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School Hours: 8:00am - 3:15pm Monday-Thursday, Friday Dismissal 2:15pm

- In Service/Student Holiday
- Holiday
- 12 Noon Dismissal
- Parent/Student/Teacher Conferences
- Begin/End Nine Weeks
- Standardized Testing
- Spring Gala
- Inclement Weather Day

Sacred Heart Catholic School – Crosby, Texas
2017-2018 Parent & Student Handbook

907 Runneburg Rd., Crosby, TX 77532 • www.sacredheartschool Crosby.org • 281-328-6561
Sacred Heart Catholic School

2017-2018
PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Please sign, date, and return this acknowledgement form to your child’s teacher by Friday, August 26

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 2017-2018 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

For the purposes of this handbook, the term “parent” represents all parents, legal guardians and legal custodians.
August 1, 2017

Dear Parents and Students,

Welcome to Sacred Heart Catholic School. In choosing Sacred Heart, you have demonstrated a commitment to the values and philosophy of a Catholic education.

This handbook is a reference, covering many of the policies and procedures of our beloved school. Please read it and discuss the contents with your children. Your familiarity with this handbook greatly improves communication between the school and your family. Outstanding communication is a goal of every school because it maximizes the educational benefits for students. If we work together as partners, we will empower our children to reach their highest potential and take responsibility for their behavior and learning.

The faculty and staff are very excited about the new school year and look forward to working with you to promote academic excellence and spiritual development.

Here’s to a school year filled with love and learning.

Blessings,

Ms. Susan Harris, M.Ed.
Principal
Our Mission...

Catholic Schools in the Archdiocese of Galveston - Houston call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ.

In collaboration with families, we teach the values of our faith and tradition, serve our community, and ensure academic excellence.

Our schools are committed to the evangelizing mission of the Church to educate and form witnesses who transform the world.

“Be active members! Go on the offensive! Play down the field, build a better world, a world of brothers and sisters, a world of justice, of love, of peace, of fraternity, of solidarity.”

- Pope Francis
Parent’s Role in Education

Welcome to the 2017-2018 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 2017-2018 as of August 1, 2017.

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 Principal 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 esteem, 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 & MISSION

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 his/her 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.

ADMINISTRATION

THE PASTOR

The Pastor is the spiritual leader of the parish and the chief administrative officer of the parish school. It is his duty to see that the teachings of the Church are clearly and accurately presented. The immediate direction of the school and its instructional program is, however, to be delegated to the Principal. Satisfactory and effective administration depends on the cooperation and mutual support of both Pastor and Principal in matters of local educational policy.

THE PRINCIPAL

The Principal is the educational leader of the school, possessing full administrative responsibility for the instructional program of the school. As the educational head of the school, the Principal is held accountable for the school policies outlined in the Texas Catholic Conference Education Department Accreditation Principles and Standards, Archdiocesan School Goals, the Archdiocesan Board of Education Policies, State Rules for Curriculum and the Catholic School Office Administrators’ Handbook of Regulations.

ADVISORY BOARD

Sacred Heart Catholic School’s Advisory Board is consultative to the Principal and Pastor. The Advisory Board assists the Principal and Pastor in articulating the educational needs and aspirations of the school and school community.

Serving on the Advisory Board is a ministry. Members provide a service for our Catholic school. Members should never be motivated to serve on the Board for the purpose of accomplishing personal agenda items. A member who offers to serve needs to be open-minded, and use data to make informed decisions. The member must keep in mind the overall good of the school as the basis upon which to make a decision. A board member has no authority as an individual. Only when the Board meets as a group, does the person function as a board member. Board members do not serve as conduits to the administration for parents/guardians who have questions, complaints, and/or concerns. Board members must always refer such calls to the appropriate person.

The Advisory Board advises and gives guidance in the areas of financial viability and accountability of school, short and long term planning, fundraising, development and public relations. They also participate in the Principal Professional Growth process. The Board does not discipline students, develop curriculum, approve instructional materials, hire/fire staff, or write regulations on the implementation of policies or handle grievances.

Persons in the following categories may NOT be considered as candidates for the Board:

- Employees of the parish and school, whether teaching or non-teaching personnel
- Spouses, students, or siblings of employees of the parish/school
• More than one member of an immediate family at a time
• Board members or professional educators of another school or school system

Discernment is the formal process used in May to select new Advisory Board members. Each board member discerned serves a term of three years and may serve up to two terms. Meetings are held the second Tuesday of every month in the Library with the exception of July.

Advisory Board meetings are open meetings. Anyone may address the Board provided he/she has given a written request to the Principal ten working days prior to a scheduled meeting. Presentations to the Board must follow these guidelines:

• Have a ten minute time limit.
• Nothing of a confidential nature should be addressed such as discipline problems or personal issues. The Board President or Pastor may at any time stop the presentation if it is of a sensitive nature.
• No discussions will follow the presentation.
• A response will be given in writing by the Board President in consensus with the Principal and Pastor.

ADMISSIONS

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. Students currently enrolled;
2. Siblings of students currently enrolled;
3. 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 issues 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 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.

**STUDENT WITHDRAWALS/TRANSFERS**

When a student is transferring to another school, parents should notify the School Office. It is advisable to notify the school as soon as possible of the transfer. Transcripts and other school records will be released after all financial obligations have been met and all textbooks, library books and any school issued technology have been returned to the school.

Parents and students agree to abide by the rules and regulations of Sacred Heart Catholic School as described in the Parent/Student Handbook in its entirely, including rules concerning student conduct. A student’s disregard of the rules and regulations may be deemed sufficient cause for dismissal at the sole discretion of the school. A family or student whose attitude or behavior demonstrates unwillingness to function productively in the school environment may not be invited to return the following year. Dismissal may be appropriate as a result of conduct contrary to its rules, regulations or behavior expectations that occurs both on and off the school campus. Unsatisfactory academic performance may result in a student being dismissed or not being issued an invitation to return the following year. The Principal has full authority to suspend or dismiss a student for the good of the school with or without cause.

**HEALTH RECORDS**

According to State Law, schools are required to maintain a permanent Health Record for each student 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.

Students in all schools overseen by the Texas Catholic Conference Education Department must comply with all required immunizations as set forth by the Texas Department of Health, Immunization Division. All immunizations should be completed by the first day of attendance. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician authorized to practice in the state of Texas, including the physician’s number. For more information, please visit [www.dshs.state.tx.us/immunize/default.shtm](http://www.dshs.state.tx.us/immunize/default.shtm).

- Registration requirements for first-time students include a current immunization record on all required immunizations. (Immunization exemptions are only permitted for medical reasons).
- Parents/guardians will be informed of needed immunization(s) for students already enrolled in school. Parents/guardians have 14 days to obtain the required immunization(s). If the student has not received the required immunization(s) after 14 days, the student will not be allowed to return to school until the school receives proof of immunization(s).

All immunizations must include; day, month, and year and must be validated. If the record is from another state or country and does not have the day, month and year, a copy of the record can be submitted by the school to the Immunization Division for approval.

**Immunization records are required to be written in English.**
MEDICATION ADMINISTRATION AT SCHOOL
Conditions under which medication will be administered at school: all medication must be accompanied by the School Medication Permission Form which is available in the School Office. The form must be accompanied for prescriptions 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 the original bottle with student’s name, name of medication, dosage, and times to be given.

All medication, prescribed or over-the-counter, must be in its original container and must be properly labeled in English. A properly labeled prescription is a prescription with the pharmacy label stating the student’s name, name of medication, and date the prescription was filled. Over-the-counter medication must be in the original container with directions and dosage labeled on the bottle with the student’s name. The dosage will not exceed the directions given by the manufacturer (i.e. Tylenol, etc.). Please note the number of days to be given and a start and a stop date. No medication in unlabeled containers or plastic bags will be accepted. Parents must bring the medication to the School Office. 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 Office.

The following will not be given:
- Sedatives
- Experimental drugs or dosages
- Herbal
- Dietary supplements
- Other medication not approved by the FDA
- Narcotic analgesics

****Nebulizer treatments may only be given by an RN, LVN or parent.

At the end of the school year, all medication must be picked up from the clinic or it will be destroyed.

SICKNESS
The School Clinic is not set up to care for sick students. For the protection of all the students, the following guidelines have been set up. A student having one or more of the following symptoms will be sent home:

<table>
<thead>
<tr>
<th>EXCLUSION GUIDELINES</th>
<th>RETURN TO SCHOOL GUIDELINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral temperature of 100 degrees or above</td>
<td>Fever free for 24 hours</td>
</tr>
<tr>
<td>Vomiting, nausea or severe abdominal pain</td>
<td>Symptom free for 24 hours</td>
</tr>
<tr>
<td>Marked drowsiness or malaise</td>
<td>Symptom free</td>
</tr>
<tr>
<td>Sore throat, acute cold, or persistent cough</td>
<td>Symptom free</td>
</tr>
<tr>
<td>Red, inflamed, or discharging eyes</td>
<td>Written physician release</td>
</tr>
<tr>
<td>Wound, skin and soft tissue infections</td>
<td>Exclude until redness is contained and covered with a clean dry bandage</td>
</tr>
<tr>
<td>Swollen glands around jaws, ears, and neck</td>
<td>Written physician release</td>
</tr>
<tr>
<td>Suspected scabies or impetigo</td>
<td>After treatment has begun.</td>
</tr>
<tr>
<td>Any skin lesion in the weeping stage</td>
<td>Covered and diagnosed as non – infectious</td>
</tr>
<tr>
<td>Earache</td>
<td>Symptom free</td>
</tr>
</tbody>
</table>

Other than emergencies, the student will be attended to in the Clinic and allowed to return to the classroom.
POSSSESSION OR USE OF CONTROLLED SUBSTANCES
A student is subject to removal from class, suspension, expulsion and/or referred for prosecution if he or she:
- Possesses or uses a chemical substance.
- Sells or dispenses illegal drugs and narcotics (hard or soft drugs; alcohol, inhalers, marijuana or a controlled substance)
- Acts under the influence of an illegal drug-alcohol, narcotic, marijuana or controlled substance
- Misuses or overdoses on prescription or over-the-counter medication.

ANNUAL STUDENT SCREENINGS
Student screening for vision and hearing problems are state regulation pursuant to the Special Senses Communications and Disorders Act of 1983. Student screening for spinal curvature is state regulation according to TAC, Section 37.141-37.152

<table>
<thead>
<tr>
<th>Vision and Hearing</th>
<th>Spinal</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 years old by September 1</td>
<td>All students in 6th Grade</td>
</tr>
<tr>
<td>Any first time entrants</td>
<td></td>
</tr>
<tr>
<td>Students in Grades K-5th and 7th</td>
<td></td>
</tr>
</tbody>
</table>

CHILD ABUSE AND NEGLECT
In addition to the moral obligation of Catholic Schools to protect and value children as Jesus did, school personnel are mandated reporters of child abuse and neglect under Provisions of Chapter 261 of the Texas Family Code.

CAR SEATS
On September 1, 2009, legislation was passed to strengthen current child passenger safety protections by mandating that children younger than eight years old, unless they are four feet, nine inches in height, must be properly secured while riding in an operating vehicle in a child passenger safety seat system in accordance with the instructions of the manufacturer of the safety seat system.

FINANCIAL POLICIES

FACTS – Tuition Management Service
Sacred Heart Catholic School requires that families pay tuition, fees and incidental charges through FACTS, an online tuition management service. Families may choose a tuition payment agreement for annual payments or monthly payments. Families may access the FACTS link on the SHCS website. Automatic payments are made monthly online using a credit card, debit card, checking or savings account. A late payment fee of $30.00 will be assessed for late payments, which will accrue monthly. All tuition payments must go through FACTS. Contact FACTS at (866) 441-4637 with any questions.

TUITION CONTRACT
1. Clarification of tuition rates, fees, and the Parental Involvement Agreement is available in the Registration packet.
2. **Tuition and fees will be paid through FACTS with a $50 annual fee paid by the family.**
3. 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 1st and ending May 1st.
4. A 5% discount will apply for tuition paid in full by August 1, 2017.
5. Tuition received after the 10th of the month will result in a late fee of $30.00.
6. After the 30th of the month, students will not be admitted to class if tuition has not been paid or acceptable arrangements made for payment. Before and After School Program payments are due on the first day of each month and are considered late after the 10th of the month.

7. All families will be required to comply with the schools mandatory Parental Involvement Agreement and Parent Volunteer Hours.

8. No one may register for the next academic year unless they are current in all financial obligations.

9. School records will not be released for those students who have any unpaid balances.

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.

**FINANCIAL OBLIGATION**

The obligation to pay tuition for the full academic year is unconditional as of August 1 of the current year or the effective date of the Enrollment Agreement. No deduction or remission of tuition shall be made by the school for any absences, dismissal or withdrawal for disciplinary, academic, personal or other reasons whatsoever including school closure in the event of a disaster or pandemic. If there are any unpaid fees and/or tuition at the time of re-registration a student, may not register until fees and/or tuition are current.

**PARTICIPATORY COSTS**

Before and After School Program, class pictures, field trips, lunch service, athletic and/or extra-curricular activities and other optional services are paid by each family to participate in such programs. These fees are also paid through FACTS.

**ATTENDANCE POLICIES**

Daily attendance is the only effective way to assure continued academic progress. In compliance with The Texas Catholic Conference Education Department, schools are in session 180 days each year. Parents/guardians are expected to honor the published school calendar. School absences are defined as family emergency, including death and or serious prolonged illness; and absence due to illness including dental and doctor appointments.

If it is absolutely necessary for parents to remove a child from classes for reasons other than family emergencies or illness, a written request should be submitted to the Principal indicating the reason for the absence and the number of days the student will be absent. A student not physically present at school or participating in a school-sponsored field trip or activity is marked absent.

Regular school attendance is necessary for every student. The Archdiocese of Galveston-Houston uses the compulsory attendance laws for Texas schools as a guide. Students are required to be in attendance for at least 90% of the day's classes in session in order to receive credit for the class/course. Excessive absences of 18 days or more (excused or unexcused) in the school year which is equivalent to 10% of the school year may affect student promotion, issuance of Middle School credits and/or re-enrollment for the following year. Cases are reviewed on an individual basis.

Parents are required to call or e-mail the School Office by 9:00 a.m. on the day of an absence or in advance. Calls made by students are not acceptable. When a pupil is absent from school for any reason, a written excuse signed by a parent or guardian must be sent to the child's teacher. Please indicate the date(s) of absence(s), student name and reason.

When a student's absence for illness exceeds five (5) cumulative days, a statement from a physician verifying the illness or condition requiring the student's extended absence from school is required. If a
A student arriving at school after 10:00 a.m. or leaving before 1:00 p.m. is considered absent for a half day even if the reason is a medical appointment. Students must be in attendance a minimum of 2 hours during the morning or afternoon to be considered in attendance for that portion of the day.

Students are expected to make up assignments and tests after absences. They are given one day for each day absent to complete make-up work. In most cases, students are given make-up assignments upon their return to school. Class work or assignments may not be available prior to a planned absence. A student absent for three or more days may have class work or homework left in the office. In order to receive homework on days that students are not present, parents need to e-mail the School Office by 9:00 a.m. to request the work. Work will be ready to be picked up in the office by 2:45pm; however, teachers are not required to provide make up work/homework for unexcused absences. **The school staff is not obligated to provide special services to a student when a parent opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the school’s calendar.**

### RESTRICTED PHYSICAL ACTIVITY

If a student is unable to participate in Physical Education classes for more than two days, a Doctor’s note must be submitted to the School Nurse and PE teacher. The note should include specific date(s) that participation cannot occur. If participation in PE is not allowed, then student(s) may not participate in sports. A student who misses more than five (5) consecutive days of PE classes due to an injury will be given a written assignment about the subject being studied in order to receive a grade in PE.

### TARDINESS

A student who is late for class not only falls behind in his/her work but also disrupts the other students as he/she enters. It is the responsibility of the parent to ensure that children are at school on time for the beginning of the school day. Excessive tardies will result in disciplinary action.

Students arriving after 8:00 a.m. must proceed to the School Office for a tardy slip. Students with more than four tardies within a 9-week period will not qualify for Perfect Attendance.

- 3 tardies in a 9-week grading period = Note home to parents
- 4 tardies in a 9-week grading period = Student will not qualify for Perfect Attendance for the School Year
- 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

If necessary, parents will be contacted to discuss habitual tardiness and students may be subject to dismissal from school. If a student misses two to four hours of a school day, he/she will be marked ½ day absent.

**Perfect Attendance Award is given at the end of the year to students who have not been absent the entire school year. Five (5) tardies is equal to one (1) day absent.**

### 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

Family vacations are NOT considered an excused absence.

Sacred Heart requires that:

A. Parents call the School Office the morning the student is ill. 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.)

**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.

The Code of Conduct is not intended to be an exhaustive list. It is a guide to help parents and students understand general expectations for conduct. The gravity of each misbehavior will ultimately be judged on an individual basis, taking into account the specific circumstances, age, and development of the child.

**CODE OF CONDUCT**

Students will:

• be respectful and attentive
• use appropriate spoken and written language
• follow directions of all school personnel at all times
• control aggressive behavior

In the event that a student fails to observe the above expectations, the following notes describe the usual approach and procedures for working with the student. The school reserves the right to modify these procedures as it sees fit:

Chronic misbehavior is reported to the parents and Principal by teacher.

Major misbehavior, especially that involving injurious behavior, is taken to the Principal.

In the event of major or chronic misbehavior, a student may be excluded from school activities, suspended or expelled at the Principal’s discretion. The school expects full parental cooperation in all aspects of the student’s life at Sacred Heart Catholic School. All rules apply before, during and after school, and at all times on school sponsored outings.

**MAJOR MISBEHAVIOR**

The school considers the following to be major misbehavior:

• Interference with the rights of others, including physical abuse (such as hitting, punching, kicking, or biting), verbal abuse (such as teasing, taunting, threats or intimidation), bullying (such as physical aggression, social alienation, verbal aggression and intimidation);
• Damage to, abuse of, or stealing any school or personal property;
• Possession, use or sale of drugs listed in the current Federal Controlled Substances Act;
• Possession, use or sale of weapons or explosives;
• Use of obscene, profane, suggestive, or intimidating written or verbal language;
• Repeated disruptive or uncooperative behavior; and
• Plagiarism or cheating (may result in no credit given on assignment in question)
Issues of physical aggression are of particular concern. Students who are physically aggressive will be sent to the Principal who will conference with him/her. Students will receive a warning and parents will be called. Students sent to the Principal for a second incidence of physical aggression will be sent home for the day and a parent conference will be scheduled. The Principal is the final authority in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

**DISCIPLINARY PROBATION**

A student’s continuous misbehavior or a single serious incident may result in disciplinary probation by the Principal. The Principal will determine the length of time of the probation, and will notify the student and his/her parents, in person if possible, of the reasons for the terms of the probation. During the probation and at the end of the probation, the parents will be informed of the child’s progress. If there is a continued failure to meet disciplinary standards, the Principal and Pastor reserve the right to end the enrollment contract immediately following parental notification.

**SUSPENSION**

If, in the judgment of the Principal, a student is guilty of serious misconduct, he/she may be suspended from class for up to five days. The student and parents will be advised of the reason for suspension, in person if possible, by the Principal.

In school suspension may be assigned by the Principal.

Suspension may also be assigned “out-of-school” during which time the student is required to remain away from school. Work will be given and parental supervision required.

**EXPULSION**

A student’s continued enrollment at the school is subject to his/her meeting the scholastic and behavioral standards set by the Principal. If any student fails to meet these standards, and the Principal determines that continued enrollment of the student in the school is not in the best interest of the student and/or the school, the Principal shall also advise the pastor.

If the Principal and the Pastor determine that the student should be expelled, the Principal will arrange a conference with the parents or guardians and the student to explain the reasons for the expulsion. A written notification of the expulsion, stating the circumstances and dates, shall be sent to the diocesan Superintendent of Schools. Immediate expulsion can take place when a student:

- sells or distributes harmful substances;
- has a weapon on campus;
- assaults another person; or
- commits persistent acts of incorrigible behavior.

**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 Catholic School 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.

**HARRASSMENT/BULLYING**

Harassment, including bullying, is considered a severe infraction. The result of such behavior is the student being sent to the Principal immediately. Therefore, consequences up to and including expulsion shall be taken against any person who engages in any type of harassment including electronic harassment (cyber-bullying).

**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.  
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 of mace, pepper spray or similar substances.
14. 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.
15. Possession of any alcohol or alcoholic beverage.
16. Possession of any chemical substance or inhaling agent.
17. Possession of any other intoxicant, mood changing, mind-altering, or behavior altering drugs.
18. Possession of dangerous weapons blades, knives, guns, etc.
19. Threats of bodily injury or harm to a student or school personnel.

DEMERIT SYSTEM 5th – 8th GRADE

<table>
<thead>
<tr>
<th>Demerits</th>
<th>Detention</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Lunch Detention</td>
</tr>
<tr>
<td>5</td>
<td>2nd Detention: Lunch Detention and conference with Principal/Parents/Teachers</td>
</tr>
<tr>
<td>7</td>
<td>3rd Detention: 1½ hours after school</td>
</tr>
<tr>
<td>10</td>
<td>4th Detention: Full day of In School Suspension (ISS) and Parent conference</td>
</tr>
<tr>
<td>12</td>
<td>Suspension or expulsion from school - The Principal and the Pastor will confer to make this decision</td>
</tr>
</tbody>
</table>

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

DETERMINATIONS ARE HELD FOR:
- Violation of Classroom Code of Conduct
- More than 5 tardies in a 9-week grading period
- Harassment/Bullying
- School wide infractions
- Any unacceptable physical conduct
- Demerits

ALL STUDENTS – Disciplinary Actions

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

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 School 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

GRADING SYSTEM FOR GRADES 1-8

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99-100</td>
</tr>
<tr>
<td>A</td>
<td>95-98</td>
</tr>
<tr>
<td>A–</td>
<td>93-94</td>
</tr>
<tr>
<td>B+</td>
<td>91-92</td>
</tr>
<tr>
<td>B</td>
<td>88-90</td>
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<td>B–</td>
<td>86-87</td>
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<td>C+</td>
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<tr>
<td>D–</td>
<td>70-71</td>
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<tr>
<td>F</td>
<td>Below 70</td>
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</tbody>
</table>

CONDUCT

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Excellent</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>N</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

PARENT/TEACHER CONFERENCES

Conferences are held during the year in the 1st and 3rd quarters according to the published school calendar. **At least one parent must attend.** Conferences are scheduled online.

ON-LINE GRADING SYSTEM

An online grading system is in place and parent and/or student access is available to review grades. An access code will be issued to parents at the beginning of the school year.

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 sports and/or extra-curricular activities 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. When the grade improves, the student will be released from Academic Probation and allowed to resume activities.

PROMOTION

A student is promoted when all skills and objectives have been mastered for his/her current grade level based on the Archdiocese of Galveston/Houston curriculum. 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 student may not be promoted to the next grade when the student has not satisfactorily completed the current grade curriculum.
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 will be informed of the likelihood of the child’s academic failure and possible retention before the end of the school year.

**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.

Homework must be hand carried by a student to the teacher. Faxed homework is not allowed. Parents are discouraged from driving to school to deliver homework as this negates life lessons in personal responsibility.

**SPECIAL SERVICES**

Consistent with the contents of the Church Document, To Teach as Jesus Did and the Pastoral Statement of the U.S. Bishops, Persons with Disabilities, the Archdiocese seeks to include students with special needs in our schools to the extent that the needs of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special needs students.

Principal and other appropriate school personnel review current academic, social, medical and psychological evaluations to determine if the applicant has a disability. If so, the Principal will determine if reasonable adjustments can be made to the education program which will accommodate the student’s needs.

**STUDENT IDENTIFICATON FOR REFERRAL FOR SPECIAL TESTING**

The Principal and educational team are responsible for recommending educational alternatives and/or referral for a student to the local independent school district and/or private agency of parent’s choice for further evaluation. If upon completion of an evaluation it is determined that the student cannot be served at Sacred Heart Catholic School, the student may not be invited back the following school year.

**ACCOMODATIONS**

The purpose of an accommodation of any type is to provide the appropriate instruction according to the student’s special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her school work.

The student with a diagnosed learning disability may be eligible for an accommodated educational program. Minor accommodations may be offered in the delivery of instruction for success in the classroom. Documentation of the accommodations made must be on file at the school and updated annually.

Modification may take place on or below the student’s grade level. Modifications may apply to the volume of work, the content covered, delivery of instruction and/or grade reporting.

**SPECIAL NEEDS LEARNERS AND REFERRALS**

*Introductory Statement*

Consistent with the contents of the Church document, To Teach as Jesus Did, and the Pastoral Statement of the U.S. Bishops, Persons with Disabilities, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, Sacred Heart Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.
Legal References to Special Services
The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for Sacred Heart Catholic Schools, the local district is Crosby ISD). This “Child Find” process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as “parentally placed private school children with disabilities,” and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called “Section 504”), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, Sacred Heart and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustment to accommodate eligible students.

Records for Special Needs Learners
All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to Sacred Heart Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the Principal and any other appropriate staff member working with the student. Parents may view their child’s record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs
In making a determination regarding the admittance of a particular student, the school will review the child’s ability to meet the school’s academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student’s demonstrated ability to meet grade level requirements;
- Record of student’s ability to follow school rules and regulations; and
- Students’ ability to meet the physical requirements of attendance.

Sacred Heart’s Services for Special Needs Learners
New Students – When the School Office is notified that an incoming student may have special learning needs, the Principal and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the Principal and classroom teacher will then determine if reasonable adjustments can be made to the educational program which will accommodate the student’s needs. If an admission is determined, the school will begin the procedures with parents to discuss a Catholic Accommodation Plan.

Currently Enrolled Students – If a teacher (or parent) is concerned about a child’s academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family, Principal and classroom teacher. We work as a team to do what is best for the child and will discuss:

- The student’s current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
• Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The Principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent’s choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The Principal and classroom teacher will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student’s records. If an evaluation determines the student requires minor accommodations, the school will begin the procedures with parents to discuss a Catholic Accommodation Plan. Accommodations for a child will be noted on the report card and in the child’s permanent folder.

**Student Success Expectations for Special Needs Learners**

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school’s resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school’s recommendations for remediation or diagnostic evaluation, the Principal may request withdrawal of the student or deny admission for the following year.

**Accommodations for Special Needs Learners**

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student’s special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the classroom teacher after the administration has verification of the student’s recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by Principal and classroom teacher after all available information has been reviewed.

**Standardized Assessment for Students with Special Needs**

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the Principal and classroom teacher. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

**REPORT CARDS AND PROGRESS REPORTS**

Report cards are issued four times a year at the end of each nine-week grading period. Progress Reports are sent home at the midpoint of each nine weeks for students in Grades 1-8.
Report cards and records are withheld when financial responsibilities to the school have not been met. These include but are not limited to tuition, Before and After School Program (BASP) fees, payments for lost or damaged books, replacement cost of technology, etc.

Parents may access student grades at any time through Gradelink, our online grading system.

Parents must attend two scheduled (Fall and Spring) Parent/Student/Teacher conferences with their child’s teacher. Teachers are also available during their conference times to meet with parents. An appointment must be made by contacting the teacher.

**STANDARDIZED TESTING**

Standardized testing is one of several means of accessing pupil performance. The IOWA Test of Basic Skills is administered each year during the designated testing week published in the school calendar to 1st through 8th Grade students. The CogAT test is administered to students in Grades 2, 4 and 6 to measure reasoning abilities for verbal, nonverbal and quantitative reasoning. Individual testing results from the IOWA and CogAT are shared with parents. Testing results are recorded in each student’s permanent record card.

Parents are asked not to schedule doctor/dentist appointments, family vacations or outings, etc. during testing week unless there is a family funeral or medical emergency.

**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. Individual teachers will set guidelines for their classroom.

**PLANNERS**

To encourage personal responsibility and good study skills, students in Grades 3-8 will be given a planner. They are responsible for recording daily homework and other assignment due dates with the support of their teachers. If planners are lost or misplaced, students may purchase additional planners in the School Office for $5.

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 are eligible for 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.

**TECHNOLOGY USE**

Sacred Heart Catholic School offers students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resource, each year all students must obtain parental permission as verified by the signatures on the Technology Acceptable Use Policy.

**DRESS CODE**

Students are expected to be neat and clean in their appearance. It is the parents’ responsibility to supervise grooming. The Principal makes the final decision on questions regarding dress code.

**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 will wear the official school uniform which must be purchased from Parker School Uniforms.

All articles of clothing and lunchboxes MUST have student’s name written inside the item. Please use a permanent marker to ensure that clothing can be returned to its rightful owner.

**DRESS CODE ADVISORY**

- Although we strive to cover all situations in regard to dress, the Principal has the final decision as to the appropriateness of any attire and/or hairstyle worn as a part of any school function.
- Students will be removed from class or function until they are in compliance with the school standards.

For the 2017-2018 school year, the official school uniform for students will be as follows:

***NEW FOR 2017-2018 SCHOOL YEAR***

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

- Parker red logoed polo shirt with navy pants/shorts. Girls may wear Parker plaid culottes (optional). This uniform is to be worn on Mass days as well.
- Boys may wear solid white, black, or navy socks above the ankle. All socks must be visible.
  - Girls may wear solid white bobby or knee high socks or white tights. All socks must be visible.
- Solid white or black athletic shoes (tennis shoes) may be worn. Shoelaces must be white or black to match the shoe color. No light up or character shoes. No boots may be worn. Black, brown, or cordovan oxfords or loafers are also allowed.

**DRESS UNIFORM**

**Kindergarten – 4th Grade:**

On Mass Days, uniforms for boys will consist of:

- Oxford white long or short sleeve shirt (shirts are to be worn tucked in)
- Red tie (must be purchased through the school)
- Navy blue pants worn at the waist
- Solid black, brown or navy blue belt
- Black, brown, or cordovan oxfords or loafers
- Solid white, black, or navy socks above the ankle. All socks must be visible.
- Navy blue or red sweater/vest
- No tennis shoes may be worn to Mass

On Mass Days, uniforms for girls will consist of:

- White long or short sleeve blouse/red trim
- Plaid jumper
- Red tie (must be purchased through the school)
- Black, brown, or cordovan oxfords or loafers
- Solid white bobby or knee high socks or white tights. All socks must be visible.
- Navy blue or red sweater/vest
- No tennis shoes may be worn to Mass

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

On Mass Days, uniforms for boys will consist of:

- Oxford white long or short sleeve shirt (shirts are to be worn tucked in)
- Red tie (must be purchased through the school)
- Khaki pants worn at the waist
- Solid black, brown or navy blue belt
- Black, brown, or cordovan oxfords or loafers
Solid white, black, or navy socks above the ankle. All socks must be visible.
Navy blue or red sweater/vest
No tennis shoes may be worn to Mass

On Mass Days, uniforms for girls will consist of:
- Oxford white long or short sleeve shirt (shirts are to be worn tucked in)
- Plaid or khaki skirt
- Red tie (must be purchased through the school)
- Black, brown, or cordovan oxfords or loafers
- Solid white bobby or knee high socks or white tights. All socks must be visible.
- Navy blue or red sweater/vest
- No tennis shoes may be worn to Mass

**DAILY UNIFORM**

**Kindergarten - 4th Grade**

Uniforms for boys will consist of:
- Plaid or white oxford shirt or red logoed polo shirt (shirts are to be worn tucked in)
- Navy blue shorts (with the hem no shorter than two inches above the knee and no longer than knee length) worn at the waist
- Navy blue slacks worn at the waist
- Solid black, brown, or navy blue belt will be worn with shorts or slacks that have belt loops
- Solid white, black, or navy socks above the ankle. All socks must be visible.
- Solid white or black athletic shoes (tennis shoes) may be worn. Shoelaces must be white or black to match the shoe color. No light up or character shoes. No boots may be worn. Black, brown, or cordovan oxfords or loafers are also allowed.
- Navy blue or red sweater/vest may be worn.

Uniforms for girls will consist of:
- White blouse/red trim (long or short sleeve) or red logoed polo shirt (shirts are to be worn tucked in)
- Plaid culottes, plaid jumper, or navy shorts (with the hem no shorter than two inches above the knee and no longer than knee length) worn at the waist
- Navy blue slacks worn at the waist
- Solid black, brown, or navy blue belt will be worn with shorts or slacks that have belt loops
- Solid white bobby or knee high socks or white tights. All socks must be visible.
- Solid white or black athletic shoes (tennis shoes) may be worn. Shoelaces must be white or black to match the shoe color. No light up or character shoes. No boots may be worn. Black, brown, or cordovan oxfords or loafers are also allowed.
- Navy blue or red sweater/vest may be worn.

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

Uniforms for boys will consist of:
- Plaid or white oxford shirt or red logoed polo shirt (shirts are to be worn tucked in)
- Khaki shorts (with the hem no shorter than two inches above the knee and no longer than knee length) worn at the waist
- Khaki slacks worn at the waist
- Solid black, brown, or navy blue belt will be worn with shorts or slacks that have belt loops
- Solid white, black, or navy socks above the ankle. All socks must be visible.
- Solid white or black athletic shoes (tennis shoes) may be worn. Shoelaces must be white or black to match the shoe color. No light up or character shoes. No boots may be worn. Black, brown, or cordovan oxfords or loafers are also allowed.
- Navy blue or red sweater/vest may be worn.
Uniforms for the girls will consist of:

- White oxford long or short sleeve shirt, red logoed polo shirt (shirts are to be worn tucked in)
- Khaki or plaid skirt, plaid culottes, or khaki shorts (with the hem no shorter than two inches above the knee and no longer than knee length) worn at the waist
- Khaki slacks worn at the waist
- Solid black, brown, or navy blue belt will be worn with shorts or slacks that have belt loops
- Solid white bobby or knee high socks or white tights. All socks must be visible.
- Solid white or black athletic shoes (tennis shoes) may be worn. Shoelaces must be white or black to match the shoe color. No light up or character shoes. No boots may be worn. Black, brown, or cordovan oxfords or loafers are also allowed.
- Navy blue or red sweater/vest may be worn.

Those students who are members of a School organization including Scouts may 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**
  - K – 8th grade
- **White Oxford - short sleeve**
  - K – 8th grade
- **White Oxford - long sleeve**
  - K – 8th grade
- **Red Short Sleeve Polo shirt (w/logo)**
  - Pre-K – 8th grade
- **Navy Blue pants**
  - Pre-K – 4th grade
- **Navy Blue shorts**
  - Pre-K – 4th grade
- **Khaki pants**
  - 5th – 8th grade
- **Khaki shorts**
  - 5th – 8th grade
- **Sweater Vest**
  - Red or Navy Blue
- **Sweater**
  - Red or Navy Blue
- **Sweatshirt**
  - Red
- **Belt (black, brown or navy blue)**
  - K – 8th grade

**GIRLS:**
- **White blouse/red trim**
  - K - 4th grade
- **Plaid jumper**
  - K - 4th grade
- **Navy Blue pants**
  - Pre-K - 4th grade
- **Navy Blue shorts**
  - Pre-K - 4th grade
- **White oxford - short sleeve**
  - 5th – 8th grade
- **White oxford - long sleeve**
  - 5th – 8th grade
- **Red Short Sleeve Polo shirt (w/logo)**
  - All grades
- **Plaid skirt**
  - 5th – 6th grades
- **Khaki skirt**
  - 5th – 6th grades
- **Khaki shorts**
  - 5th – 6th grades
- **Plaid culottes**
  - Pre-K – 8th grade
- **Sweater Vest**
  - Red or Navy Blue
- **Sweater**
  - Red or Navy Blue
- **Sweatshirt**
  - Red
- **Belt (black, brown or navy blue)**
  - K – 8th grade

* **OPTIONAL ITEMS**

**TIES**

Students must wear a tie to All School Masses. Please label each tie on the inside with the student’s name. If a student forgets a tie, he/she may borrow one from the School Office for $2.00. If the student is unable to pay cash, the Family Account will be charged through FACTS.

**TURTLENECKS**

Turtlenecks may not be worn under uniform shirts.

**HAIR ACCESSORIES**

Hair accessories must be solid white, solid red and/or solid blue or Parker plaid. Girls may wear headbands that are no more than ½” wide.

**SOCKS**

All socks for both boys and girls must be visible.
FREE DRESS DAYS
There will be several occasions when students are allowed to attend school out of uniform. The Principal designates these days and passes will be given for those allowed out of uniform that day. There may be days when the Free Dress Day deviates from the regular uniform policy (i.e. shoes, hats, costumes, etc.). This information will be communicated on the Free Dress Pass or in the Heart to Heart (school newsletter).

The Dress Code for out of uniform (free dress) days includes weather appropriate clothing. Shorts and skirts must be a reasonable length (fingertips should touch fabric when arms are down). Shoes that are not allowed on Free Dress Days include boots, open toe, backless, flip flops, or sandals. Shoes must be tied at all times. On Free Dress Days, students are to dress neatly, modestly and appropriately. The Principal makes the final decision on questions regarding dress code.

Failure to dress appropriately will result in parents being notified to bring appropriate clothing for student to change into in order to remain at school. A uniform dress code violation will be reflected on student’s conduct card grade.

SPIRIT DAYS
On Spirit Days, students may wear their 2017-2018 Spirit shirts and blue jeans. The regular dress code for shoes applies to Spirit Days. Spirit Days are the 1st and 3rd Fridays of each month.

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 PE. Red warm-ups may be worn in cold weather for PE only. The PE teacher has the final say on appropriate attire.

JACKETS & COATS
Proper outerwear should be worn when dictated by the weather. Solid navy or red jackets/coats may be worn in the classroom during the regular school day. Other colors of jackets/coats are not allowed in the classroom. Any time the students go outside jackets/coats will be allowed and parents should send outerwear as necessary. Students may wear sweaters/vests in the classroom 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. Feathers are not allowed. Both boys and girls may not have hairstyles that hang over or in the eyes to impede vision. Boy’s hair must be cut in a style that is above the earlobes and does not touch the collar. Messages or designs carved into the hair are not allowed for girls or boys.

MAKE UP / NAIL POLISH / TATTOOS
Make up is not allowed in any grade. Clear nail polish on natural nails is allowed. Tattoos are not allowed.

JEWELRY/PURSES
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. Only one earring may be worn in each ear. Rings and bracelets may NOT be worn. Boys are NOT allowed to wear any type of earrings. Students are allowed to bring purses to school but they must remain in a student’s locker or backpack.

CAPS
Head coverings, hats or caps are not to be worn in school.

DRESS CODE VIOLATIONS
K – 4th grade 3 out of uniform violations = Silent Lunch
5th – 8th grade Each out of uniform violation = 1 Demerit
VISITING THE SCHOOL

VISITORS / VOLUNTEERS
Safety for all students and staff at Sacred Heart Catholic School is important. Appointments, conferences and/or observations should be scheduled in advance with your child’s teacher. Parents are not allowed to go to the student’s locker or classrooms during the school day.

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.

VIRTUS TRAINING / VOLUNTEERS
All volunteers at Sacred Heart Catholic School must be Virtus trained. The Virtus course is required by the Archdiocese of Galveston-Houston for all adults who volunteer in any capacity within our parish and/or school who have contact with children and teenagers. These courses are held throughout the year in the Archdiocese. Visit virtus.org to register.

VOLUNTEERS WHO DRIVE STUDENTS
Adult volunteers who drive students will need to provide the following to the School Office annually prior to driving on a field trip or other school event:

1. Copy of valid driver’s license
2. Copy of current automobile insurance card
3. Driving record obtained from the Texas Department of Public Safety

The driving record can be obtained from the Texas Department of Public Safety:

- Visit https://txapps.texas.gov/tolapp/txdrcdr/TXDPSLicenseeManager
- FAQ for obtaining a driving record: https://txapps.texas.gov/tolapp/txdrcdr/TXDPSLicenseeManager?XXtask=99#faq_question_03
- Request a TYPE 2 driving record. The charge is $6.50.

COMMUNICATION
The weekly newsletter is sent via email every Thursday or the last day of the week if there is a short school week. The school fulfills its responsibility to communicate fully by distributing these parent newsletters every week. Further, teachers may send notes and information daily.

COMMUNICATION WITH TEACHERS
Parents are encouraged to check student assignment sheets and/or daily planners. Additional information can be found on the teacher’s web page at www.sacredheartschoolcrosby.org. The school website should be used 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 planners 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 contacting the teacher.
LINE OF AUTHORITY
The Catholic Church abides by the principle of subsidiarity which states that problems should be solved at the lowest level possible. Sacred Heart Catholic School abides by this principle, and implements it in the following manner:

If a concern or incident arises, the teacher will contact parents in writing, email or by phone. In extraordinary circumstances, the Principal may make this initial contact. Parental support in the development and implementation of a plan to solve the concern is encouraged.

If a parent wishes to discuss a concern or incident, the teacher is the first person the parent must contact, in writing or by telephone. Teachers should be contacted through the School Office or email. The teacher will respond with 48 hours, whenever possible. If communication with the teacher does not resolve the concern, the Principal may be contacted.

Please respect the line of authority:

1. Teacher or staff member first.
2. Principal is the final school authority.

If a concern regards a broader issue than a child or a classroom incident, the Principal should be contacted. (For example: a parent has a suggestion for uniform policy addition)

Misunderstandings may occur if the problem is not first investigated at the source. Personal concerns are not appropriate issues with which to approach other parents in the school, other faculty members, or parent organization representatives, verbally, in writing or via email.

PARENT CONDUCT AND BEHAVIOR
Parent/Legal Guardians are expected to conduct themselves in a manner reflective of good morale principles and which does not interfere with the operation of, or reflect adversely on Sacred Heart Catholic School. All communication, both written and verbal, must be respectful at all times. Disruptive, threatening or illegal behavior of a parent may result in the removal their student(s).

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 the School Office in writing or via email of any change to phone numbers and addresses so that parents can be contacted in an emergency. Any updates or changes to student health records should also be sent to the School Office.

NON-CUSTODIAL PARENT
The school will follow court ordered decrees in regard to visitation with and the release of a student to a non-custodial parent, as well as the viewing of a student’s records. A copy of the decree must be sent to the Principal.

EXCUSE FROM PE CLASS/ACTIVITY
To be excused from a PE class or activity, students must bring a note from the physician giving the reason for the requested exclusion. Excuse notes are to be presented to the PE teacher before class begins. If a student is not participating in PE, he/she must dress out and complete an assignment.

ACCIDENTS AND ILLNESS AT SCHOOL
At registration, each parent will complete an Emergency and Pickup Information Form 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 temperature of 100 degrees or more. 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 to the doctor.
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.

**PARENTAL INVOLVEMENT**

**PARENT TEACHER GROUP (PTG)**

The Parent Teacher Group, PTG, is based on the National Catholic Educational Association’s guidelines and the Archdiocesan guidelines for parent organizations. The organization’s primary objectives are noted below.

- Share knowledge on the problems and solutions for raising children.
- Provide a forum for parents to share information and experiences about growth and development of children in similar age groups.
- Enhance the spirit of faith community among the students, parents, teachers, administrators and parishioners.
- Assist in coordinating volunteer support to the school.
- Provide an effective means of disseminating information concerning school issues.
- Acquaint parents of the Sacred Heart Catholic School community with social, economic, and legislative issues affecting our society.

**THE FUND FOR SACRED HEART CATHOLIC SCHOOL**

The Fund for SHCS is the cornerstone of Sacred Heart Catholic School. Each year, parents, faculty and staff, board members, parishioners, grandparents and friends of Sacred Heart impact the lives of our students by contributing to the Fund.

The Fund contributions are essential to the operations of the school and are tax-deductible for the donor. These funds help fill the gap in the operating budget and provide extras for the students that are not covered by tuition and other fees.

**STEPS FOR STUDENTS**

Steps for Students is an annual Archdiocesan-wide event where all school and parish communities come together as one to support Catholic education. The goal of Steps for Students is to raise awareness of the importance of a Catholic education and provide much needed resources for our Catholic Schools. This day of family fun includes a 5k and 1k Family Fun Run. All funds pledged and donated go directly to each school.

**VOLUNTEER HOURS**

Having a student join our community always involves the parents in a number of meaningful ways. Parents volunteer at various events, help teachers, volunteer in classrooms, work at fundraising events, help with teacher luncheons, etc. Parents usually find these activities both rewarding and enriching; they become part of Sacred Heart’s extended family and make lifelong friends. Our volunteer program welcomes all parents and friends of the school to get involved in activities both in and out of the classroom. Volunteering not only enhances your child’s education, but also makes you a part of it. The
faculty and staff are greatly appreciative and supportive of our volunteers’ contributions. Four volunteer hours are required from each family.

***All volunteers are required to attend a VIRTUS workshop, Protecting God’s Children. The original workshop expires every 5 years and a refresher course, Keeping the Promise Alive, needs to be taken. Visit virtus.org to register for a workshop.

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/email list will be provided to all room parents to assist in communication for activities or emergency notices. All room parents must be Virtus trained.

FUNDRAISING
All fundraising is done under the supervision of the Principal. The following guidelines will be used as ancillary funds are raised.

- No committee or groups may raise funds independently or specify how funds are to be distributed.
- Any person or outside group must have specific permission from the Principal to sell anything to school families and/or personnel.

All funds collected by the various groups of the school will be deposited in the authorized school bank account. Those funds shall be disbursed by the school in the approved procedure for purchasing and disbursements. Unless previously designated and approved by the Principal, all funds raised on behalf of the school or its activities are ultimately used at the discretion of the Principal.

GENERAL INFORMATION
FIELD TRIPS
Field trips serve the instructional program by utilizing educational resources of the community to supplement classroom work. Parents must sign a field trip permission form allowing their child to participate. Students must return this proper form; no other form will be accepted. NO phone permissions are allowed and no exceptions will be made.

If a parent does not want their child to participate, the school should be notified in writing. Students not participating in the field trip will be expected to attend school that day and participate in an alternative planned activity.

- Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.
- Uniforms or school spirit shirts will be worn on field trips unless otherwise indicated on the permission slip.
- Any parent driving for school field trips are must be Virtus trained and are required to complete and present all necessary documentation.
- To ensure the safety of our students, Field Trip drivers/chaperones may not bring younger children on the field trip.
- A 5:1 youth/adult ratio should be in effect for all off campus trips involving students.

The Archdiocese has guidelines for adults driving on field trips which may change at the discretion of the Archdiocese or the Administration:
- The driver must be 21 years of age.
- The driver must have a copy of a valid and current driver’s license on file in the School Office.
- A copy of the current proof of automobile insurance must be on file in the School Office.
- Driving record obtained from the Texas Department of Public Safety
The driving record can be obtained from the Texas Department of Public Safety:

- Visit https://txapps.texas.gov/tolapp/bxldrcdr/TXDPSLicenseeManager
- FAQ for obtaining a driving record:
  https://txapps.texas.gov/tolapp/bxldrcdr/TXDPSLicenseeManager?XXtask=99#faq_question_03
- Request a TYPE 2 driving record. The charge is $6.50.

SCHOOL VISITORS

For the safety of our students and faculty/staff all visitors must check in at the School Office first. All visitors will be issued a visitor’s badge to be worn while on school grounds. Parents may not interrupt the school day to speak with a teacher or student during class or at dismissal time. If a student is leaving early, the parent must sign the student out in the School Office.

STUDENT ARTICLES FORGOTTEN AT SCHOOL

After the dismissal bell, students will not be allowed to return inside the school building to retrieve forgotten items and/or textbooks/notebooks without permission from office staff. No one will be granted permission to re-enter until dismissal is complete. This is to ensure the safety of students and an orderly dismissal procedure.

CHANGE OF ADDRESS/EMERGENCY INFORMATION

Please contact the School Office via email as soon as your family has any address or phone number changes or these changes can be made through the family Gradelink account. All emergency information MUST be kept current. Whether a child is not feeling well or a serious accident occurs, parents or authorized persons should be able to be contacted at all times.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extra-curricular activities. Students must maintain a satisfactory grade average and conduct.

Parents must make sure the supervising adult is on campus and knows your student is present. Students participating in any of these programs may not bring siblings. The school makes no provisions for supervision of siblings for afterschool activities. Parents should arrange for siblings to be picked up or enrolled in BASP.

Altar Servers: Catholic boys and girls in grades 4th through 8th are eligible to participate in the Altar Server program. Contact the Religion teacher for more information.

Sports: Sacred Heart has a sports program for boys and girls in 5th – 8th grades. The program includes for boys: football, basketball and track; for girls: basketball and track. Cheerleading is offered for boys and girls. To help defray the cost of the program, a sports fee is charged. Students must maintain satisfactory grades and conduct. Students with averages below “D” or conduct grades below “S” are subject to suspension from sports until grades are satisfactory once again.

Art Club: Art Club is offered to students in Grades 2-8 after school once a week. A fee will be assessed per semester.

Student Council: The Student Council is the governing body of Sacred Heart Catholic School. Student Council is open to students in 6th – 8th grades. Officers are selected from 7th and 8th grades and 6th – 8th grades have two student representatives

BETA Club: The Junior Beta Club is a national organization that recognizes student achievement. The four tenets of Beta are scholarship, service, character, and leadership. This organization is open to
students in grades 6th – 8th who exemplify the four tenets of BETA. Activities include service projects and attending the state convention.

Standards of Membership: The Beta Club at Sacred Heart Catholic School is open to 6th – 8th grade students who maintain a 90 average or above and who are good role models to the other students in their academics and behavior, and who abide by the handbook regulations and all school rules.

Dance: PK – 4th Grade students may participate in the Dance Club. A fee is charged for this activity.

Lego Club: Students in 3rd – 8th grades may be in the Lego Club. A fee is charged for this activity.

Little Servants of Divine Mercy: Little Servants of Divine Mercy is offered to students in Grades 3 and 4. This club meets monthly to pray and make rosaries and cards for priests and shut ins.

Camp Kappe: Camp Kappe is the home of the School of Environmental Education (S.E.E.), which is an accredited school offering a supplemental education program to parochial school students. S.E.E. provides a four-day outdoor experience of God’s gift of nature while studying life cycles, food chains, the environment’s effect on man, man’s effect on environment, conservation of resources, etc. It offers hands-on experience with farm animals and gardening along with many other exciting adventures in outdoor education. Each year our fifth grade students attend this school for four days in Plantersville, Texas.

No Pass-No Play (Grades 5th – 8th): Any student with a grade below 70 on a Progress Report or a Report Card will not be eligible to participate in sports and/or extra-curricular activities until the failing grade(s) return to a passing grade(s). This includes practices and games. Eligibility will be reviewed every two weeks.

CRISIS MANAGEMENT

CRISIS MANAGEMENT PLAN
The faculty is committed to the safety and well-being of all students. In keeping with this commitment, a Crisis Management Plan is in place in anticipation of crises or disasters. The Crisis Management Team, consisting of the Principal and specific faculty members, is responsible for implementation of the plan, if needed. Students are taught predetermined signals and procedures in order to respond effectively in the event of an emergency. Drills will be conducted on a regular basis.

ASBESTOS MANAGEMENT
A copy of our Asbestos Management Plan is available for review in the School Office by appointment Monday-Friday 9:00 a.m. – 2:00pm.

SAFETY/DISASTER DRILLS
Disaster drills are conducted regularly at both announced and unannounced times. Students learn safe and orderly procedures to use in case of fire, hurricane, or tornado warnings.

EMERGENCY SCHOOL CLOSINGS
In case of inclement weather emergencies, such as flooding, storms or icy streets, Sacred Heart follows the decisions of Crosby ISD. Announcements are made on local radio and TV.

CHILD ABUSE AND CHILD NEGLECT
School personnel in the Archdiocese of Galveston-Houston have a moral obligation as well as a legal obligation to report child abuse.

Criteria for Reporting:

- A report of child abuse is not an accusation or a proven fact, and Texas does not require a reporter to know or to be certain that a child has been abused or neglected.
• The degree of certainty that must be met is that the person reporting must have “cause to believe” that abuse or neglect has occurred or will occur. This standard is based on the reasonable person convictions. Confidentiality of the person making the report will be upheld. The person who reports suspected child abuse or neglect is immune from civil or criminal liability if the report is made without malice.
• Failure to report suspected child abuse or neglect is a crime punishable by fine, imprisonment, or both.

Whom to Report to:

• Reports of child abuse or neglect are sent to the Texas Department of Protective & Regulatory Services (Child Protective Services Division-CPS). CPS will investigate and will determine the nature and extent of the problem, evaluate the child’s condition and safety, and if appropriate. Initiate action to protect the child.
• School personnel are to dial 911 if they believe a child is in immediate danger of harm.

STUDENT LIFE

SCHOOL CALENDAR

The 2017-2018 School Calendar is published and included in the handbook and is available on the School website. 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.

DAILY SCHEDULE

The School doors open at 7:45 a.m. At 8:00 a.m., the bell rings. Daily instruction is conducted from 8:00 a.m. to 3:15 p.m. Students 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, extracurricular activities and events.

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 the Before and After School Program 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. 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 to the School 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 main school building and/or the Early Childhood 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 the Before and After School Program 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.

Students may not be checked out of school from 2:45-3:15 p.m. (on Friday 1:45-2:15pm).

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

Children enrolled in the Before and After School Program 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 the Before and After School Program. See Before and After School Program guidelines.
OTHERS WHO MAY PICK UP YOUR CHILD

Your student will NOT be released to anyone other than those listed under Pickup Information on the Emergency and Pickup Information Form. If the listed drivers are not available, the school must be notified in writing. You may email or fax this information to the school during school hours (8:00am-3:15pm) at office@sacredheartschoolcrosby.org or 281-462-0072. We will require a driver’s license for identification in order to release the student to that driver.

LUNCH PROGRAM

Sacred Heart Catholic School’s hot lunches are provided by Crosby ISD. Our lunch program typically begins in September. We ask students to bring a sack lunch for the first few weeks of school.

We partner with orderlunches.com to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, prepay and manage student lunches on the web. Parents will be notified when the on-line ordering system is open at the beginning of the school year.

Lunch Visitation

Parents may visit their child during the lunch period. Parents must report to the School Office to sign in and receive a visitor’s badge. They may then proceed to the Parish Hall to wait for their child’s class to arrive in the lunch room. Parents will sit with their child at a separate table as directed by the classroom teacher. Other students may not sit with the student and parent. The parent will return to the School Office to sign out before they leave campus.

Students may not bring carbonated drinks from home. Please do not put a carbonated drink in a thermos or other type of drink container; they may explode.

BEFORE AND AFTER SCHOOL PROGRAM (BASP)

Our Before and After School 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. (2:30 p.m. to 6:00 p.m. on Fridays) on days when school is in session. The BASP is also available on early dismissal days. Any student arriving on campus prior to 7:45 a.m. must attend the BASP.

Your child must be registered to attend this program. Registration fee is $35 per family. 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 Before and After School Program provides activities that are planned to complement the philosophy and values of the school. Outdoor recreation, homework time, snacks, and group games are offered during the afternoon hours.

The Before and After School Program registration fee is due upon enrollment in the program. Monthly fees are paid through FACTS.

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 for students not picked up by 6:00 p.m. The fee is $10.00 the first 15 minutes and $1.00 per minute thereafter.

LIBRARY

Students visit the Library at scheduled times which are included in the student schedule. The Library is also open before and after school. Library hours are posted. Parents are urged to encourage reading, research and proper care of borrowed materials.

The Library holds two Book Fairs per year. These are exciting events for the students and we welcome everyone’s participation. Books may be purchased for birthdays or in memory of a loved one and donated to the School Library in that person’s honor.
ACCELERATED READER (AR) PROGRAM FOR K-8TH GRADE

AR is a computer program that helps teachers manage and monitor student’s independent reading practice. Each student picks a book at his/her own reading level and reads it at his/her own pace. When finished, the student takes a short quiz on the computer. (Passing the quiz is an indication that the student understood what was read.) AR gives students, teachers feedback based on the quiz results, which the teacher then uses to help set goals and direct ongoing reading practice for each student. Teachers help students choose books at an appropriate readability level that are challenging without being frustrating, ensuring that the student can pass the quiz and experience success.

SCHOOL PICTURES

School pictures are 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.

PARTIES, CELEBRATIONS AND INVITATIONS

Parties will not be staged during the school day without the consent of the Principal. These include parties for teachers, students, or other 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.

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 week before the parent brings in these treats.

CLASS PARTIES

Room parents and other classroom volunteers will assist the teacher in planning scheduled school parties. Must be Virtus trained.

LOST AND FOUND

Items that are found are taken to the School Office. Students and parents are responsible for checking Lost and Found. All items that come to school should be labeled especially sweaters, sweatshirts, ties and PE uniforms. Monthly, the lost and found items are given to Churches United in Caring (CUIC) without prior notice. The school is not responsible for any lost or stolen property.

ELECTRONIC DEVICES

The school will not assume responsibility for damage or loss of any personal electronic device brought to school. The administration will determine which devices are allowed and how and when students are allowed to use them.

BACKPACKS

Backpacks and tote bags are a convenience for all students. These should be stored neatly in lockers and/or classrooms during the day. Rolling backpacks are not allowed.

CARE OF VALUABLES

The school prohibits students from bringing valuable toys, property or large sums of money to school. If a student brings money for Fundraisers to school, they must check it into the School Office at the beginning of the day. The school will not assume responsibility for damage or loss of these items.

FORGOTTEN ITEMS

Parents may drop off items forgotten from home, including lunches, in the School Office. Parents should not take items directly to the classroom or put them in a student locker. These items should be clearly labeled with the student’s name and grade. Money in any form must be placed in a sealed envelope with the student’s name and grade and left for the student in the School Office.
USE OF SCHOOL OFFICE TELEPHONES
The telephones in the School Office may be used by students in emergencies only. Students are discouraged to call home for forgotten items including homework or permission slips. 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.

SCHOOL DANCES
A good prelude to the high school social scene is middle school dances. On-campus dances for middle school students are planned by the school. This is done with strict standards set by the chaperones, who are faculty members or parents. These standards include but are not limited to the following:

- Designated arrival and dismissal time are established ahead of time.
- Students must remain at the gathering at all times, with no access to other areas.
- Parent or designee must pick up the child at the door.
- Restrooms are monitored regularly throughout the evening.
- Students are required to assist with clean up.
- Students must dress appropriately for a school function.

TEXTBOOK POLICY
Textbooks are provided for the student’s use during the school year. The student is responsible for the care of the textbook for the duration of the year. **All hardback textbooks must be covered at all times.** If a textbook is damaged or lost, a fee will be assessed to replace the book.

ELECTRONIC COMMUNICATION
Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values. This policy applies to all forms of electronic communications whether they occur through the school’s equipment or through private communication. **Students are strictly forbidden to use any electronic devices on campus without administrative approval.**

CYBER-BULLYING
Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:

- Cruel instant computer messaging or threatening emails.
- Mean, repeated cell phone text messages.
- Creating a website for the purpose of mocking certain students or school personnel.
- Posting humiliating “photo shopped” or digitally modified images of certain students or school personnel.
- Forwarding “private” photos or videos to other students.
- Pretending to be someone else by using someone else’s online screen.

Students are encouraged to report any incident of harassment to the teacher or Principal. The Principal has the responsibility to investigate a harassment or bullying complaint in an expeditious manner. Retaliation or intimidation for having reported or threatened to report harassment or for assisting the school in the investigations is strictly prohibited. Acts of retaliation will result in disciplinary action.

CELL PHONES
Students may not use cell phones (including texting) on the school campus. Cell phones must be turned off and in the student’s locker and/or in their backpacks while on campus. The School Office phone may
be used for emergencies. Calling parents for forgotten homework, projects or making social plans, etc. does not constitute emergencies.

Parents or other family members choosing to call or text students during school hours (7:45 a.m.-3:30 p.m.) are strictly prohibited. Be aware that if a cell phone “goes off” during school hours, it will be confiscated. Messages of an emergency nature will be relayed to students through the School Office. The school will not assume responsibility for damage or loss of cell phones.

Parent cell phones must be turned off or put on vibrate while on the school campus and attending school activities.

SOCIAL NETWORKING
Accessing social networking websites is off limits on school premises and property. The use of circumventors to get around school network security is prohibited.

CAR LINE
Please drive slowly when approaching the car line. Our car line is a NO CELL PHONE ZONE. Please refrain from using your cell phone in the car line.

DROP OFF
At drop off in the morning, we ask those parents who arrive prior to 7:45 a.m. to wait at the sign marked 7:45 A.M. DROP OFF BEGINS HERE. Those parents who are dropping their students at the Before School Program in the Parish Hall may proceed to the left of this line and to the left of the cones set up between the main school building and the Parish Hall.

At 7:45am, the cars in line for drop off will be directed to proceed to the front of the school building. We will have Staff members there to help students arriving at school. We will begin unloading multiple cars at a time. Please do not allow your students to exit the car before they arrive at the curb in the front of the Main School Building. All students must exit their vehicles on the passenger side of the car. Those parents arriving after 7:45 a.m. and dropping students at the Early Childhood Building are asked to continue in the drop off line until they are able to proceed to the next building.

We have developed this process for the safety of the students. That is our first priority.

PICK UP
At pick up, parents are asked to begin the pickup line at the designated sign. All cars should wait in one line whether picking up at the Main Building or the Early Childhood Building. Please do not enter through the exit drive of the Early Childhood Building.

Car Seats
On September 1, 2009, legislation was passed to strengthen current child passenger safety protections by mandating that children younger than eight years old, unless they are four feet, nine inches in height, must be properly secured while riding in an operating vehicle in a child passenger safety seat system in accordance with the instructions of the manufacturer of the safety seat system.

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