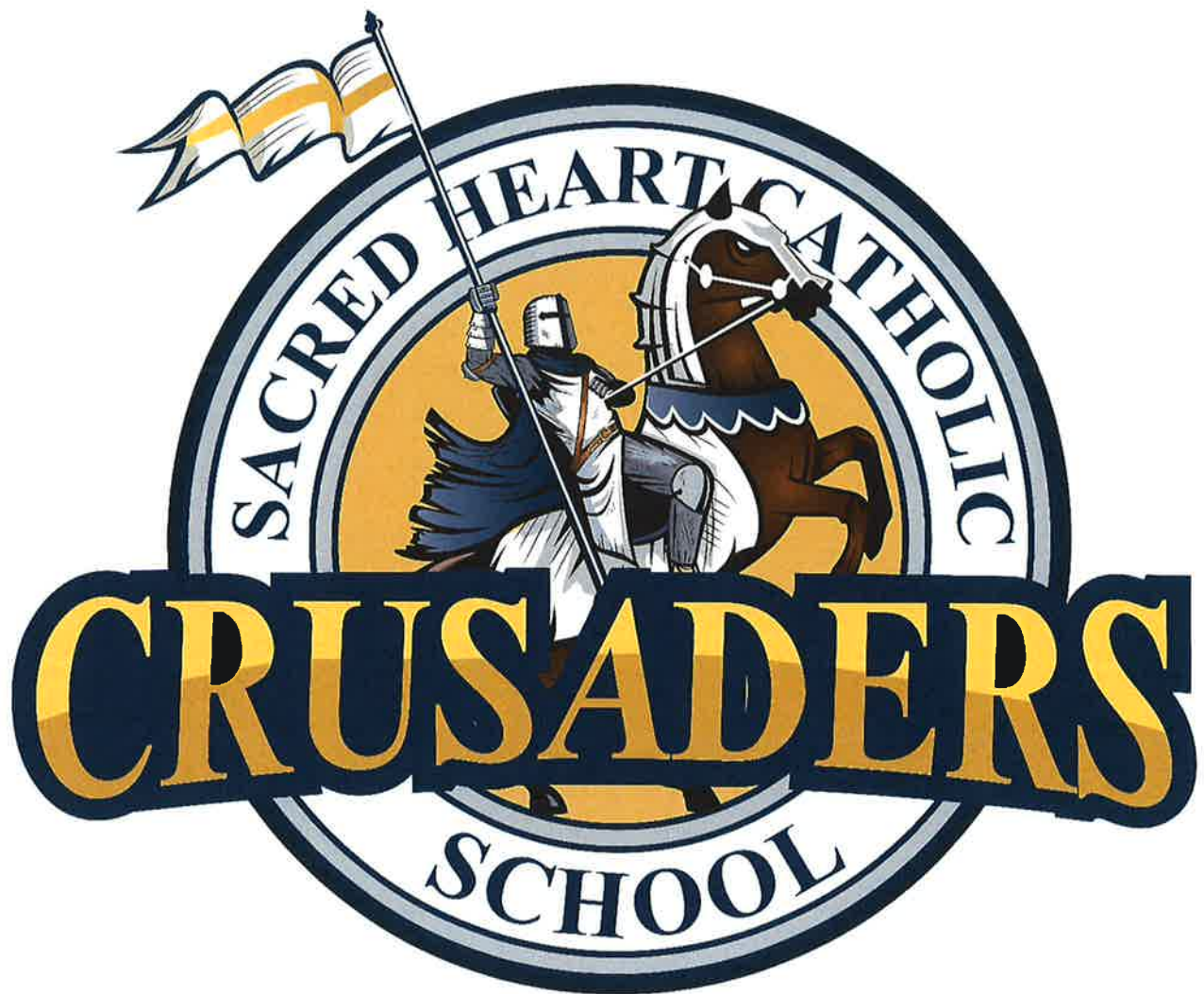


2023-2024
PARENT STUDENT HANDBOOK



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WELCOME LETTER

Dear Families,

It is my pleasure to welcome you to Sacred Heart Catholic School. I am excited to have you as part of the Crusader family this academic year.

I desire to keep with the traditions of the Presentation Sisters to ensure that every child shines with the light of the Catholic faith through service, self-discipline, and academic excellence. To accomplish this, academics must be challenging, engaging, and exciting to promote critical thinking, problem-solving, and exploring new concepts.

Sincerely,

Al Chromy
Principal

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 serve our neighbors.
- ❖ Intellectual development is unique and must be encouraged and assisted to reach its full potential.
- ❖ The basic language, math, science, and social studies skills 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 Christ-centered, disciplined learning environment.
- ❖ Students must be encouraged to develop respect for their fellow man.
- ❖ The formation of students is meant to develop Christian citizens who interact well with others, recognize and respect authority, and are involved in improving and strengthening the wider community.
- ❖ We aim to give students the necessary skills to become self-motivated, productive, well-adjusted people regardless of religious, cultural, or economic background.

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, the Most Rev. Thomas McDonough, Bishop of Savannah, blessed a new brick school and convent.

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 the house. The first and second grades and a computer program were 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 National Catholic Educational Association (NCEA) member.

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

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 accepting students, SHCS gives preference to Catholic students, secondly, to non-Catholic students.

ACCEPTANCE PRIORITY

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

FOR RETURNING STUDENTS

To remain at Sacred Heart Catholic School, a RETURNING student shall conform to approved behavior and academic achievement norms as outlined in the Sacred Heart Catholic School Parent-Student 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

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 enrolled three (3) years old by September 1 of the year and working towards being fully potty trained.
- K4 Pre-Kindergarten – must be four (4) years old by September 1 of the year, enrolled, and potty trained.
- 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 before moving to Georgia and who was legally enrolled in public or private Kindergarten or 1st grade accredited by a state or regional association would be eligible to enroll in Diocese of Savannah schools, provided that the Kindergartener is five years old by December 31st.

REQUIRED FORMS:

- Certified Birth Certificate
- Georgia Form 3231 – Certificate of Immunization**
- Georgia Form 3300 – Eye, Ear, and Dental Screening (Prek4 and up)
- 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 being 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.*

PARENT'S ROLE IN EDUCATION

PARENT'S RESPONSIBILITY

In cooperation with the parents, as the primary educators of their children, the school seeks to support the spiritual, moral, and intellectual values already implanted by the parents in the home. Parents are responsible for:

- ❖ supporting school policy and the authority of the administration, faculty, and staff;
- ❖ encouraging your child to work to his or her potential and to complete all assignments;
- ❖ assuring that your child obeys the regulations and principles of good behavior;
- ❖ discussing problems with the persons concerned and avoiding criticism of the administration, teachers, staff, other students, and school policy in the presence of your child or others;
- ❖ following the policies and procedures stated in this handbook;
- ❖ reimbursing the cost for repair or replacement of any property damaged by your child (accidentally or intentionally);
- ❖ assisting in your child's academic development by carefully supervising his or her home study;
- ❖ cooperating with the school policy to sign and return all correspondence sent home from school by administration and teachers;
- ❖ teaching your child to respect authority, to respect his or her classmates, and to respect all property – theirs and others;
- ❖ seeing that your child arrives at school punctually and placing regular attendance at school as a priority;
- ❖ seeing that your child leaves for school appropriately dressed according to the dress code as outlined in this handbook;
- ❖ seeing that your child has the necessary supplies for classroom work each day;
- ❖ meeting the payment schedule as described.

GUIDELINES FOR PARENTS

- ❖ If your child comes home seriously upset about a school situation, we ask you to listen openly to the child. We would caution you not to offer an opinion until you have contacted the teacher involved in the situation. The discipline in this action is one of calm and passive listening.
- ❖ Responsibility, like respect, is taught by example. If we exemplify responsibility, our children will practice it, too. We cannot always communicate personally; therefore, we ask you to value any written communication and respond promptly if necessary.
- ❖ We value your input and want to be able to address any issues or concerns promptly. Open communication is the most effective way to deal with any possible disagreements.
- ❖ The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If the administration believes the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

HOME & SCHOOL ASSOCIATION (HSA)

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. The dues are \$50 per student for the 2023-2024 academic year.

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 required hours is thirty (30) per family per school year. Single-parent families are required to meet a fifteen (15) hour minimum.

TUITION

See the attachment for the current academic year uniform policy.

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: an eleven-month payment plan (July - June) and a ten-month plan (August-May).

FINANCIAL ASSISTANCE

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 of the highest Catholic standards. Recognizing that each child is an individual created by God, the faculty and staff give our students special 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.

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)
- ❖ STEM
- ❖ Art
- ❖ Physical Education
- ❖ Music Instruction
- ❖ Daily Religion Instruction, including planning and attending weekly Mass

The core curriculum is enhanced through the following **extracurricular activities**:

- ❖ Archery
- ❖ Basketball
- ❖ Choir
- ❖ Tech ES
- ❖ Study Hall
- ❖ Soccer

Students participating in clubs are expected to conduct themselves consistently 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 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). 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 to children multiple times throughout the day or as needed. Pull-up assistance and diapering will be provided. We believe potty training should begin at home and is encouraged for the parent to initiate. We work towards being potty trained by the start of K3.

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. The preparation of Confirmation begins in Middle School, with Confirmation happening in 9th 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 are responsible for assisting and sitting with younger students during school Masses. The older students model correct behavior, answer religious questions, and develop faith-based friendships 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, and 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 Catholic and non-Catholic students 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 and on the Diocese of Savannah website, www.diosav.org.

PERFORMANCE & GRADING

The grading system is standards-based grading 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 is 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. After consultation with the parents and teacher(s), the principal 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 Kindergarten through 8th-grade grades. It is designed to supplement, complement, and reinforce classroom teaching and learning. Since each student is expected to complete all homework assignments, failure to do so will alter the student's grade for the term.

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.

STANDARDIZED TESTING

Sacred Heart, in accordance with all schools in the Diocese of Savannah, uses NWEA MAP testing. Parents will receive individual student reports following the administration of these assessments (given in August, January, and May). It is essential for students to participate during the testing days so they can benefit from the school-wide testing climate that is maintained.

The Assessment of Religious Knowledge (ARK) test is given to students in grades K through 8. Only group results are received since this testing instrument is used to evaluate the religious education curriculum.

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 of 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 work can be provided in advance.

GRADUATION

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

ATTENDANCE POLICY (K-8)

Sacred Heart Catholic School will be in session from **7:50 am until 3:20 pm**. Please register your child for the Extended Day Program if you need childcare before the normal school day or after classes end. Daily attendance and punctuality are essential to students' successful spiritual, academic, and social development. Parents should try to schedule medical and dental appointments at a time other than school hours. If this is not possible, please send a note specifying the time and reason the student will be excused. You must come to the main office to have a student excused and sign the "sign-out" book.

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 attend 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 note.

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 being disruptive to the classroom. The academic day begins at 7:50 am. **Students not in class at that time will be marked tardy. If a student arrives after 7:50 am, 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 (6) or more unexcused absences occur, at which point a meeting with administration will be required.

Excused absences include

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

ARRIVAL & DISMISSAL

SCHOOL HOURS

K3 – 8th-grade Hours of Operation **7:50 am – 3:20 pm**

*Extended Day Program enrollment is available

K2 Hours of Operation

7:00 am – 5:30 pm Full-Day program

7:30 am – 11:30 am Part Day program

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

ARRIVAL PROCEDURES

Middle School Arrival Procedures:

Student arrival is between 7:30 a.m. and 7:45 a.m. Students are dropped off in the drive-through lane of the PAC parking lot, as designated by the cones. Parents and guardians must drive slowly into the parking lot, pull up to the staff member opening doors, and stop. This is a NO PARKING AREA. Students exit the car on the passenger side and enter the gym through the gate at the double doors. Parents do not exit their vehicles. Students report to the gym for attendance and announcements.

K3 – 5th-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, pull 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. Parents should not exit their vehicles to remove items from the trunk or rear of the vehicle.

At around 7:55 am, orange cones will be placed in the drive-up area. At this point, you will have to walk your child into school and check the student in.

Walking in students during the first week of school is permissible. After that, all students are expected to walk in by themselves.

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 of all.

DISMISSAL PROCEDURES

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

Middle School 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 designated cone pattern in the PAC parking lot. Students will be called to come outside to the dismissal line and escorted to the car by staff.

K3 –5th-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 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. Students will line up by class under the front door awning and be called to the appropriate cone for dismissal. **To maintain student safety, no students will be dismissed from the school after 3:00 p.m. Dismissal will be part of our end-of-day dismissal.**

CLASSROOM EXTENSIONS

EXTENDED DAY PROGRAM

Sacred Heart Catholic School's Extended Day Program was established to provide a service in addition to the academic day to parents with 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 is unavailable.
- ❖ 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.
- ❖ Students participating in after-school activities must report to Extended Day if parents, guardians, or other authorized persons cannot 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 on which children attend the Extended Day Program.

LUNCHROOM POLICY

Lunch for Middle School:

Well-balanced meals are important for everyone, especially for students in their growing years. We ask parents to ensure their children bring a well-balanced lunch each day. Students must bring their lunches from home each day. **A clear water bottle is required daily. There are microwaves available for students in 6th-8th.**

You could purchase lunch for your child in three different instances:

Monday- Chick-fil-A
Wednesday- Moe's SouthWest Grill
Friday- Pizza.

You will receive a notification on how to order your child's lunch for those days. Since you can purchase lunch three out of five days. DO NOT send or bring outside food on any other days.

Lunch money could be paid in cash or through your FACTS account.

Lunch for K3- 5th Grade:

Well-balanced meals are important for everyone, especially for students in their growing years. We ask parents to ensure their children bring a well-balanced lunch each day. Students must bring their lunches from home each day. **A clear water bottle is required daily. There are NO microwaves available for students in K3-5th.**

You could purchase lunch for your child in three different instances:

Monday- Chick-fil-A

Wednesday- Moe's SouthWest Grill

Friday- Pizza.

You will receive a notification on how to order your child's lunch for those days. Since you can purchase lunch three out of five days. DO NOT send or bring outside food on any other days. Lunch money could be paid in cash or through your FACTS account.

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 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.

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

Parents serving as chaperones on field trips MAY NOT BRING SIBLINGS OF ANY AGE, as this prevents them from properly supervising their assigned students.

BIRTHDAYS

Students may bring **ONE** light snack on birthdays 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.**

If a family desires to invite students to a birthday party, **ALL** students must be invited if invitations are distributed at school.

CODE OF CONDUCT

Sacred Heart Catholic School strives 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 and individual classroom rules for all students will be posted in each room.

Discipline problems can be solved through proper communication between parents and the teacher. Students will follow all policies and regulations the principal and the faculty set forth.

DISCIPLINE

Discipline is achieved by a program of character building. The student will acquire Christian social virtues by clarifying values and practicing self-reliance, self-control, initiative, and honesty. The school shares with the home and the Church the responsibility of preparing our young people for productive societal roles. Therefore, the school establishes and enforces appropriate standards of student behavior. Every student's action that concerns his relationship with God and the Church, with his fellow man and nature, involves his relationship with himself. The student's activities 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 all individuals' privacy and confidentiality regarding student disciplinary issues and actions.

- ❖ All persons must respect the rights, ideas, and property of students, the staff, and the school in speech and behavior.
- ❖ Students must maintain regular attendance.
- ❖ Students must complete the work assigned by all teachers.
- ❖ All persons must immediately notify the playground supervisor of any injury, 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 observe proper hygiene for school.

- ❖ Students not in the appropriate uniform, including but not limited to missing belts, missing ties, 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, skateboards, and 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.**
- ❖ 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 for 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 will be made.
- ❖ Academic honesty is expected of all students in academic work performance. 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 handled 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 unacceptable acts will result in students being **sent home for the remainder of the day**:

- ❖ Inappropriate physical contact and behaviors.

The following acts are considered unacceptable and warrant immediate **suspension**:

- ❖ Using or possessing 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 affects staff and/or students.

The following acts are considered unacceptable and warrant immediate **expulsion**:

- ❖ Weapons/Firearms
- ❖ Physical aggression toward faculty/ staff

HARASSMENT

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 hostile or intimidating treatment because of the individual's perceived differences, including but not limited to race, creed, color, national origin, physical disability, or sex. Harassment can occur at 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, and 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 or condition of a person's educational development;

Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such an individual;

Such conduct had the purpose or effect of unreasonably 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 using 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 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 student's parents 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 and 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 facts 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

Online 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 responsibly, responsibly, morally, and lawfully. An Acceptable Use Policy provided by SHCS is required for all Pre-K through 8th-grade students.

NETWORK ACCEPTABLE USE GUIDELINES

Any violation of the following guidelines will result in an individual losing network access and 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

Communication is a means of expressing the missionary vocation of the entire Church; today, the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ." (Pope Francis' Message for the 48th World Communications Day [WCD], 2014.)

Excellence in the Christian education and formation of our students demands a Christian spirit of collaboration between parents and school staff. This social media policy protects the Christian dignity of every student and teacher from the damaging effects of negative social media posts by ensuring that electronic communication on the Internet is appropriate, reflective of our Catholic values, and consistent with the rules and values of our school.

Social media is defined as any web-based and mobile technologies which are designed to turn communication into interactive dialogue. This includes but is not limited to the use of blogs/wikis, message boards/forums, Facebook, YouTube, Twitter, LinkedIn, Flickr, Google, Pinterest, Vimeo, Edmodo, Snapchat, Instagram, TikTok, YouTube, and any derivative applications.

The school considers the following examples to be inappropriate social media conduct/content. (This list is non-exhaustive and intended to provide examples only):

- Inappropriate language
- Discriminatory, defamatory, proprietary, or slanderous remarks/images or allegations about the Diocese, its entities, employees, or students
- Cyber-bullying, harassment, or threats of violence
- Complaints about the Diocese, its entities, employees, or students
- Links to sites that contain offensive content

Inappropriate content posted to official school social networking sites/pages shall be removed by the school-related administrators designated to maintain the social media presence.

Employees, parents, students, and volunteers must be cognizant that any use of social media reflects our school and the Diocese of Savannah, its mission statement, and its values. More importantly, we must set an example for our children about being responsible for what we choose to share online.

Each school shall maintain on file for every student official Diocesan Media Consent Form indicating parent/guardian permission to share a student's name, image, and likeness.

Social media is a great way to promote our school. We have so many wonderful things we do that we must celebrate and promote. All content that is published on the school website and social media sites can be shared on your own social media accounts. This provides our school with a tremendous amount of exposure and goodwill. We encourage parents and volunteers to engage in the following:

- Participate in and promote official school events, activities, and programs.
- Distribute advance notices of school events and programs.
- Encourage participation in fundraisers, food/clothing drives, and other events and initiatives.
- Inform school families, friends, alumni, and supporters about news, events, or programs.
- Recognize special achievements or accomplishments of students, families, and employees.

We respectfully ask that parents/guardians and students do not engage in the following when using personal social media sites:

- Conversations about school business or private discussions in a negative manner.
- Airing grievances with fellow volunteers, school administrators, teachers, parents, students, or others.

GUIDELINES FOR STUDENTS

Students must learn how to use social media responsibly and effectively.

- Respect the privacy of others by not sharing personal information or hurtful comments about classmates via social media, including e-mail and texting.

- Personal videos and photos of individual class activities, concerts, sports, drama productions, class trips, extracurricular activities, etc., which are shared on social media sites, must be appropriate and not libelous.

GUIDELINES FOR PARENTS

- Parents/guardians shall make complaints through official school channels rather than posting complaints on social networking sites.
- Parents /guardians shall immediately bring any social media policy violations or concerns to school officials. Responding in kind to uncharitable communications through social media merely perpetuates divisiveness.
- School officials will not mediate social media issues between students or parents unless it directly affects the school.
- Parents/guardians shall monitor their children's online activity, including their use of social media.
- Parents/guardians shall explain what is acceptable to post online to their children.

For more, see:

- [USCCB Social Media Guidelines](#)
- ["Towards Full Presence. A Pastoral Reflection on Engagement with Social Media"](#) by the Vatican Dicastery for Communication.

COMMUNICATION

STUDENT SUCCESS MEETINGS

Student success meetings are like parent-teacher conferences. Teachers or administrators may feel the need to schedule a student success meeting at any time during the school year. These meetings are to discuss the student's academic or behavioral progress—the front office calls to schedule these meetings.

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. The best way to communicate with your child's teacher is via email.

first.last@shswr.org

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.

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, calendars, 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 and guidelines concerning the dispensing of medicines, will not give any antibiotics, cough syrup, aspirin, acetaminophen, ibuprofen, etc., to students. Medications requiring strict adherence to schedules will be administered only upon the written request of a qualified medical doctor and of the parents. Dosages should be scheduled before and/or after school hours when possible 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.

*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 case of serious illness, injury, or other emergencies. Parents must 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 for 24 hours and absence of irritation
- Strep Throat – on medication for 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 three days. A note from a licensed healthcare professional is required if elevated temperature is due to a non-contagious disease, such as an ear infection.
- Rashes – the child may not attend school until the 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 on 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, two negative tests should be 24 hours apart).

A PROOF OF TREATMENT (note from a 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:

- ❖ 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).
- ❖ 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 evaluated by a healthcare provider.
- ❖ Any youth athlete who is deemed by a health care provider 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.

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 its 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, requests the student to be released and signs out his/her child.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER - Sacred Heart will often close if Houston County Schools close due to hazardous road conditions or inclement weather. Watch for notifications directly from the school via RenWeb.

VISITORS

Visitors and parents must sign in and pick up a visitor pass at the office. 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. Please contact the school office if you have a talent you would like to share with a class.*

Without a scheduled appointment, no one can go to a classroom to speak to a

teacher during the school day. 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.

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 behalf of children before abuse occurs. VIRTUS: Protecting God's Children is a safe environment program that provides excellent information for all parents and families. The Bishop of our Diocese has directed that all personnel, paid and volunteers, who work in ongoing and/or unsupervised situations with children attend a VIRTUS training workshop. **A VIRTUS workshop is required before a parent can participate in a field trip, class party, or any school function.** This training includes a background check and a signed Diocesan Code of Conduct.

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's 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 and all data about the child.

CHILD ABUSE/ NEGLECT

SHCS seeks to provide a safe and secure environment for children participating 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 that reporting in good faith, and provides for a penalty for violation of the law. All reports must be reported within 24 hours. Contacting the child's family before reporting is NOT school policy.

DRUG AND TOBACCO-FREE CAMPUS

Sacred Heart Catholic School maintains a drug-free and tobacco-free environment per the Diocesan policy. 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 the school's property, 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 of 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 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 student's 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 notice if changes are made. Sacred Heart will provide a parent/ student handbook annually that serves as a contract between the school and the 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 by working together can we truly achieve our goals. We are delighted to have you in the Sacred Heart Catholic School.



Tuition 2023-2024

Preschool K3, K4, Kindergarten through 8th Grade Full School Day - 7:30am - 3:40pm		
1 Student \$7925		
\$1000 Catholic Discount		
\$1000 Discount for each additional child		
4 year old program - K4 Part Day Option- 7:30-1:30		
5 Part Days \$6100	Catholic Discount \$300	
3 year old program - K3 Half Day Options - 7:30 - 11:30		
5 Half Days \$5450	Catholic Discount \$300	
3 Half Days \$4350	Catholic Discount \$300	
2 year old program-K2 Full Day (7am-5:30pm) Half Day Option(7:30am -11:30am)		
<u>Full Day</u>	<u>5 Half Days</u>	<u>3 Half Days</u>
\$8325	\$5450	\$4350
Catholic Discount \$1000	Catholic Discount \$300	Catholic Discount \$300

***Note: No Multi-Student Discount for K2 students or part/half day students*

School Fee Schedule

New Student Application	\$125/Student (Maximum of \$250 per family)
Family Registration	\$275/Family (Annual Fee)
Home & School Dues	\$50/Student (Annual Fee)
FACTS Enrollment Fees	\$50/yr- monthly plan \$20 per year for tuition paid in FULL

***The FACTS fees are set and collected by FACTS and are NOT returned to the school*

Extended Day - K3 - 8th Grade

Extended Day is offered 7am-7:30am and from 3:40pm-5:30pm
Cost/Student: \$15/day no more than \$50/week. Mornings Only \$15/week

****Children must be the age for the registered grade on or before September 1st.**

Sacred Heart Catholic School 2023-2024 CALENDAR

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sacred Heart Summer Program

- 4 School Closed for Independence Day
- 28 Last Day of Summer Program
- 31 Teacher Workday

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	/	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 School Closed for Christmas Break
- 2 Teacher Workday
- 3 Students Return
- 12 ½ Day for students No Aftercare
- 15 M.L King Day – No School
- 28-3 Catholics School Week I

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1-4 Teacher Workdays
- 4 New Family Orientation 4pm Ice Cream Social 5-6pm
- 7 First Day of School
- 8 Back to School Night 5-6 pm Middle School
- 15 Back to School Night 5pm Preschool – Grade 5

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	/	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 16 ½ Day for students No Afternoon
- 19 Presidents' Day- No School

SEPTEMBER '23						
S	M	T	W	Th	F	S
					/	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 ½ Day for Students - NO AFTERCARE
- 4 LABOR DAY – NO SCHOOL

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	/	9
10	11	12	13	14	15	16
17	18	19	20	21	/	23
24	25	26	27	28	29	30
31						

- 8 ½ Day Students Parent/Teacher Conferences 12:30pm – 4:30pm
- 22 1/2 Day for Students No Aftercare
- 25-29 Easter Break

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 5-6 Teacher Workdays
- 9 Columbus Day- No School
- 10 Parent Teacher Conferences 7:30am – 4:30pm No School
- 31 Halloween Carnival

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 Easter Break
- 2 Students Return

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 10 Veterans Day Program 9am
- 23 Thanksgiving Break – School Closed

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 15 8th Grade Graduation Mass/Brunch 9am
- 24 Last Day ½ Day No Aftercare
- 27 Memorial Day School Closed
- 28 Teacher Workday

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 15 Christmas Program 11am in the church
- 18-29 Christmas Break

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sacred Heart Summer Program Begins June 3

- 19 School Closed for Juneteenth

SACRED HEART CATHOLIC SCHOOL

Effective 1 August 2023
(August 2023 Update)

2023-2024 Academic Year UNIFORM POLICY

Uniforms should be purchased from Dennis Uniforms, our uniform provider. Our school code is **BASHCS**.

Jewelry

One watch - ONLY BLACK, BROWN, SILVER, GOLD – No bright color watches allowed. (NO watches with text/email).

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/pearl.

Mass Uniform - K4 – 8th grades

Only to be worn on days there will be an all school Mass – Wednesdays and Holy Days.

Note: Uniform shirt will remain tucked in at all times.

Note: Boys - Black/ brown belt required with pants. Shorts are not allowed with the Mass Uniform.

NOTE – Mass skirts/jumpers NEED TO GO TO THE TOP OF THE KNEE.

Boys K4 – 8th Mass Uniform

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

Girls K4 - 3rd Mass Uniform

School uniform plaid jumper with light blue peter pan collar blouse, white knee-high socks or white tights. **Note:** Solid Navy or Black bike shorts under jumper are required.

Girls 4th - 8th Mass Uniform

School uniform plaid skirt/skort (top of knee), light blue Oxford shirt, uniform plaid tie, white knee-high socks or white tights.

Everyday Uniform

Note: Uniform shirt will remain tucked at all times.

Note: Black/ brown belt required with shorts/pants for 1st – 8th grades boys and girls. No belt required for skirt/skort options.

Note: Solid Black Navy bike shorts under skirt/dress are required.

Note: All skirts/dresses//skorts/shorts need to go to the top of the knee.

K3 will wear Everyday Uniform Monday – Friday; No Mass uniform.

Girls K3-8th Everyday Uniform

Khaki skort/skirt (top of knee) , shorts, or khaki pants. Navy blue polo shirt with school logo. **White** knee-high, crew, ankle socks or white tights.

K3 – 3 rd Grade may also wear School Uniform. Girls short-sleeve ruffle-hem dress in navy with school logo. White knee-high, crew, ankle socks (no ruffles) or white tights.

Boys K3-8

Khaki shorts or pants. Navy blue polo shirt with school logo. White ankle or crew socks.

Socks – solid white socks are the only permitted color of socks / No logo of any kind.

(Girls) 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.

Note: Low (below ankle) and No-show socks are not allowed.

Shoes

Girls - K3 - 3rd

- Converse canvas Navy low-rise sneaker – white laces.

- SuperGA Navy low-rise sneaker – white laces.

- Solid Black tennis shoes – absolutely no color other than black.

on the purchased shoe. No black marker is allowed to be used to cover color. No high tops.

- Keds Kids School Days II Saddle-Shoe style sneaker in Navy/White.

- Black Mary Jane one strap OR t-strap shoe. (Note if they wear the Mary Jane they will be wearing this shoe to gym class – no shoes will be changed).

Girls – 4th - 8th Grade

- Converse Navy canvas low-rise sneaker – white laces.

- SuperGA Navy low-rise sneaker – white laces.
- Solid Black tennis shoes – absolutely no color other than black on the purchased shoe. No black marker is allowed to be used to cover color. No high tops.

Boys K3 – 8th

- Converse canvas Navy low-rise sneaker – white laces.
- SuperGA Navy low-rise sneaker – white laces.
- Solid Black tennis shoes – absolutely no color other than black on the purchased shoe. No black marker is allowed to be used to cover color. No high tops.

Boys -- K3 – 8th Optional -- permitted to wear a solid Black Low quarter shoe with Mass Uniform.

Note: All shoe eyelets must be used and shoes are required to be tied at all times to insure a safe, snug fit on the student foot for safety.

Note: K3 and K4 students are encouraged to wear Velcro options when available in the above listed tennis shoes.

Indoor and Outdoor Sweaters / Jackets – boys and girls

- **Indoor/Outdoor** - 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.
- **Indoor/Outdoor** -- Navy fleece jackets with school logo will be permitted to wear in classrooms. This fleece can be worn every day of the week in classrooms and at mass.
- **Outdoor** -- Personal jackets are allowed to be worn to school and for outside play but will not be allowed in the school building.

Hair – all boys and girls

Hair needs to be clean and a natural color - no dyed highlights allowed in hair.

No faddish hairstyles allowed.

Hair Accessories – girls only.

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

**** No PE uniforms**

**** No nail polish // No make-up**

Note: Please ensure as kids grow the uniforms are always worn with modesty. The clothing needs to remain loose fitting so the students are comfortable yet modest at the same time. All skirts/dresses/skorts/shorts must be to the top of the knee.

PARENT ACKNOWLEDGEMENT

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 outlined in the handbook.

Printed Name: _____

Signature: _____

Date: _____

Child's Name & Grade: _____