

# **Sacred Heart Catholic School**



## **PARENT & STUDENT HANDBOOK**

**2010-2011**

# Table of Contents

WELCOME .....	3
MISSION STATEMENT OF THE CATHOLIC SCHOOLS OF TEXAS .....	3
PHILOSOPHY AND MISSION OF SACRED HEART CATHOLIC SCHOOL.....	3
PHILOSOPHY.....	3
MISSION STATEMENT.....	4
GOALS .....	4
ADMISSION POLICY.....	4
REGISTRATION REQUIREMENTS .....	5
HEALTH RECORDS.....	5
SACRED HEART CATHOLIC SCHOOL TUITION CONTRACT .....	6
DISCIPLINE POLICY .....	6
STUDENT DISCIPLINE.....	6
CARE OF SCHOOL PROPERTY.....	6
SCHOOL RULES .....	6
CLASSROOM CODES OF CONDUCT .....	7
SCHOOL WIDE INFRACTIONS.....	7
ALL STUDENTS – Disciplinary Actions.....	8
RESOLUTION OF DISPUTES AND CONFLICTS.....	9
ACADEMIC INFORMATION.....	9
ACADEMIC PROBATION .....	9
PARENT/TEACHER CONFERENCES .....	9
ACHIEVEMENT TESTING .....	9
GRADING SYSTEM FOR GRADES 1-8.....	10
PROMOTION .....	10
RETENTION.....	10
HOMEWORK.....	10
LATE WORK .....	10
ASSIGNMENT BOOKS.....	11
HONOR ROLLS .....	11
REPORT CARDS.....	11
PROGRESS REPORTS .....	11
H.A.M. AT LUNCH – Grades 6-8 (Homework Assignment Missing).....	11
UNIFORM AND DRESS CODE .....	12
MASS UNIFORM.....	12
DAILY UNIFORM.....	13
FREE DRESS DAYS.....	14
PE – Grades 5 – 8.....	14
PATCHES.....	15
JACKETS & COATS.....	15
GROOMING & HAIR CODE.....	15
MAKE UP & NAIL POLISH .....	15
JEWELRY.....	15
CAPS.....	15
DRESS CODE VIOLATIONS.....	15
CELL PHONES.....	15
BACKPACKS.....	15
COMMUNICATION WITH TEACHERS .....	15
WEEKLY FOLDER .....	16
FORGOTTEN ITEMS .....	16
LIBRARY.....	16
TELEPHONES.....	16
FIELD TRIPS.....	16
DAILY SCHEDULE .....	16
EXTENDED DAY CARE .....	17
SCHOOL CALENDAR.....	17
ROOM PARENTS .....	17
UPDATING STUDENT RECORDS.....	17
SCHOOL PICTURES.....	17
ATTENDANCE .....	18
TARDINESS .....	18
ABSENCES.....	18
ARRIVAL AND DISMISSAL PROCEDURES .....	19
LUNCH PROCEDURE.....	19
PARTIES, CELEBRATIONS AND INVITATIONS.....	20
LOST AND FOUND .....	20
CARE OF VALUABLES .....	20
EXCUSE FROM PE CLASS/ACTIVITY .....	20
VISITORS.....	20
DOCTOR’S APPOINTMENTS.....	21
ACCIDENTS AND ILLNESS AT SCHOOL.....	21
TEXTBOOK POLICY .....	21
AMENDMENTS .....	21
PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT FORM.....	23

## **Parent's Role in Education**

Welcome to the 2010-2011 School Year!

We at Sacred Heart Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at Sacred Heart Catholic School, we trust you will be loyal to this commitment. During these formative years (PreK-8) your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and any other assignments. This responsibility also extends to times of absence.

Together let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents As Partners

## **WELCOME**

The entire contents of the Handbook are in effect for the academic year 2010–2011 as of August 16, 2010.

The Handbook is meant to serve as a guide for the parents and students in all areas of school policies and concerns; however, it may be revised by the Administrator at any time. Please read this Handbook carefully to avoid misunderstandings. All parents should sign and return the confirmation page during the first week of school. If you have any doubts about school policies and/or regulations, refer to the Handbook for clarification. Should you require further information, please contact the school office. We provide one handbook to each family via email or hardcopy.

## **MISSION STATEMENT OF THE CATHOLIC SCHOOLS OF TEXAS**

The ministry of Catholic education in general is the fulfillment of the education mission of the Catholic Church, and has as its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic School is its ability to respond to the needs of the whole person with a global perspective for a peaceful and sustainable future.

The Catholic School is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be free to appreciate and understand the living organism called Earth, the peoples and cultures that inhabit it, and to develop global perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its students to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteems, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others. Sacred Heart Catholic School is accredited by the Texas Catholic Conference (TCCED), which is recognized by the Texas Commissioner of Education for the purposes of accrediting Catholic Schools in the State of Texas.

## **PHILOSOPHY AND MISSION OF SACRED HEART CATHOLIC SCHOOL**

### **PHILOSOPHY**

Sacred Heart Catholic School is committed to the development of the spiritual, intellectual, social, and physical aspects of the whole child within a Christian environment. We believe that each child is a unique individual who possesses the ability to emulate Christ's teachings. The school is dedicated to providing an environment in which the child is motivated to reach their full potential while attaining knowledge, skills, and values that are necessary to live as a responsible human being.

## **MISSION STATEMENT**

Sacred Heart Catholic School's mission is to provide an opportunity for children to develop a commitment to church, family, and community through growth in knowledge, social skills, and Christian virtues.

## **GOALS**

1. To make participation in the Liturgy and the Sacraments more accessible to students.
2. To continue to provide high quality education for our students in a context infused with gospel values.
3. To increase associations with other non-public and public schools.
4. To provide a safe and orderly environment with a clear discipline code.
5. To provide active interaction between school and parish families in various functions.
6. To develop an understanding and appreciation of cultural diversity together with inter-relational skills needed within the local, national, and global community.
7. To encourage students to set goals and find ways to attain them; to be self-disciplined and determined.

## **ADMISSION POLICY**

Sacred Heart Catholic School does not discriminate on the basis of race, color, national and ethnic origin, or sex, in the administration of educational policies, admission policies, and other school administered programs. Attending a Catholic school is a privilege, not a right. The Principal can, at any time, withdraw any child, subject to the procedure for resolution of disputes. However, Sacred Heart does have the following admission priorities:

- 1. Currently enrolled students**
- 2. Siblings of students currently enrolled;**
- 2. Children of active members of Sacred Heart Parish;**
- 3. Other applicants are accepted if vacancies remain.**

Good conduct and academic records from the school previously attended are a prerequisite for admission to Sacred Heart Catholic School.

**We cannot accept children with behavioral or attitudinal problems as they require the attention of specially trained personnel which we do not provide. Students with special physical or learning needs can only be accepted after a conference with the Principal, during which the exact nature of the child's need is ascertained. Sacred Heart Catholic School has a well-trained staff that deals with all students on an individual basis; however, certain needs may require professional attention that we do not provide. In the child's interest, we reserve the right to refuse admission to cases of this nature. In the event that learning, behavioral, or physical problems should surface later on during the school year, it will then be determined whether Sacred Heart Catholic School can offer the special programs necessary to the proper development of the student concerned, or if other arrangements should be made for the child. In such a case, however, no action will be taken without consultation with the parents and all involved staff.**

## **REGISTRATION REQUIREMENTS**

Those entering:

Pre-K3 must be 3 years of age on or before September 1 and fully potty trained.

Pre-K4 must be 4 years of age on or before September 1 and fully potty trained.

Kindergarten must be five years of age on or before September 1.

First grade, the child must be six years of age on or before September 1.

All new students must present the following on the day of registration: birth certificate, certificate of immunization and certificates of Baptism, First Penance, and Eucharist (if applicable), copies of Social Security Cards, and documents relating to legal arrangements. Acceptance and placement of transfer students will be based on performance evaluation of the most recent report card and standardized test results. Additional testing, interviews and contact with the sending school may be required prior to acceptance and placement. The decision to admit transfer students from unaccredited schools or home schools will be preceded by testing and evaluation.

## **HEALTH RECORDS**

According to State Law, schools are required to maintain a permanent Health Record for each pupil enrolled in the school. This record, along with the Health History form that parents are asked to complete when a child enters the school for the first time, or when a child has a routine medical examination, will be kept in a separate health file.

## **MEDICATION ADMINISTRATION AT SCHOOL**

Conditions under which medication will be administered at school: all medication must be accompanied by the School Medication Permission Form. The form must be accompanied for prescription and over the counter medication. The form must have all of the spaces filled out, including the doctor's signature. All medication must be in original bottle with students' name, name of medication, dosage, and times to be given.

Over the counter medication must have student's name on the bottle. The dosage will not exceed the directions give by manufacturer. (i.e. Tylenol, etc.) Please note the number of days to be given and a start and a stop date. Parents must bring the medication to the school nurse. The student should not bring the medication to school and carry it around in their backpack.

The medication policy is in place for the safety of the student and school. Please direct any questions to the school nurse.

## **TUITION CONTRACT**

1. Clarification of tuition rates, fees, and the Parental Involvement Agreement is available in the Registration packet.
2. Tuition may be divided into ten payments. Tuition is due on the first day of school then on the first day of each month, beginning September 1<sup>st</sup> and ending May 1<sup>st</sup>.
3. Tuition received after the 10<sup>th</sup> of the month will result in a late fee of \$30.00.
4. After the fifteenth of the month, students will not be admitted to class if tuition has not been paid or acceptable arrangements made for payment. Extended Day payments are due on the first day of each month and are considered late after the 10th of the month.
5. No one may register for the next academic year unless they are current in all financial obligations.

Any check returned for insufficient funds does not constitute payment of any fee, tuition or any money owed to the school whatsoever. A \$30.00 returned check fee will be assessed for any check returned for insufficient funds.

**After a check has been returned for insufficient funds, any subsequent payments to the school must be made by cash, money order, or cashier's check only**

## **DISCIPLINE POLICY**

### **STUDENT DISCIPLINE**

A primary goal of the Catholic School is the ongoing formation of the Christian person. It is the duty and privilege of faculty and parents, as Christian educators, to help the students form behavioral patterns consistent with Christian social standards.

### **CARE OF SCHOOL PROPERTY**

All buildings, supplies, equipment, and books are considered to be the property of Sacred Heart. Students who cause willful damage will be assessed all costs to repair or replace damaged property. Students will also be subject to disciplinary action including suspension or expulsion.

### **SCHOOL RULES**

As part of a Catholic community, the Ten Commandments will guide our actions. In addition, the following school rules are universal to all of our students and are expected to be known, understood and followed at all times:

- Be on time
- Come prepared to learn
- Respect your rights and the rights of others
- Work at learning
- Ask for support

Teachers may introduce other classroom procedures as necessary. Teachers and staff of Sacred Heart Catholic School are empowered to remind the student of the rules in any and all situations as we work to build a loving community of people in a Christ-like environment.

## **CLASSROOM CODES OF CONDUCT**

Each teacher at Sacred Heart has his/her own classroom discipline plan, which has been approved by the Principal. A copy of the plan is sent to the parents at the opening of the school year. Discipline plan for Junior High students includes a Demerit System.

The word discipline means "to teach" and that is the objective of any discipline plan. Guiding the children to make better choices is our purpose. Redirecting young children toward a better choice will be the first action taken by the staff. Verbal warnings will help guide older students toward changes in their behavior. Additional disciplinary measures will be administered when necessary to protect students, school employees or property, and maintain essential order. Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Factors to be considered will include:

- a. Seriousness of the offense
- b. Age of student
- c. Frequency of misconduct
- d. Attitude of student
- e. Potential effect of the misconduct on the school environment

Students who have violated the school rules and regulations will be informed which rule they chose to break. They will be given an opportunity to explain their involvement. A decision will be made and explained to the student before any consequence is imposed. A student whose conduct has been such that the school may be embarrassed by this action will no longer be allowed to participate in field trips or other activities.

For the safety of all students and staff, random backpack checks may be conducted at the discretion of the Principal. Lockers are the property of the school and are subject to search.

## **SCHOOL WIDE INFRACTIONS**

Students at school or school-related activities are prohibited from:

1. Cheating or copying work of another student.
2. Throwing objects with the intent to cause bodily injury or damage property.
3. Leaving school grounds or events without permission.
4. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other students.
5. Insubordination including failure to comply with lawful directives from school personnel or school policies, rules and regulations.
6. Committing arson.
7. Committing theft.
8. Damaging or vandalizing school property or school employees' property (restitution required).
9. Physical fighting with another student or staff member.
10. Committing extortion, coercion or blackmail.
11. Engaging in inappropriate sexual conduct.
12. Engaging in other conduct that disrupts the school environment.
13. Possession or use of beepers, radios, tape recorders, CD players, electronic games, or cell phones on school grounds or at school-sponsored activities.
14. Possession of mace, pepper spray or similar substances.
15. Possession of any controlled substance or dangerous drug as defined by the Texas Controlled Substance Act, without regard to amount including, but not

limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.

16. Possession of any alcohol or alcoholic beverage.
17. Possession of any chemical substance or inhaling agent.
18. Possession of any other intoxicant, mood changing, mind-altering, or behavior altering drugs.
19. Possession of dangerous weapons blades, knives, guns, etc.
20. Threats of bodily injury or harm to a student or school personnel.
21. Chewing gum on school campus or on any school related trip at any time.

**Pre-K3 – 4th Grade:**

1. Each student is expected to arrive promptly, prepared for the day and properly dressed.
2. All students are expected to respect faculty, staff, fellow classmates and visitors. While attending Sacred Heart Catholic School, all students are required to follow all school rules and the teacher's classroom discipline plan.

**Demerit System 5th – 8th grade:**

5 Demerits	Lunch Detention
10 Demerits	2 <sup>nd</sup> Detention: Lunch Detention and Conference with Principal/Parents/Teachers
15 Demerits	3 <sup>rd</sup> Detention: 1½ hours after school with a \$20 fee to pay for teacher/substitute time
20 Demerits	4 <sup>th</sup> Detention: Full day and a \$45 fee to pay for teacher or substitute, parent conference
21 Demerits	Suspension or expulsion from school - The Administrator and the Pastor will confer to make this decision

Demerits may be issued by any school staff who witnesses (or handles) the infraction.

**DETENTIONS ARE HELD FOR:**

- Incomplete assignments
- Violation of Classroom Code of Conduct
- More than 5 tardies in a 9-week grading period
- School wide infractions
- Any unacceptable physical conduct
- Demerits

**ALL STUDENTS – Disciplinary Actions**

**CONFERENCES ARE HELD FOR:**

- Parents will be notified if a child chooses to:
- Use profanity
- Leave the classroom without permission
- Cheat
- Lose or damage schoolbooks or materials
- Possess, display, or share materials considered to be restricted
- Be disrespectful and disobedient toward teachers or school personnel
- Students in grades 5-8 will also be issued a demerit.

**SUSPENSIONS MAY BE GIVEN FOR:**

- Repeated detentions
- School wide infractions

## **EXPELLABLE OFFENSES**

Expulsion is a very serious matter and every other possible solution must be explored in consultation with the parents and the pastor. If a student is expelled, written notification stating the circumstance and the date of the offense is to be sent to the Superintendent of Schools at the Archdiocese of Galveston-Houston.

## **STUDENTS ARE EXPELLED FOR:**

- Possessing weapons
- Distribution or selling of drugs
- Repeated suspensions and violations
- Parental behavior detrimental to the school environment, student body, faculty, staff, students, or physical plant

## **RESOLUTION OF DISPUTES AND CONFLICTS**

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, a parent or guardian meeting with the immediate authoritative person to discuss the matter can resolve such matters informally. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be in writing and must be received in the office within five (5) working days following the occurrence of the event on which the grievance is based. Please contact the Principal for a copy of the Archdiocese's current appeals process/grievance procedure for further details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Archdiocesan schools.

## **ACADEMIC INFORMATION**

### **ACADEMIC PROBATION**

Students who receive a grade lower than 70 on either a Progress Report or Report Card will be on Academic Probation until the next official grade report and may not participate, practice, or compete in extra-curricular or team sports until the grade improves. The time normally spent in these activities should be spent improving their skill and understanding of that area of the curriculum. If the grade improves, the student will be released from Academic Probation and allowed to resume activities.

### **PARENT/TEACHER CONFERENCES**

Conferences are held during the year in the 1<sup>st</sup> and 3<sup>rd</sup> quarters according to the published school calendar. At least one parent is required to attend. Teachers will communicate and schedule these appointments. Parents may contact teachers for additional appointments by calling the school office.

### **ACHIEVEMENT TESTING**

The Stanford Achievement Test and the Otis Lennon Test are administered to grades 2-7 each year during the month of March. These tests will help determine the needs of each child in the classroom so that teachers can differentiate curriculum according to the strengths and weaknesses as determined by the scores on the SAT 10 and OLSAT.

## **GRADING SYSTEM FOR GRADES 1-8**

A+ 99-100	C+ 84-85	F Below 70
A 95-98	C 80-83	
A- 93-94	C- 78-79	<b>CONDUCT</b>
		<hr/>
B+ 91-92	D+ 76-77	E Excellent
B 88-90	D 72-75	S Satisfactory
B- 86-87	D- 70-71	N Needs Improvement
		U Unsatisfactory

## **PROMOTION**

A student is promoted if, considering his/her abilities, he/she satisfactorily completes the work of the current grade. A student must earn an overall average of 70 or above in the major subject areas including Language Arts, Mathematics, Social Studies and Science to be promoted to the next grade. Students must also meet the attendance requirements to be eligible for promotion.

## **RETENTION**

A child may not be retained more than twice from grades K-8 and no more than once in the same grade. Every effort should be made by the school Administrator to provide alternative programs or adjust the regular program for children with special needs.

If a child receives a grade below 70, the child fails the subject. If two major subjects are failed, the child is recommended for retention. Parents must be informed of the likelihood of the child's academic failure and possible retention before the end of the school year.

For grades 1 & 2, additional requirements include demonstrating mastery of appropriate grade level readers. Final assessments in the last quarter include an individual reading inventory (IRI) that measures reading fluency, comprehension, and knowledge and recognition of letters and sounds.

Parents will be informed during the last quarter and a conference will be scheduled if a child is in need of grade retention.

## **HOMEWORK**

Homework is assigned to reinforce material presented in class. Parents are encouraged to check homework each night to assist their students in this goal.

No faxed homework is allowed and it must be hand carried by a student to the teacher. Parents are discouraged from driving to school to deliver homework as this negates life lessons in personal responsibility.

## **LATE WORK**

Students are given a reasonable time to complete all assignments. It is the responsibility of the student to turn in work on time. Developing good study habits is the goal of Kindergarten – Grade 2 and teachers will work with the students to develop strategies that assist the student in personal responsibility. For students in Grades 3 – 8, late work will be accepted and graded and 10 points will be subtracted for each day, up to 70.

## **ASSIGNMENT BOOKS**

To encourage personal responsibility and good study skills, students in Grades 3-8 will be given an assignment book. They are responsible for recording daily homework and other assignment due dates with the support of their teachers. If an assignment book is lost, a new one is available for purchase in the school office.

Students in Kindergarten – Grade 2 are given a weekly assignment page that is to be kept in their daily homework folder.

## **HONOR ROLLS**

Students in Grades 3–8 will participate in the Honor Roll. Only those students who have earned all A's and B's (no C's, D's, or F's) for the nine weeks will earn Honor Roll status. All Honor Roll students must be on grade level. There are two Honor Rolls. The first is All "A" Honor Roll which consists of those students who made all A's for the nine weeks. The second is "A-B" Honor Roll which consists of those students who had A's and B's or all B's for the nine weeks. A conduct grade of "N" or "U" for the nine weeks will prevent a student from achieving Honor Roll status.

## **REPORT CARDS**

Report cards are issued every nine weeks to all students in grades 2–8 and three times a year to Kindergarten and 1<sup>st</sup> grade students.

## **PROGRESS REPORTS**

Progress Reports will be sent after the fourth week of the nine-week grading period. It is the duty and obligation of the parent to be aware of the progress of their son/daughter and to take the necessary measures to prevent failure at the end of the nine weeks.

Parents are asked to attend a conference with their child's teacher in order to receive the first Progress Report. Teachers are also available at other times for conferences with parents. **Please do not plan to meet with the teacher without an appointment.**

## **H.A.M. AT LUNCH – Grades 6-8 (Homework Assignment Missing)**

A student who is missing a homework assignment will be required to attend a lunchtime H.A.M. session to make up the assignment. A teacher will monitor the session. The student will be allowed to eat his/her lunch while completing the assignment.

- All work must be turned in at the end of the H.A.M. session.
- Ten points will be deducted from the final grade given on each missing assignment completed in H.A.M.
- Incomplete missing assignments turned in at the end of the H.A.M. session will be graded with a missing answer being counted against the final grade.
- If the work is not turned in at all, a zero will be given.
- Students who are assigned to H.A.M. and do not attend the assigned session will receive a zero on the assignment(s).
- H.A.M. is a quiet time – no talking.
- Completed assignments that are "forgotten at home" are subject to the same H.A.M. guidelines.
- Classes that meet after lunch may use H.A.M. on the following day. Students may attend H.A.M. for an afternoon class on the same day the assignment is due but the point deduction still applies.
- It is at the teacher's discretion which assignments are eligible for H.A.M. For instance, ungraded assignments may not require H.A.M. attendance.

## **UNIFORM AND DRESS CODE**

The uniform policy at Sacred Heart is intended to remove attention from physical and socioeconomic differences among the students. A student's appearance is expected to be well groomed, in good taste, not distracting to others and according to the rules below. All items are to be worn to produce the intended uniform look.

All students shall wear the official school uniform which must be purchased from Parker School Uniforms. The only exception is the white or red polo shirts that may be purchased from Wal-Mart. NO EXCEPTIONS to this policy will be allowed.

For the 2010-2011 school year, the official school uniform for students will be as follows:

### **Boys & Girls – Pre K 3 and Pre K 4**

- Weather appropriate play clothes.
- Closed toed shoes with socks. No boots of any kind will be allowed.
- Appropriate attire for days when children attend Mass. Teachers will inform parents in advance of any scheduled Mass day.

## **MASS UNIFORM**

### **Kindergarten – 4th Grade:**

Uniforms for boys will consist of:

On Mass Days, boys are to wear an oxford white long or short sleeve shirt, red tie (must be purchased through the school), dark navy blue pants with solid black, brown or dark navy blue belt. Black, brown, or cordovan oxfords or loafers are to be worn. Socks are to be white, black, or navy blue. Navy blue or red sweaters or sweater vests may be worn. No tennis shoes or boots may be worn to Mass.

Uniforms for girls will consist of:

On Mass Days, girls are to wear a white blouse/red trim (long or short sleeve) and plaid jumper with a red tie (must be purchased through the school). Black, blue, brown, or cordovan oxfords or loafers are to be worn. Bobby socks are to be solid white. White tights can be worn during winter months. Navy blue or red sweaters/vests may be worn. No tennis shoes or boots may be worn to Mass.

### **5th Grade thru 8th Grade:**

Uniforms for boys will consist of:

On Mass Days, boys are to wear an oxford white long or short sleeve shirt, red tie (must be purchased through the school), khaki pants with solid black, brown or dark navy blue belt. Black, brown, or cordovan oxfords or loafers are to be worn. Solid white or khaki colored socks are to be worn. Navy blue or red sweaters/vests may be worn. No tennis shoes or boots may be worn to be Mass.

Uniforms for girls will consist of:

On Mass Days, girls are to wear an oxford white long or short sleeve shirt and plaid or khaki skirt with a red tie (must be purchased through the school). Black, blue, cordovan, or brown oxfords or loafers are to be worn. Bobby socks are to be solid white. White tights may be worn during winter months. Navy blue or red sweaters/vests may be worn. No tennis shoes or boots may be worn to Mass.

## **DAILY UNIFORM**

### **Kindergarten - 4th Grade**

Uniforms for boys will consist of:

1. Plaid or white oxford shirt, and red or white polo shirts must be worn all other days. These shirts are to be worn tucked in.
2. Dark navy blue walking shorts (with the hem no shorter than two inches above the knee and no longer than knee length) are to be worn at the waist.
3. Dark navy blue slacks are to be worn at the waist.
4. Shorts or slacks that have belt loops will require a belt. Belts must be solid black, brown, or dark navy blue.
5. Solid white, black, or navy socks are to be worn.
6. Athletic shoes may be worn. No light up or character shoes. No boots may be worn.
7. Navy blue or red sweaters/vests or sweatshirts may be worn.

Uniforms for girls will consist of:

1. Plaid culottes, plaid jumper, navy pants, and shorts may be worn, no shorter than two inches above the knee.
2. White blouse/red trim (long or short sleeve), red, or white polo shirts may be worn all other days. These shirts are to be worn tucked in.
3. Shorts or slacks that have belt loops will require a belt. Belts must be solid black, brown or dark navy blue.
4. Solid white bobby socks must be worn. White tights may be worn during winter months.
5. Athletic shoes may be worn. No light up or character shoes. No boots may be worn.
6. Navy blue or red sweaters/vests or sweatshirts may be worn.

### **5th Grade thru 8th Grade:**

Uniforms for boys will consist of:

1. Plaid shirt, red, or white polo shirts may be worn all other days. These shirts are to be worn tucked in.
2. Khaki slacks may be worn..
3. Khaki shorts, to be worn at the waist, no shorter than two inches above the knee or no longer than knee length.
4. Belts are required and may be solid black or brown.
5. Solid white or khaki colored socks are to be worn.
6. Sneakers or athletic shoes are to be worn on regular school days and during P.E. classes. No boots may be worn.
7. Navy blue or red sweaters/vests or sweatshirts may be worn.

Uniforms for the girls will consist of:

1. White oxford short sleeve shirt, red or white polo shirts may be worn all other days. These shirts are to be worn tucked in.
2. Khaki skirt, culottes, slacks and shorts, or plaid skirt and culottes are to be worn. Skirt, culottes and shorts may not be shorter than two inches above the knee or longer than knee length.
3. Belts are required and may be brown or black.
4. Solid white bobby socks must be worn. White tights may be worn during winter months.
5. Sneakers or athletic shoes are to be worn on regular school days and during P.E. classes. No boots may be worn.
6. Navy blue or red sweaters/vests or sweatshirts may be worn.

As a courtesy to families, the school allows Beta Club members, Boy Scouts and Girl Scouts to wear their official uniforms on meeting days. This is a privilege and may be rescinded at any time at the sole discretion of the Principal.

The items required for school uniforms may be purchased according to the following:

**PARKER UNIFORM**

**BOYS:**

Plaid Shirt*	(all grades)
White Oxford -short sleeve	(all grades)
White Oxford -long sleeve*	(all grades)
Navy Blue pants	(K - 4th grade)
Navy Blue shorts*	(K - 4th grade)
Khaki pants	(5th - 8th grade)
Khaki shorts*	(5th - 8th grade)
Belt	(all grades)

**GIRLS:**

White blouse/red trim	(K-4th grades)
Plaid jumper	(K-4th grades)
White oxford - short sleeve	(5th - 8th grades)
White oxford - long sleeve*	(5th - 8th grades)
Plaid skirt	(5th - 8th grades)
Khaki skirt*	(5th - 8th grades)
Khaki shorts*	(5th - 8th grades)
Plaid culottes*	(all grades)
Navy Blue pants *	(K-4th grades)
Navy Blue shorts *	(K-4th grades)
Sweater Vest *	Red or Navy Blue
Sweater *	Red or Navy Blue

**\* OPTIONAL ITEMS**

**FREE DRESS DAYS**

There will be several occasions when students are allowed to attend school out of uniform. These days are designated by the Administrator and passes will be given for those allowed out of uniform that day.

Dress code for out of uniform (free dress) days include weather appropriate clothing. Shorts and skirts must be a reasonable length (fingertips should touch fabric when arms are down). No flip-flops or high heels are allowed. Shoes must be tied at all times. On free dress days, students are to dress neatly, modestly and appropriately. Special guidelines will be issued for these days.

**PE – Grades 5 – 8**

Red or white T-shirts, red or gray shorts (must be appropriate length) and tennis shoes with socks are to be worn for P.E. Red warm-ups may be worn in cold weather for PE only. The PE instructor has the final say on appropriate attire.

**WALMART OR WALMART.COM**

**BOYS:**

	UPC CODE
Red Polo Shirt *	0071660571602
White Polo Shirt*	0071660568878

**\*\* Red ties will be purchased from school**

**GIRLS:**

Red Polo Shirt*	0071660596000
White Polo Shirt*	0073731405673

**\*\* Red ties will be purchased from school**

**JUNIOR GIRLS**

Red Polo Shirt*	0073731405808
White Polo Shirt*	0073731405756
Red Polo Shirt *	0071660571602
White Polo Shirt*	0071660568878

## **ADDITIONAL DRESSCODE POLICIES**

### **PATCHES**

Official school patches may be worn on the outermost uniform garment. They are optional.

### **JACKETS & COATS**

Proper outerwear should be worn when dictated by the weather. Jackets and coats are not allowed in class during the regular school day. Any time the students go outside jackets and coats will be allowed and parents should send outerwear as necessary. Students may wear sweaters/vests and sweatshirts in class according to the uniform policy and these items must be purchased from Parker Uniform.

### **GROOMING & HAIR CODE**

Hair must be kept clean and combed at all times and worn neatly so as not to interfere with vision. Hair color should be natural and not dyed. Coordinating hair accessories are allowed. BOYS hair must be cut in a style that does not touch the collar.

### **MAKE UP & NAIL POLISH**

NO make up is allowed in any grade. Clear nail polish on natural nails is allowed. NO tattoos are allowed.

### **JEWELRY**

Watches, religious medals or crosses and small necklaces may be worn. Girls may wear small earrings but for the safety of students the earrings may not fall below the earlobe. Rings and bracelets may NOT be worn. Boys are NOT allowed to wear any type of earrings.

### **CAPS**

No head covering, hat or cap is to be worn in school.

### **DRESS CODE VIOLATIONS**

K – 4th grade	5 out of uniform violations = Silent Lunch
5th – 8th grade	Each out of uniform violation = 1 Demerit

### **CELL PHONES**

Cell phones are not allowed at school during the regular school hours. Emergency calls can be placed from the School Office. Cell phones will be confiscated and returned to parents at a conference.

### **ELECTRONIC DEVICES**

Electronic games, iPods, etc. are not allowed on campus. Such items will be confiscated and returned to parents.

### **BACKPACKS**

Backpacks and tote bags are a convenience for all students. These should be stored neatly in lockers and/or classrooms during the day. No rolling backpacks are allowed.

### **COMMUNICATION WITH TEACHERS**

Parents are encouraged to check student assignment sheets and/or daily assignment books. Additional information can be found on the teacher's web page at [www.sacredheartsschoolcrosby.org](http://www.sacredheartsschoolcrosby.org). Parents should use the website to confirm assignment

dates and other information. Teacher websites contain email addresses for communication, but parents are reminded that teachers do not have access to email in their classrooms. The teacher's primary function is to attend to the needs of the children during instructional time. Please allow at least 24 hours for any response to an email sent to a teacher.

Student agendas and homework folders are the best means of written communication. Teachers do not check each child's backpack daily, so please instruct your child to deliver any notes to the teacher or School Office upon arriving at school. Conferences can be scheduled by phoning the school office.

## **WEEKLY FOLDER**

Each Thursday your child will bring home a folder for your review. It will contain graded papers for the week and the Heart to Heart, our weekly newsletter. Parents should remove all the papers and sign and return the folder each Friday.

## **FORGOTTEN ITEMS**

Parents should not take items directly to the classroom or put them in a student locker. Parents may drop off items, including lunches, at the School Office. These items should be clearly labeled with the student's name and grade. Money in any form needs to be placed in a sealed envelope with the student's name and grade and left for the student at the School Office.

## **LIBRARY**

Students will go to the Library on Monday, Wednesday and/or Friday depending on the schedule. Books are available for check out for one week to students in Kindergarten – Grade 8. The student is responsible for any lost or defaced books. Fees will be assessed accordingly and will be collected before a Report Card is issued. Payment for a lost book will be refunded if the book is found and returned undamaged by the end of the school year.

## **TELEPHONES**

There are telephones in the School Office for use by students in emergencies only. Students will not be allowed to phone home for forgotten items including homework, permission slips, or lunches. Students are not permitted to receive calls during the school day. Every effort will be made to get messages to students without interrupting daily instruction.

## **FIELD TRIPS**

Field trips will be planned in advance and will always correlate to the curriculum. Permission slips are required for each student for each field trip. Ample time will be given for parents to sign and return a permission slip. However, if a child forgets to return a permission slip, he/she will remain at school with an assignment from the teacher. No siblings may attend field trips. Teachers will designate the number of chaperones needed and that number is not to be exceeded.

## **DAILY SCHEDULE**

The first bell rings at 7:45 a.m.

Assembly and Homeroom period is held from 7:45 to 8:00 a.m. and includes prayer, announcements, attendance, lunch count, and collection of monies. Daily instruction is conducted from 8:00 a.m. to 3:15 p.m. The children are dismissed at 3:15 p.m., except on Fridays, when students are dismissed at 2:15 p.m. Students are required to remain on

campus under the supervision of the teacher or adult in charge during school hours and extracurricular activities and events.

**PLEASE NOTE:** Sacred Heart Catholic School follows the discretion of Crosby ISD in canceling school due to inclement weather conditions. This information is broadcast on radio (KTRH-740AM) and television early on the day in question.

## **EXTENDED DAY CARE**

Our Extended Day program is in operation from 6:30 a.m. to 7:45 a.m. and from 3:30 p.m. to 6:00 p.m. on days when school is in session. Extended Day is also available on early dismissal days.

Your child/children must be registered to attend this program. Enrollment is on a regular basis, either full-time (5 days a week) or part-time (1–4 days a week). Since it is a planned program and we must meet the State requirements for adult staff to child ratios, **DROP-INS** are not permitted.

Our Extended Day program provides activities that are planned to complement the philosophy and values of the school. Arts and crafts, puzzles, outdoor recreation, homework time, snacks, and group games are offered during the afternoon hours.

The Extended Day fees are due upon enrollment in the program. Monthly payments will begin August 18<sup>t</sup> and will be due on the 10<sup>th</sup> of each month thereafter, except for May, which will be due on the 1<sup>st</sup> of that month.

The monthly rates are based on a 180-day school year and are prorated over a ten-month period. You are charged for only the days that school is in session. A late fee will be charged (\$10.00 the first 15 minutes and \$1.00 per minute thereafter) for students not picked up by 6:00 p.m.

## **SCHOOL CALENDAR**

The school calendar is published and included in the handbook. Please refer to the calendar for all posted holidays and early dismissals. Every effort will be made to adhere to the posted calendar. There may be events that are planned during the year or changes made to the calendar that are unforeseen. Changes will be communicated in writing as soon as possible. Check your child's backpack regularly for any notes from the school and/or teacher.

## **ROOM PARENTS**

Each grade level classroom will have a room parent. Room parents are volunteers who assist teachers in additional activities throughout the year. A telephone list will be provided to all room parents to assist in communication for activities or emergency notices.

## **UPDATING STUDENT RECORDS**

In order to contact parents at any time, it is important that the school have the most current information for each student. Please inform us in writing of any change to phone numbers, addresses or primary email addresses so that parents can be contacted in any emergency. Any updates or changes to student health records should also be sent to school.

## **SCHOOL PICTURES**

School pictures will be scheduled twice a year. Fall pictures are taken in full dress uniform and will be used in the yearbook. Spring picture day will be a free dress day. Students are expected to dress appropriately for the pictures.

## **ATTENDANCE**

Students are required to attend 180 days of instruction according to the published school calendar. Parents should try to reduce the amount of time that a student is out of class. Vacations during the school year are discouraged. Dentist and doctor visits should be reduced during school hours. It is important that children are present to be exposed to the classroom curriculum. Ten or more absences during the year are considered excessive and may result in repeating a grade. These cases will be handled on an individual basis.

If you must remove your child during the school day, parents should come to the School Office to sign the child out. Students must be in attendance at least ½ of the day to be considered present for the day. Parents should phone the school if their child is going to be absent. Students must bring a signed note from a parent upon returning to school for an absence to be excused. Excused absences allow students to make up missed work. When an absence occurs, it is the responsibility of the student to make up missed work. The time allowed to turn in the missed work is equal to the number of days missed.

## **TARDINESS**

Parents and students should make every effort to arrive at school on time. Tardies may negatively affect grades. Students who are tardy must let the School Office know if a hot lunch needs to be ordered. Students arriving to school after 9 a.m. must bring a lunch from home. Excessive tardies will result in disciplinary action.

3 tardies in a 9-week grading period = Note home to parents

5 tardies in a 9-week grading period = Lunch Detention

6 or more tardies in a 9-week grading period = Conference with Principal and further disciplinary action decided at that time

## **ABSENCES**

The following are EXCUSED absences:

- Illness (requires a written note)
- Death in the family
- Dangerous road and travel conditions
- Quarantine
- Extra-curricular activities approved by Principal (E.g. Boy Scouts, 4-H, Beta Club)

Family vacations will NOT be considered an excused absence.

A student arriving after 10:00 a.m. or leaving before 1:15 p.m. will be counted absent for a half day. A student presenting a doctor's note of an office appointment will not be counted absent for those hours of the appointment.

Sacred Heart requires that:

- A. Parents call the School Office the morning the student is ill. For homework, 24 hours notice is needed to gather materials. Please specifically ASK that homework be gathered. If a student is absent only one day, he/she will receive make up work upon return.
- B. Parents send a written note with the student when he/she returns to school. (A doctor's note may be required if a student is ill for more than three consecutive days.)

Students who achieve perfect attendance for the entire school year will receive recognition. However, if your child is ill, we ask that you keep them at home so as not to expose classmates to any illness. Faithful attendance (fewer than 5 absences in a school year) will also be recognized at the end of the school year.

## **ARRIVAL AND DISMISSAL PROCEDURES**

In order to ensure the safety of the children, no student will be allowed in the building prior to 7:45 a.m. Any student arriving earlier will be sent to Extended Day and a fee will be assessed. Students arriving early for tutoring must have a pass from the teacher to be admitted into the building.

Any student arriving after the 8:00 a.m. tardy bell should proceed to the School Office for a Tardy Slip. Students will not be admitted into class without a Tardy Slip. Students arriving later should be escorted into the school front office and signed in by a parent.

In order for students to enter and exit the building safely, we ask that parents drop-off and pick-up their children from the front porch of both the main school building and the Pre-K building. Teachers will work to quickly move the line forward. Students must be picked up no later than 3:30 p.m. or within 15 minutes of early dismissal times. Any student remaining after that time will be placed in Extended Day and a fee will be assessed. Parents are discouraged from parking and walking to pick up their child in the afternoon. All students should be buckled properly when entering the automobile to ensure their safety in route.

We ask that parents/guardians DO NOT COME into the halls with children in the morning or wait for them in the halls in the afternoons. In the morning, parents may drop off children in front of the school.

Children enrolled in the Extended Day will be assembled at 3:30 p.m. (2:30 p.m. on Friday). Students at school after 3:30 p.m. will be sent to Extended Day. See Extended Day guidelines.

## **LUNCH PROCEDURE**

A hot lunch option will be provided for all students each school day. Students can purchase lunch cards in the School Office by bringing a check or cash from home. Cards will be delivered to the classroom teacher. Families must decide between regular or large portion sizes and purchase a card for 10 lunches (including choice of drink) in the amounts of \$35 for 10 regular or \$45 for 10 large lunches. Drink choices include bottled water or juice box. Teachers will inform parents when students have two lunches remaining on their card. Students who bring their lunch may purchase a drink for 50¢. Sodas from the vending machine are not allowed during regular school hours or Extended Day. Monthly lunch menus will be sent home prior to the first of the month. Children will make their lunch selection upon arriving in the classroom each day as part of their morning routine.

Students who are tardy must let the School Office know if a hot lunch needs to be ordered. Students arriving to school after 9 a.m. must bring a lunch from home.

**Children who do not bring a lunch from home and do not have a lunch card at school will be provided a peanut butter option and a drink. Family accounts will be charged \$3.50 each time lunch is provided by the school.**

## **PARTIES, CELEBRATIONS AND INVITATIONS**

No parties will be staged during the school day without the consent of the Principal. These include parties for teachers, students, or other support personnel.

When invitations are given to an entire class, distribution of written party invitations is allowed in the classroom or on school grounds. Invitations to only a few should be handled by phone or by mail to prevent class disruption and hurt feelings.

Parents may visit their child for lunch on a birthday. They must first check in at the School Office for visitor badges. Parties will not be hosted in the classroom and parents are discouraged from using instructional time to celebrate a child's birthday. For a birthday celebration, a student may bring a snack or dessert to share during lunch. The teacher is to be informed at least a day before the parents bring in these treats.

## **CLASS PARTIES**

Room Parents and other classroom volunteers will assist the teacher in planning school parties. Christmas, Valentines, and End of Year parties are the only scheduled parties during the year.

## **LOST AND FOUND**

Items that are lost or found are generally taken to the School Office. Parents are responsible to check for missing items. All items that come to school should be labeled. Periodically, the lost and found items are given to Churches United in Caring without prior notice.

## **CARE OF VALUABLES**

The school prohibits students from bringing valuable toys or property to school. The school will not assume responsibility for damage or loss of these items.

Electronic games, toys, iPods, etc. are not allowed on campus. Such items will be confiscated and returned to parents.

## **EXCUSE FROM PE CLASS/ACTIVITY**

To be excused from a PE class or activity, students must bring a note from the parent giving the reason for the requested exclusion. Excuse notes are to be presented to the PE teacher before class begins.

## **VISITORS**

**Safety for all students and staff at Sacred Heart Catholic School is important and monitoring of all hallways is necessary. Parents are not allowed to go to the student's locker or classrooms during the school day. Visitors and volunteers must check-in at the School Office before visiting any area of the school grounds or buildings. Appointments and/or conferences should be scheduled in advance with your child's teacher. All visitors to the school are required to report to the School Office upon arrival, sign in and wear a visitor badge. No one (including former students and friends of students) is allowed to visit a classroom without the express permission of the Principal. Teachers are not to be disturbed or class instruction interrupted by an unexpected visitor. If you must pick up your child for any reason during school hours, go to the School Office.**

## **DOCTOR'S APPOINTMENTS**

Doctor's appointments should be scheduled after school hours whenever possible. However, if your child has a doctor's appointment during school time, please send a note. NO student is allowed to leave the school during the day unless permission is requested in writing by the parent. The child must be picked up in the School Office. The parent will be asked to sign a form checking the child out of school. A student presenting a doctor's note of an office appointment will not be counted absent for those hours of the appointment.

**Please do not ask us to send your child outside to wait for you. This is unsafe.**

## **ACCIDENTS AND ILLNESS AT SCHOOL**

At registration, each parent will complete an emergency information sheet listing the parents' address, telephone numbers at work and home, and physician's name and telephone number. The names and telephone numbers of one or two persons who have agreed to assume responsibility when the parents cannot be reached will also be on file. In case of a serious accident or illness of a child at school, the parents will be called immediately to take charge of the child.

Parents are asked not to send their child/children to school if they are ill, **especially if they have a fever**. Please respect others' rights in this matter. If a child develops a rash, a temperature of 100 degrees or more, or is exhibiting signs of illness, the parents will be asked to take the child home and not to return them until they have been **free of fever for at least 24 hours**.

Your child may have an illness that requires medication for relief or cure that does not prevent his or her attendance at school. When possible, such medication should be taken at home. However, according to the Texas State Legislature, a medication may be dispensed to a student by school personnel if certain requirements are met by the parent or legal guardian requesting this service.

It should be noted that in keeping with the Texas State Legislature, we are bound to the same requirements for prescription and for non-prescription preparations. Please sign and return the medication form when necessary.

## **TEXTBOOK POLICY**

Textbooks are provided for the student's use during the school year. The student is responsible for the care of the book for the duration of the year. All hardback textbooks must be covered at all times. If books are damaged or lost, a fee will be assessed at the end of the year.

## **AMENDMENTS**

The Administrator retains the right to amend the handbook for just cause. Parents and staff will be given written notice of any changes.



## Sacred Heart Catholic School

### 2010 - 2011 PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Please sign, date, and return this acknowledgement form to your child's teacher by September 3<sup>rd</sup>. Your signature (and that of your child/ren) indicates that you have read this handbook. It also means that you have discussed with your child/ren the appropriate items from the handbook and that you and your child/ren agree to abide by the school procedures, regulations and policies discussed in this handbook. Please keep the handbook where it can be easily referenced should a concern arise. It is also available on the School website.

Thank you for your cooperation.

FAMILY NAME: \_\_\_\_\_

We have read and discussed the **2010-2011 Sacred Heart Catholic School Handbook**. We agree to follow the school procedures, regulations, and policies covered in this Handbook.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Please circle YES or NO:

I agree to allow the following information for my child/ren to appear in the Annual Directory of Students.

Name	YES	NO
Address	YES	NO
Phone	YES	NO
Email	YES	NO