

2025-2026
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 a 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, a parish/diocesan school in the Diocese of Savannah, is accredited by Cognia and is a member of the National Catholic Educational Association (NCEA).

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

ADMISSIONS

Schools in the Diocese of Savannah admit students regardless of sex (unless traditionally a single sex school), national origin, or disability, if with reasonable accommodation on the part of the school, the disabled person could be accommodated. In admitting students, Catholic schools give preference to Catholic students whose family is registered at the sponsoring parish; secondly, to Catholic students whose family is registered in a parish other than the sponsoring parish; finally, to non-Catholic students.

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 Kindergarten student 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

IMMUNIZATION AND PHYSICAL EXAMINATION

POLICY

All students are to submit documentation of health and physical requirements prescribed by the State of Georgia and the Diocese of Savannah.

GUIDELINES

All health-related forms shall be filed in the student's permanent record. These forms are intended for confidential use only and should be accessed by professional and

secretarial staff. At no time are records to be available to volunteers, students, or other unauthorized persons. All students are to submit to the school a record of a 4-point screen Georgia form 3300, immunization record Georgia form 3231 and other health information as required by state law.

Certificates of Immunization:

Immunizations are not contrary to the Catholic faith. Every student enrolled in a Catholic school in the Diocese of Savannah shall be immunized in accordance with the Georgia Department of Public Health schedule for childhood vaccines. Certificates of Immunization, Georgia Form 3231, must always be current. A student who fails to present the required evidence shall not be accepted for enrollment.

There are no exceptions to the requirement unless the student presents a medical exemption as outlined in the Georgia Department of Public Health's Immunization Guidelines for Schools and Childcare Facilities.

- Medical exemptions are permitted only when a child has a medical condition that keeps him from being able to receive a specific vaccine(s), not all vaccines.
- Medical exemptions must be marked on the Georgia Certificate of Immunization (Form 3231).
- A letter from a physician, Advanced Practice Registered Nurse (APRN) or physician assistant (PA) attached to the certificate will not be accepted as a medical exemption. It must be marked on the certificate.
- A physician, APRN or PA must re-evaluate the need for a medical exemption at least once each year and issue a new certificate of immunization at that time. The date of expiration on the section of the certificate marked "medical exemption" should be one year from the date of issue and never exceed one year.

Serology testing shall not be considered an acceptable method for determining medical exemption.

All requests for medical exemptions shall be directed to and approved by the Superintendent of Schools. Requests can be emailed to CatholicSchools@diosav.org with subject: *Request for Medical Exemption*. **All Form 3231's marked with a medical exemption must be submitted directly to the Office of Catholic Schools via email (CatholicSchools@diosav.org with subject: Request for Medical Exemption or fax (912-201-4101, Attn: Superintendent of Schools).**

Other Health & Physical Requirements

Health Screenings are **required** in specific grades (see chart below). However, vision and hearing screenings are **recommended** in all grades, and scoliosis screenings are **recommended** in grades 6-8.

Students actively engaged in athletic programs must submit a record of physical examination each year.

REQUIRED SCREENINGS

	K	1	2	3	4	5	6	7	8
Vision		X	X		X		X		
Hearing		X	X		X		X		
Scoliosis						X		X	

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 2024-2025 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

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 the student in.**

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

K1- 8th-grade Hours of Operation **7:50 am – 3:20 pm**

*Extended Day Program enrollment is available for **K3-8th** grade as indicated below:

7:00-7:30 = Before Care

3:30-5:30 = After Care

K1 and K2 students will arrive at 7:30.

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.

K1 arrive and pick up: Parents should drive to the church and park under the awning. From there, they will walk inside to drop off and pick up their child.

K2 – 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 3:35 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- La Cabaña, Mexican

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 will be paid 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. **We do not provide breakfast for students. 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- La Cabaña, Mexican
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 will be paid 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." Please note that misbehavior is taken seriously, and at any time your child may be asked not to return due to chronic misconduct.

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

PBIS

PBIS is a process for creating safer and more effective schools by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior expectations for all students through school-wide procedures and processes intended for all students and all staff in all settings. This is a proactive, prosocial, and preventative approach to creating a positive school and classroom environment.

This year you may hear your student mention "PRAY," being "PRAYerful," or earning "PRAY" tickets. This is the PBIS system at Sacred Heart that encourages students to, as our mission statement proclaims, "Shine with the light of the Catholic faith through service, self-discipline, and academic excellence." We have adopted a unified set of school expectations for behavior outlined in our matrix. You will see these expectations posted throughout the school, and your child will be learning them throughout these first few weeks. Our expectations are as follows:

P – Be Polite

R – Be Respectful

A – Make Appropriate Choices

Y – Yield to Others

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 been 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, 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 network

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.

FACTS

FACTS is our school communication and grading system. You will receive information from the school and your child's teachers through FACTS.. 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 24 hours..** 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 FACTS.

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

Schools in the Diocese of Savannah abide by the provisions of the Buckley Amendment. Noncustodial parents will be given access to academic records and information regarding their children unless there is a court order to the contrary. Separated, divorced and/or nevermarried-to-each-other parents shall provide the school with a court-certified copy of the custody section of the appropriate decree.

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

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.

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.

FACULTY & STAFF

Administration & Support Staff

Principal Al Chromy

Lower School Assistant Principal
Francine Hogan

Middle School Assistant Principal
Lori Yann

Director of Advancement Miriam Hunter

Advancement Assistant Tiffany McDaniel

Office Administrator Ariel Enos

Bookkeeper Becky Quinn

Jonathan Washington Technology

Preschool Teachers

K1 Carleena Butler

K2 Kimberly Currie

K2 Nayah Slattery Roberts

K3 Lora Bradley

K3 Amy Ryals

K4 Celeste Hartman

K4 Gabrielle Warner

Elementary Teachers

Kindergarten Caroline Hollingsworth

Kindergarten Jennifer Palmer

1st Grade Ileana Perez

2nd Grade Charlotte French

2nd Grade Laura DeFelice

3rd Grade Laura Spradling

4th Grade Precious Journey

4th Grade Alex Toborg

5th Grade Shalonda Collins

5th Grade Christy Smith

Middle School Teachers

Math/Religion/Science Ruel Cabrera

Math Shirl Williams

Social Studies/Religion Renee Massey

English Anna Papic

Literature/Religion Lori Yann

Specials Teachers

PE Suzi Aler

STEM Cyndi Fuller

Art Beckie Harwood

Spanish/ Religion Mariana Thomas

Religion Kristina Pinto

Music Krysta Earle

Band Elizabeth Chancellor

Library Mariela Rodriguez

STEM Assistant Mishael Smith

Paraprofessionals

Paraprofessional Esther Andrade

Paraprofessional Sandra Ramirez

Paraprofessional Laurie Ellard

Paraprofessional Sunnie Cutlip

Paraprofessional Lorena Del Rio

Paraprofessional Nohemy Lopez

Paraprofessional Gabby Sowell

Paraprofessional Amy Barwick

Paraprofessional Tiana Wilson

TUITION

SEE WEBSITE

SCHOOL CALENDAR

SEE WEBSITE

UNIFORM POLICY

SEE WEBSITE



OFFICE of CATHOLIC SCHOOLS

2170 E. Victory Drive
Savannah, GA 31404
912-201-4121

CatholicEducationGA.org

ACCEPTABLE USE POLICY FOR TECHNOLOGY AND INTERNET ACCESS FOR STUDENTS

PARENTS AND STUDENTS: Please read this document carefully before signing.

I. INTRODUCTION

The use of any form of technology is a means, not an end to education. Teachers and students have a responsibility to use the tools at hand to enhance education. We believe that technology and the Internet offers vast, diverse, and unique resources to both students and teachers. The Internet is an electronic highway connecting thousands of computers all over the world and millions to individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. The Diocese of Savannah has taken precautions to restrict access to controversial materials, and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on the worldwide network far outweigh the possibility that users may obtain material that is not consistent with the educational and moral goals of the Diocese.

II. EDUCATION GOALS

- To provide a variety of information to enhance the curricula areas.
- To help students work effectively with various forms of telecommunication tools.
- To prepare students to become critical thinkers and problem solvers.
- To teach skills needed in the electronic and global fields.

III. TERMS AND CONDITIONS

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal use of the network resources. If a Diocese of Savannah user violates any of these provisions, his or her privileges will be terminated, and future access could be denied. Violation of this agreement will be referred to appropriate school officials for disciplinary action. Violations of state or federal law will be referred to their appropriate law enforcement agency. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

PARENTS: *It is important that you and your child read this agreement and discuss it together. When your child is allowed to use the technology in our school, it is extremely important that the rules are followed. As a parent, you are legally responsible for your child's actions. You are responsible for supervision of your child's Internet use when not in a school setting.*

A. Acceptable Use

The use of technology and the Internet must be in support of education and research and consistent with the educational objectives of the Dioceses of Savannah. Use of other organizations; network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes but is not limited to copyrighted material or material protected by trade secret.

B. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. (Each student who accesses the Internet will be part of a discussion with a Diocese of Savannah faculty member about the proper use of the network.) Diocese of Savannah officials will deem what is inappropriate use, and their decision is final. Also, Diocese of Savannah officials may request that the school deny, revoke, or suspend specific user privileges. The Diocese of Savannah expects the co-signing teacher to monitor the student's access for which he or she is responsible. Random checks of Internet history and monitoring of faculty, staff and student access may be conducted to determine whether the accounts are being used in a manner that is consistent with this agreement. Faculty, staff and students agreeing to the Diocese of Savannah Access to the Internet will consent to such monitoring.

C. Responsibilities

All persons accessing the Internet from the school/parish locations must accept the responsibility of using the internet wisely and correctly. A faculty member will monitor access to the internet by students at all times. Everyone is expected to abide by the generally accepted rules of network use. These include, but are not limited to, the following:

- There must be a clear academic purpose for accessing the internet at the school location.
- Do not use the network for any illegal activity (e.g. violating copyright or other contracts, gaining illegal access or entry into other computers.)
- Do not use the network for financial or commercial gain.
- Do not interfere with the proper operation of school system and networks accessible through the Internet.
- Do not use the network in such a way that you would disrupt the use of the facilities by other users.
- Do not use school computing and network resources in a wasteful or frivolous manner (e.g. tying up resources with computer-based game playing, sending trivial or excessive messages, downloading excessively large files).
- Do not reveal your personal address/phone number or the personal address/phone number of another student.

- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or any of the above listed agencies or other networks that are connected to the internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses, moving and/or deleting files not belonging to you.
- If you feel you can identify a security problem on the internet, you must notify a teacher or system administrator. **Do not demonstrate the problem to other users.**
- Respect the privacy of others.
- Files/data belonging to others are to be considered private property unless the owner of the files gives explicit authorization.
- Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.

The Diocese of Savannah makes no warranties of any kind, whether express or implied, for the service that is provided. The Diocese of Savannah will not be responsible for any damage you suffer. This includes loss of data resulting from delays or service interruptions caused by its own negligence or your errors of omissions. Use of any information obtained via the internet is at your own risk. No guarantee of complete privacy is made. The Diocese of Savannah specifically denies any responsibility for the accuracy or quality of information obtained through the access of their network facilities.

Parents and students should retain a copy of this policy for their records. The accompanying signature sheet should be returned to the school.



OFFICE of CATHOLIC SCHOOLS

2170 E. Victory Drive
Savannah, GA 31404
912-201-4121

CatholicEducationGA.org

ACCEPTABLE USE POLICY FOR TECHNOLOGY AND INTERNET ACCESS Parental Consent Form

_____ School ("the School") has chosen to permit students' access to devices and internet resources to further the school's educational goals and objectives. To assure the appropriateness and educational quality of internet sites that students access, the school subscribes to an internet filtering program. Students are also monitored by a teacher whenever using any software and/or internet access. However, parents and guardians are warned that the Diocese of Savannah or the school does not have total control of the information on the internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, the Diocese of Savannah and the school supports and respects each family's right to decide whether or not the family's child may have access to this resource.

I confirm that I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Technology and Internet Access ("the Policy"), and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and internet access at _____ School.

I affirm that I have read, understand, and agree to abide by the terms and conditions outlined in the policy for Acceptable Use for Technology and Internet Access.

NAME OF STUDENT

GRADE

SIGNATURE OF PARENT/GUARDIAN

DATE



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MEDIA CONSENT FORM

INTERVIEW, PHOTOGRAPH, FILM OR VIDEO RECORD STUDENTS FOR NON-PROFIT USE

As a school community, _____ Catholic School records, promotes and celebrates student work, special events, activities, athletics, field trips, etc., through the use of photos, videos and digital media. These are used in many ways, including but not limited to, school and parish websites, social media, school and parish publications, and press releases to media. Videos may be published to members of your child's class and others for distance learning purposes through the use of Zoom, Microsoft Teams or other similar technology.

This form must be signed for each student and returned to _____ Catholic School.

I hereby consent to the participation in interviews, taking of photographs, movies and videos of the student named below. I also grant _____ Catholic School the right to edit, use, and re-use said products for non-profit purposes, including print, Internet, and all other forms of media. During this usage, the student may be identified by first and last name. I also consent to the use of video taken of my child's classroom learning, in which my child's likeness may appear, so that such video may be used and published for distance learning purposes.

I also hereby release the Diocese of Savannah, _____ Catholic School, the parish and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

OR

I object to the release or use of the below-named student's likeness in any interview, photograph, movie, or videotape that will be produced, used or distributed by _____ Catholic School for school or parish purposes.

NAME OF STUDENT

GRADE

SIGNATURE OF PARENT/GUARDIAN NAME

DATE

***Please note: If your child participates in athletics at _____ Catholic School, they may not optout of participating in media coverage (photos, videos, interviews, etc.) for the sport in which they participate.**



Parent-Student Handbook Receipt & Acknowledgment Form

Family Surname _____

My signature below confirms I have received or have electronic access to the parent-student handbook for SACRED HEART CATHOLIC SCHOOL (hereinafter "School") for the 2025-2026 school year and that I will discuss any questions with the principal of the School.

I understand that I should become familiar with the material in the handbook. Violations of these policies, guidelines, procedures, or expectations may result in disciplinary action, up to and including administrative withdrawal or expulsion.

As the parent/legal guardian of a child(ren) enrolled at the School, I have read, understand, and agree to be governed by this handbook and understand that the School's administration reserves the right to amend at any time without prior notice.

Parent/Legal Guardian Signature

Date

NAME(S) OF STUDENT(S)	GRADE(S) OF STUDENT(S)

