

Sacred Heart School

Parent – Student Policy Handbook

2009 - 2010

Grades Pre K - 8

**615 Mc Dade Street
Conroe, Texas 77301
936-756-3848
www.shcstx.com**

Table of Contents

Philosophy	5
Mission Statement	5
Notice to Parents and Students	6
ADMISSION POLICY	
Non-Discrimination Policy	7
Admission Procedure	7
Student Withdrawals	8
FINANCIAL POLICIES	
Tuition	8
Tuition Assistance	8
Fees	9
Money in School	9
ATTENDANCE POLICIES	
Student Absence	9
Tardy policy	10
Attendance award	10
UNIFORMS	
Uniform Item List	11
Mass/Dress Uniform	11
Dress Code Rules and Clarifications	12
Scout Uniforms	13
ACADEMIC POLICIES	
Curriculum and Textbooks	14
Class Assignments	14
Homework	14
Grading	14
Report Cards and Progress Reports	15
Promotion and Retention	16
Standardized Testing	16
Outstanding Student Award	16
COMMUNICATION	
School Newsletter – “Messenger”	17
Friday Folders	17
Conferences	17
Parental and Student Rights	17
Non-Custodial Parent	17
Communication Plan for Sacred Heart School	18
DISCIPLINE POLICY	
The R.I.G.H.T. Choice	19
Consequences	21
Major Offenses	21

HEALTH	
Immunizations	22
Sickness	22
Emergency Cards	22
Communicable Disease Control	22
Medications	23
Request for In-School Administration of Medicine	37
Health Screenings	23
Child Abuse and Neglect	23
STUDENT ARRIVAL AND DISMISSAL	24
Walk-Ups, A.S.A.P.	25
LUNCH	
Menus	26
Lunch Cards	26
Federal Free and Reduced Lunch Program	26
LIBRARY	
Book Fair	27
Library Donations	27
Overdue, Lost, or Damaged Library Book Fines	27
EXTENDED DAY PROGRAMS	
Before School Care	27
A.S.A.P. Tuition and Fees	28
A.S.A.P. Rules and Policies	28
Pick-Up Policies	29
PARENTAL INVOLVEMENT	
School Board	30
Parent-Teacher Organization (PTO)	30
Volunteers	30
Booster Club	30
GENERAL INFORMATION	
Field Trips	31
Party Policy	31
Student Birthdays	32
Parent Visits	32
Articles Forgotten at Home	32
Lockers	33
Lost and Found	33
Safety	33
Emergency School Closing	33
Change of Address/Emergency Card Information	33
Extra Curricular Activities	34
Appeals Process	35
SCHOOL CALENDAR 2009-2010	36
REQUEST FOR IN-SCHOOL ADMINISTRATION OF MEDICINE FORM	37
PARENT-STUDENT POLICY HANDBOOK ACKNOWLEDGEMENT FORM	39

SACRED HEART CATHOLIC SCHOOL PHILOSOPHY

Sacred Heart Catholic School strives to be an expression of the teaching mission of the Church, passing on Christian hope and faith, deriving its philosophy from the Gospel and the teachings of the Catholic Church.

Students, staff, teachers and parents purposefully create a community infused with religious truths and Christian values where self-discipline, respect, and responsibility are taught and lived.

Education is directed toward the whole child, spiritual, intellectual, moral, social and physical, in order to bring each child to full potential.

The school maintains high expectations and standards of academic excellence, where human knowledge and skills are valued for their own worth, but also are seen as deriving their most profound significance from God's plan for His creation.

Individual talents are developed, and children are encouraged to use their gifts in service to God, neighbor and community.

SACRED HEART CATHOLIC SCHOOL MISSION STATEMENT

Sacred Heart Catholic School commits to teach as Jesus did;
instilling a love of our Catholic faith and love of neighbor. Sacred Heart Catholic School creates a caring, respectful environment which promotes academic excellence, develops responsible citizenship and fosters life-long learning.

NOTICE TO PARENTS AND STUDENTS OF SACRED HEART CATHOLIC SCHOOL

All policies, programs, and explanations included in the Parent/ Student handbook are designed to help facilitate the development of our students as spiritually, academically, socially, and psychologically well-rounded individuals. Through the success of our students comes the greatest reward, fulfillment, and growth for each of our school staff members.

Please review this entire policy handbook to gain a complete understanding of what is expected of students who attend Sacred Heart Catholic School.

Both the parent/guardian and the student will be asked to sign the Policy Handbook Acknowledgment Form found in the back of this policy handbook. The form states that each member has read and understands the information contained in this policy handbook and agrees to abide by the school procedures, regulations, and policies.

The school and/or the principal retain the right to amend this handbook for just cause. Parents will be given notification if changes are made.

All interpretation and application of the rules and policies contained herein are at the sole and final discretion of the pastor and administration.

Success comes from working together. We thank you now for your cooperation and efforts in working with us to make your child's Catholic school experience a positive one. With the Lord's guidance, we will find success for each of our students.

The Policy Handbook Acknowledgment Form is due in the school office by the end of the first week of school.

Sacred Heart Catholic School is fully accredited by the Texas Catholic Conference Education Department (TCCED), recognized and approved by the Texas Education Agency.

ADMISSION POLICY

The Catholic Schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, or national origin in the administration of its admission, loan, athletic, or scholarship programs.

New admissions will be based on the following priorities:

1. Students currently attending Sacred Heart School
2. Siblings of students currently attending Sacred Heart School
3. Families committed to Catholic School education transferring from another Catholic School.
4. Families who are registered members of Sacred Heart Parish
5. Families who are registered members of other Catholic parishes
6. Non-Catholic families who may wish to enroll a child or children

Admission Procedure

1. Parents/Guardian will complete an application form and present the following original documents to the school office with the required application fee. Forms are available from the school office.

Birth Certificate

Baptismal Certificate

Social Security Card

Immunization Record

Previous school records

- Last report card
- Cumulative record
- Achievement testing

2. A student entering Pre Kindergarten must be 4 years of age on or before September 1st.
A student entering kindergarten must be 5 years of age on or before September 1st.
A student entering first grade must be 6 years of age on or before September 1st.
3. Upon receipt of the application form, application fee, and all required records and reports, an interview will then take place with the family and the child/children. Standardized testing may be administered to new students at the principal's discretion.
4. The Principal makes the decision regarding acceptance of the new student.
5. Upon acceptance, a registration form is completed and a non-refundable registration fee is paid.

All new students accepted are on a probationary period that exists for six weeks, during which time a decision is made whether or not the school can meet the needs of the child.

After the first four weeks, the teacher meets with the parents, after having met with the principal. At this meeting a report is given to the parents regarding the progress of the student. At the end of the nine weeks, the principal will inform the parents of the acceptance of the student or the need for the parent to seek to enroll the student elsewhere since the school is not able to meet the needs of the student.

Students who are invited to return for the upcoming school year will register during the spring semester. Fees are to be paid at this time. No student shall be re-admitted who has an outstanding financial obligation to the school.

Student Withdrawals/Transfers

When a student is transferring to another school, parents should notify the principal and the homeroom teacher. It is advisable to notify the school at least one week in advance of the transfer. All textbooks, library books, and other school property should be returned to the teacher. Transcripts and other school records will be released only after all financial obligations have been met and all textbooks and library books have been returned.

FINANCIAL POLICIES

Tuition

Sacred Heart Catholic School provides families with a tuition payment booklet and pay envelopes to either mail or bring to the school office. Tuition is paid over a ten month period, August - May. There is also the option of paying quarterly, semi-annually, or annually. The tuition is due on the first of each month and considered late if not received by the tenth of the month. A late payment of \$ 25.00 will be assessed after the 10th of the month. An additional \$25.00 will be assessed for each subsequent month the tuition payment is late. There will be a fee of \$ 25.00 collected for a returned check.

Families are considered Catholic if the child has received the Sacrament of Baptism and First Holy Communion (if age appropriate) and is being reared to be a part of the Catholic Community. The parents/guardians must be members of a Catholic parish. These families are eligible for Catholic Tuition Rates. The 2009-2010 Tuition rates are:

Kindergarten – Eighth Grade Yearly Tuition

<u>Number of Students</u>	<u>Catholic</u>	<u>Non-Catholic</u>
1	\$4,500.00	\$5,200.00
2	\$7,950.00	\$9,150.00
3	\$10,800.00	\$12,500.00
4	\$13,050.00	\$15,100.00

Pre – Kindergarten Yearly Tuition

Catholic Student	\$4,300.00	Non-Catholic Student	\$5,050
------------------	------------	----------------------	---------

Tuition Assistance

A tuition assistance program is available for students on the basis of family need. Families interested in this program are required to complete a financial aid application and supply the necessary information for consideration. The Tuition Assistance Committee will consider the following factors:

- Family income and size
- Other undue burdens on the family's resources
- History of attendance at Sacred Heart Church
- Pastor input and evaluation

All financial information is held in strictest confidence.

Registration fees must be paid during spring registration or upon acceptance into Sacred Heart School. Such fees are non-refundable and ensure a student's enrollment in the upcoming school year.

Application Fee for New Families	\$ 25.00 per student	Include with application packet
Registration Fee	\$ 150.00 per student	Paid upon acceptance
Book/Supply Fee	\$ 250.00 per student*	Due May 15 TH

*\$300.00 per student if paid after June 1st

Any other Academic, Athletic, or Extra-Curricular fees will be announced in the school Messenger or be sent home in an informational packet.

Money in School - If you give your child a check or money to bring to school for any reason, it should be put in an ENVELOPE with your child's NAME on it and the PURPOSE of the check or money. Children should never have more money in school than they will need for the day.

Withholding Report Cards Archdiocesan Policy 3220.4

Report cards and/or transcripts are not issued at the end of the school year until all financial obligations are met.

ATTENDANCE POLICIES

In compliance with the Texas Catholic Conference Education Department (TCCED) and the State of Texas Family Code, schools of the Archdiocese of Galveston-Houston follow compulsory attendance law.

Sacred Heart Catholic School establishes and publishes a school calendar prior to the beginning of each school year. Parents/guardians are expected to honor the calendar established by the school.

Daily attendance is the only effective way to ensure continued academic progress. School absence is categorized in the following manner:

FAMILY EMERGENCY - A death in the immediate family, serious, or a prolonged illness is handled on an individual basis. Special care and consideration for the student and his/her family would dictate the procedure that the school would follow in such circumstances. Please contact the school office as soon as possible to inform us of the situation. A note is to be sent to the homeroom teacher upon the student's return to school. Students will be required to make up all work missed during an absence. Students will be given an allowance of one school day for each day the student was absent to make up assigned work and tests.

ABSENCE DUE TO ILLNESS - If a student is unable to come to school due to illness, the parent/guardian is expected to notify the school office by 9:00 a.m. A note is to be sent to the homeroom teacher upon the student's return to school. Students will be required to make up all work missed during an absence. Students will be given an allowance of one school day for each day the student was absent to make up assigned work and test.

ABSENCES FOR OTHER REASONS – When a student is absent from school for any reason other than a doctor's appointment, illness, or family emergency, the student will not be permitted to make up the work that he/she missed. The school staff is not obligated to provide special services when a parent opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the annual school calendar.

- **On the day of an absence, class work/homework requests need to be called in to the office by 9:00 am to allow sufficient time for teachers to prepare.**
- **Junior High Student's work and books will need to be picked up in the school office.**
- **If any emergency arises and a student must leave school early, please call the school office so we may notify the teacher to have your child ready. This will minimize the disruption in the classroom.**

DOCTOR/DENTAL APPOINTMENTS - Arranging doctor and dental appointments during the school day is strongly discouraged. Please make a sincere effort to have all doctors' appointments made after school. If this is impossible and a student must be dismissed early, a note is to be sent to the teacher. Parents should report to the school office to sign the check-out book before the student is released. Parents will need to sign the student back in at the school office before the student returns to class. All students will be required to bring a doctor's note if they miss any part of the school day.

RESTRICTED PHYSICAL ACTIVITY – If for any reason a student is not able to participate in Physical Education class or recess for more than 2 or 3 days, please send a doctor's note to the homeroom teacher. The note should explain the situation, the physical activities restricted, and the approximate duration your child will not be able to participate in these activities.

TARDINESS - A student is tardy if he/she arrives after the 8:00 a.m. bell rings. A student who is late is required to report to the school office for a tardy slip before being admitted to class.

Habitual tardiness seriously affects a student's school performance and disrupts the class they are entering. Tardies are recorded for each grading period on the report card. Five (5) tardies equal one (1) day absent. If necessary, parents will be contacted to discuss habitual tardiness and students may be subject to dismissal from school.

If a student misses 2 (two) to 4 (four) hours of the school day, they will be marked ½ day absent.

An outstanding attendance award is given at the end of the year to students with 4 or less absences throughout the school year.

UNIFORMS

Uniforms are to be purchased from Parker School Uniforms
www.parkersu.com
3425 FM 2920 #114
The Center at Meadowhill

(281) 528-6203

Web ID Code: HO290259

Students should wear school uniforms every day, unless given special permission by the principal. It is very important to label every item of uniform clothing with the student's name.

The uniform dress code is strictly enforced. Students will observe the uniform dress code rules at all times. Students in violation of the dress code will be given a uniform infraction slip. These violations will affect student's citizenship grade.

Uniform items that must be purchased from Parker Uniform:

Girls

Jumper - Blue/Gray/Black plaid (Grades Pre-K-4)
Skirt - Blue/Gray/Black plaid (Grades 4-8)
Solid Navy (Grades 6-8)

Blouse – Monogrammed White Oxford (Grades Pre-K-8)
Monogrammed Blue Oxford (Grades 4-8)
Can be Long or Short Sleeve

Knit Shirt - (optional) light blue or white
Worn with shorts or slacks

Shorts - Solid Navy
Slacks - Solid Navy
Tie - Blue/Gray/Black plaid
Sweater - Gray or Navy Cardigan
Lightweight Jacket – Monogrammed
Sweatshirt - Monogrammed

Boys

Pants - Solid Navy (Grades Pre-K-8)
Solid Gray (Grades 6-8)

Shirt - Blue/Gray/Black plaid (Grades Pre-K-8)

Shirt – Monogrammed White Oxford (Grades Pre-K-8)
Monogrammed Blue Oxford (Grades 4-8)
Can be Long or Short Sleeve

Knit Shirt - (optional) light blue or white
Worn with shorts or slacks

Shorts – Solid Navy
Tie - Navy clip on
Sweater - Gray or Navy Cardigan
Lightweight Jacket – Monogrammed
Sweatshirt – Monogrammed

Uniform Items that can be purchased anywhere:

Girls

Blouse - White Oxford button down collar
Can be Long or Short Sleeve

Belts - Black or Navy
Worn with shorts and slacks

Socks - Solid white, crew, tube, or knee highs
Navy knee highs

Tights - Solid white, navy or black

Boys

Shirt - White Oxford button down collar
Can be Long or Short Sleeve

Belts - Black or Navy
Worn with shorts and pants

Socks - Solid white, crew, tube, or knee highs

Students are required to wear their Dress Uniform on days scheduled for Mass.

Girls:	Pre-K-3 4 th – 5 th 6 th – 8 th	Plaid jumper, monogrammed white blouse or white blouse with logo patch, and tie. Plaid skirt, monogrammed white/blue blouse or white/blue blouse with logo patch & tie Plaid or navy skirt monogrammed white/blue blouse or white/blue blouse with logo patch, and tie.
Boys:	Pre-K-5 4 th – 5 th 6 th – 8 th	Navy slacks, monogrammed white shirt or white shirt with logo patch, and navy tie. Navy slacks, monogrammed white/blue shirt or white/blue shirt with logo patch and navy tie Navy or gray slacks, monogrammed white/blue shirt or white/blue shirt with logo patch and navy tie.

Uniform Dress Code Rules

A student's general appearance reflects their attitude toward the school and themselves. An abusive or negative attitude hurts the entire school. Sacred Heart School students dressed in uniform represent and reflect the tradition of Sacred Heart School. Sacred Heart Catholic School will be the sole judge of what is improper grooming and/or attire. Students out of dress code will be sent to the office. Parents may be contacted to bring proper uniform attire for student to remain at school.

JEWELRY

Only one set of small, stud, pierced earrings at a time (girls only). No dangle or loop earrings permitted. No bracelets permitted on girls or boys unless it is a Sacred Heart Catholic School wristband. A modest, religious medal or cross on a simple chain along with one small ring, and one watch are allowed. No beeping or chiming watches are permitted. No body piercing. No tattoos. The school will not be responsible for the loss, breakage, or theft of jewelry and/or other personal items. Jewelry not conforming to these guidelines will be taken from the student and returned as designated by the administration.

COSMETICS

Nails and face are to be free of nail polish and make-up. No false nails. No cologne or perfume.

HAIR

Hair must be neat, clean, natural color and well groomed at all times. No bleaching, tinting, or highlights. Hairstyles that are deemed distracting to the educational environment are inappropriate.

Boys' hair length cannot cover the eyebrows or be longer than the collar of a shirt. Hair must be neatly trimmed, no ponytails and/or braids. Facial hair is inappropriate and not allowed at school.

Girls' hair must be controlled with barrettes, clips, etc. to keep it out of the face. Hair ribbons and bows must be solid colors that match the school uniform or made from uniform material. (White/Grey/Light Blue/Navy Blue/Black) Hair ribbons and pony tail holders are not to be worn as bracelets.

A parent/guardian will be notified by the Administration to remedy distracting appearance deemed not suitable for continued enrollment.

SHIRTS/BLOUSES

All shirts/blouses must be neat, cleaned and are to be kept tucked in allowing the waistband and/or belt to show. No "blousing out". Shirts/blouses are to be correct size, not baggy. Only during the cold winter months are students allowed to wear a 100% white cotton turtleneck under their uniform shirt for warmth.

SKIRTS

Girls' jumper and skirt must be neat, clean and the length must be to the mid-knee or below. Jumper or skirt should touch the floor when kneeling.

SHORTS

Boys and girls shorts must be neat, clean and the length must be 2 inches above the knee or longer. All girls are to wear black or navy blue shorts under their skirts or jumpers at all times. Shorts are to be purchased from Parker Uniform only. The uniform walking shorts may be worn from the start of school through November 30 and from March 1st through the end of school.

BELTS

A black or navy belt (braided or smooth) must be worn with pants/shorts that have belt loops. No distracting belt buckle allowed.

SHOES

Matching pairs of athletic (rubber-sole) shoes for boys and girls should be white, navy blue, or black, Laces must be tied at all times. No lights, pumps, platform, boots, high tops, backless, open-toed, or wheels allowed on shoes. Required athletic shoes may have slight accents of red, white, blue or black.

SOCKS/TIGHTS

Ankles must be covered at all times by white socks with no logos, lace, or decorations. "Footies", low-cut, or tennis type socks that come to the ankle are unacceptable. Girls may not wear leggings under the uniform shorts, skirts, or jumpers. Cotton tights are preferred for warmth during cold weather.

JACKETS/COATS

Light weight jackets or wind jackets must be purchased through Parker Uniform. These items will be available at their retail store located in spring. Only authorized sweatshirts with the school emblem may be worn. These also must be purchased through Parker Uniform. Sweatshirts must fit in the arm length and at waist length.

- Sweatshirts, coats, and sweaters are not to be tied around the waist.
- Non-uniform coats /heavy jackets can be worn during winter months only. They are allowed TO and FROM school, church, and/or when going outside during the school day.

HATS

No hats, caps, or head coverings may be worn in the school building during the school day.

LOGO PATCH

Shirts/Blouses monogrammed with the school name must be worn with Mass uniform. These items must be purchased from Parker School Uniform. A Shirt/Blouse with the Sacred Heart Catholic School emblem patch may be worn as an alternative for the Monogrammed Shirt/ Blouse. The emblem should be sewn on the left side of the chest (on the shirt pocket) and should be placed on shirts, blouses, and jumpers worn to Mass. Emblems are no longer available for sale.

SCOUT UNIFORMS

Boy Scouts and Girl Scouts are permitted to wear their uniforms to school for meeting days. Dress code rules must be followed in relation to scout uniforms. The Scout uniform shirt must have a collar. Girls may not wear scout leggings. Scout uniforms may not be worn to school on Mass days.

P. E. UNIFORMS

Junior High grades are required to wear designated uniforms during P.E. class. The uniform consists of a T-shirt and shorts, which is available for purchase through the school.

NON-UNIFORM PRIVILEGES

During the school year, special days may be designated as non-uniform dress days. Students are instructed as to what constitutes appropriate attire for these occasions. Certain types of apparel are inappropriate for school even on non-uniform dress days. Such clothing includes halters, shorts, skirts, or dresses that are not school uniform length, shorts with fringe, shorts made of sweat-pant or jersey material , spaghetti-strap tops or dresses, T-shirts with offensive slogans/symbols, backless shoes, and ragged clothing. Failure to dress appropriately will result in parents being notified to bring appropriate clothing for students to remain at school that day. .

Students not abiding by the dress code may result in exclusion from the special activity/event that day or the possibility of losing future "non-uniform" privileges.

All articles of clothing (and lunchboxes too!) MUST have student's name written inside the item. Please use a permanent marker to ensure that clothing can be returned to its proper owner.

ACADEMIC POLICIES

Curriculum and Textbooks

The formal curriculum for Sacred Heart Catholic School is contained in the Galveston-Houston Archdiocesan Curriculum Guides. These curriculum guides are based on Christian values and authentic Catholic doctrine. Textbooks are selected from the State of Texas adopted textbook list. A variety of supplementary materials in addition to basic textbooks are used to enrich and expand the curriculum.

Textbooks are distributed to students at the beginning of the school year. Students will be fined for damages beyond the normal wear or be asked to pay full replacement cost for books lost.

Class Assignments

It is the student's responsibility to keep up with class assignments.

- Students with excused absences will make up any work missed.
- Any student entering the school later in the day will make up work missed.
- Students absent on the day of a test will be expected to take the test the first day of returning to school.
- Students will be given an allowance of one school day for each day the student was absent to make up assigned work.
- On the day of an absence, class work/homework requests need to be called in to the office by 9:00 a.m. to allow sufficient time for teachers to prepare. If a call is not made to the office by 9:00 a.m., the student will get the work from the teacher the following day or upon returning to school.

It is the purpose of these guidelines to promote responsibility in our students.

Homework

The purpose of homework is to help students develop good study habits, foster positive attitudes toward school, and to communicate to students the idea that learning takes place at home as well as at school. Homework will reinforce skills and concepts taught in class. Grades 1-5 will be assigned homework Monday - Thursday and Grades 6-8 will be assigned homework Monday - Friday. Assignment books are utilized in grades 3 - 8. Parents should ensure that students complete all homework assignments. If your child is spending significantly more than OR less than the suggested time, a discussion with the student's teacher may be in order. The approximate time allotment per night is:

Grades 1-2	15 - 30 minutes
Grades 3-4	30 - 45 minutes
Grades 5	45 - 60 minutes
Grades 6-8	90 minutes

In grades 6-8, there will be zero tolerance for late homework. If a student does not have his/her homework ready to turn in when it is due, he/she receives a zero for that assignment. In cases of extreme family situations, the parent needs to write a note to the teacher explaining why the homework could not be done. This note is to be given to the teacher the day the homework is due. Homework and daily classroom assignments together will comprise 20% of the nine weeks grade.

Grading

Grades are based on daily work, class participation, homework, tests, extra work, notebooks, oral reports, neatness, promptness in work, and initiative.

Grades 1 - 8

Numerical grades are given on student report cards for all major subjects.

The designated Evaluation Code is used for all other subjects.

For conduct grades the Evaluation Code is used.

Major Subjects

Grades 1 - 3

Religion, Reading, English, Spelling, Mathematics

Grades 4 - 5

Religion, Reading, English, Spelling, Mathematics, Social Studies, Science

Grades 6 - 8

Religion, Language Arts, Mathematics, Social Studies, Science

Grading Code		Evaluation Code		
A+	99 - 100	E	Excellent	90 or above
A	95 - 98			
A-	93 - 94	S	Satisfactory	80 - 89
B+	91 - 92	N	Needs Improvement	70 - 79
B	88 - 90			
B-	86 - 87	U	Unsatisfactory	below 70
C+	84 - 85			
C	80 - 83			
C-	78 - 79			
D+	76 - 77			
D	72 - 75			
D-	70 - 71			
F	below 70			

Report Cards and Progress Reports

Report cards are issued four times a year at the end of the nine-week grading period.

Progress Reports are sent home at the midpoint of each grading period as needed.

Pre Kindergarten and Kindergarten - Parent/Student/Teacher conferences are held in lieu of a written report the first nine weeks. Report cards are issued for the subsequent nine-week grading periods.

Report cards and records are withheld when financial responsibilities to the school have not been met. These include tuition, extended day (ASAP) payments, lunch card charges, library fines, or payments for lost or damaged books.

Promotion

A student is promoted if, considering his/her abilities, he/she satisfactorily completed the work of the current grade curriculum. Promotion from Pre-Kinder/Kindergarten shall be based upon accomplishing the required essential curriculum elements as well as progress made in social and emotional growth.

Retention

A student may not be promoted to the next grade if after considering the student's abilities; the student has not satisfactorily completed the current grade curriculum. Failing final grades may result in a student not being promoted to the next grade.

If all avenues have been explored and the school cannot meet the needs of the student or the parent(s) have not acted on the school's recommendations regarding diagnostic evaluation, the principal has the right to request withdrawal of the child (if currently enrolled) or refuse admittance.

Standardized Testing

Catholic schools in the Archdiocese of Galveston-Houston participate in achievement testing in the spring of each year. Testing is one of several means of accessing pupil performance, therefore, all students in grades 1 -8 will be tested using the Iowa Test of Basic Skills Program (ITBS).

Upon completion and return of scores, parents will be notified of test results. Test results are recorded on the permanent record card.

Designated weeks for testing are published on the yearly school calendar. Parents are asked not to schedule doctor/dentist appointments, family vacations or outings, etc., during testing weeks unless there is a family funeral or medical emergency. Sacred Heart Catholic School cannot guarantee a make-up date or time for any part of the test missed from the ITBS.

OUTSTANDING STUDENT AWARD

Each year at graduation the Outstanding Student Award is presented to the eighth grade student who has attained the highest grade point average. The grade point average is an average of grades 4 – 8, which is obtained from the student's permanent record card. Administration will verify all calculations.

COMMUNICATION

School Newsletter

A newsletter/bulletin called the "Messenger" is published every Friday. This bulletin will contain the menu for the upcoming month, announcements, information about important events, and changes in schedules. Please read the Messenger carefully every week. This is an important communicational link between the school and parents.

Any person/organization wishing to include information in the Messenger, please contact the school office.

DEADLINE FOR ITEMS TO BE PUBLISHED IN THE MESSENGER IS 11:00 AM WEDNESDAY.

Friday Folders

Each student will bring home a communication folder every Friday. The folder will contain the school Messenger, and weekly reports on progress and behavior. Your signature is required as acknowledgment. Please read all information and after signing, folders are to be returned on Monday.

Conferences

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. In the event concerns continue, referrals for additional assistance and resources may be pursued through the school administration.

Formal Conferences - Parent-Student-Teacher conferences are held twice a year, during the first grading quarter (fall) and during the third grading quarter (spring).

Informal Conferences –Discussions about your child’s progress are welcome throughout the school year. However, teachers are not available to discuss issues during the regular school day without an appointment. Contact the school office to leave a message for the teacher or send a note with your child. Teachers will contact you within 24-48 hours of receiving the message. If you have not been contacted, please call the school office so we can assist with the communication between home and school.

Intervention Conferences – Parents of students who are experiencing academic, social, and/or behavioral problems will be asked to conference with the team of teachers who work with the student daily. At this time, a School Intervention Plan will be completed to determine causes of the problems and recommendations made to resolve the problem.

Parental and Student Rights

Sacred Heart Catholic School shall respect parental and student rights to information and to confidentiality. The school shall:

1. provide parents and students access to records directly related to the students
(e.g. duplicate report card, permanent record card, health records)
2. obtain written consent of parents before releasing personally identifiable information from student's records.

Non-Custodial Parent

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. A copy of such document must be in the school file. In case of joint custody, both parents should be equally informed of their child’s progress.

COMMUNICATION PLAN FOR SACRED HEART SCHOOL

The school communicates and keeps a continual dialogue with each of the following people.

Pastor - Each week the school principal has a scheduled meeting with the pastor at which he is kept current on all school matters and any concerns are addressed.

Faculty - A staff memo communicates important information to the staff. Each Friday all teachers meet with the principal to discuss concerns and plans. The principal encourages staff members to discuss any concerns or problems in an ongoing open door policy with the office.

Parents - The principal explains communication procedures to the parents at a parent orientation. School Policy Handbooks are distributed. Parents and students are required to sign an acknowledgment form indicating they have read and agree to abide by all procedures, regulations, and policies.

Each family will receive the school newsletter, the Messenger, each Friday in the communication envelope, with necessary comments from the teacher on the envelope. Student work is also sent home in the envelope.

The principal and staff use phone calls, e-mails, and personal notes for further communication.

It is suggested when a parent has a problem with the school they first go to the person with whom they have the concern. If the matter is not resolved, discuss the matter with the principal, next the pastor, and finally the Superintendent of the Archdiocese of Galveston-Houston Catholic Schools.

Students - Each morning the principal and staff communicate with all the students. The school office is a friendly place where all students are welcome to share problems or good news.

Superintendent's Office - In order to maintain good communication with the school's main office in Houston, the principal and staff attend meetings as requested.

DISCIPLINE POLICY

R.I.G.H.T. Choice

Effective learning begins with effective discipline. Discipline is everything we do to model character and teach self-control and acceptable behavior. We teach our students to make the **R.I.G.H.T. Choice**. This can be observed in students whose behavior is consistent with good moral principles and Christian values. We strive for a positive, non-disruptive environment in which all persons, their rights, and their belongings are respected. An integral component of our discipline program is fostering self-discipline. Students must learn to be responsible for their own behavior by making the **R.I.G.H.T. Choice**. Sacred Heart Catholic School has high expectations of appropriate behavior for its students. We believe that discipline is taught. Therefore, we concentrate on teaching our students appropriate behaviors and social skills through our school wide discipline policy – **R.I.G.H.T Choice**.

The **R.I.G.H.T. Choice** discipline is as follows:

Responsibility

Integrity

GratITUDE

Helpfulness

Trustworthiness

Responsibility – Responsibility is doing what you are supposed to do and being accountable for your actions. When you make a mistake, you offer amends instead of excuses. Areas of responsibility in school include:

- Control of the volume of one’s voice
- Being prepared for class with necessary supplies (class materials, signed papers/tests)
- Studying
- Having assignments complete-on time
- Listening in class
- Following directions
- Obeying rules
- Being in control of one’s self

Integrity - Integrity is exemplifying high core values. It is being honest and sincere. Integrity helps you to listen to your conscience, to do the right thing, and to tell the truth. You act with integrity when your words and actions match. Integrity gives you self-respect and a peaceful heart.

GratITUDE – Gratitude is the state of being grateful. If you are grateful for your authorities you will obey, if you are grateful for your friendships you will be truthful and loyal. If you are grateful for your possessions you will be thorough and organized in caring for them.

Helpfulness – Helpfulness is being of service to others, doing thoughtful things that make a difference in the lives of others. Offer your help without waiting to be asked. Put others before yourself.

Trustworthiness – Trustworthiness is being worthy of trust. People can count on you to do your best, to keep your word and to follow through on your commitments. You do what you say you will do.

Discipline is the responsibility of every student, parent, and educator. It is both a cooperative and an individual effort. The ideal for which we strive is that discipline is best achieved through love and good example. However, when disciplinary actions are necessary, they will be carried out in a firm, fair, caring and consistent format.

The **R.I.G.H.T. Choice** is displayed in every classroom and throughout the campus. It is based on rules, positive recognition for appropriate behavior, and consequences for unacceptable behavior. Students will receive natural or logical consequences for behavior infractions and infractions will be documented.

A weekly conduct folder is sent home with each student on Fridays, noting the student's conduct for the week. The conduct for the week is based on the number of behavior infractions documented for that week. The folder must be signed by a parent/guardian and returned on Monday.

Weekly conduct grades for grades 5 through 8 will be given according to the **R.I.G.H.T. Choice** discipline policy. The grades given will be as follows:

E = 0 infractions. Student required no redirection and exceeded expectations.

S = 0-2 infractions and/or student required redirection.

N = 3-4 infractions

U = 5 or more infractions

Weekly Conduct grades for grades Pre-K through 4 will be awarded according to the **R.I.G.H.T. Choice** classroom discipline policy.

Behavior infractions include, but are not limited to:

- Disrespectful conduct to adults and other students
- Forgery
- Cheating/Plagiarism
- Abusive language and/or the use of profanity
- Bullying – emotional or physical
- Violation of dress code
- Chewing gum or eating candy
- Damaging school property
- Any behavior that the school/principal deems disruptive to the educational and moral environment of the school or any behavior that does not comply with the **R.I.G.H.T. Choice** discipline policy.

If a student does not respond to efforts made by the teacher to encourage appropriate behavior, the parent and the Dean of Students will be notified. If inappropriate behavior continues, the student will be sent to the Dean of Students office and the student will be given consequences for his/her behavior.

These consequences may include:

Counseling student

Parent notification (written or verbal)

Restitution

Lunch and/or recess detention

Lunch detention is served on the same day or the next school day following the infraction.

Morning and/or After school detention

Student must report to the front office.

Morning Detention 7:00 a.m.–7:50 a.m.

After School 3:30 p.m. - 4:20 p.m.

Saturday detention

A student who receives a detention will report to school in DRESS UNIFORM at 8 a.m. Each detention will require the student to remain until 9 a.m. A teacher or school staff member will supervise the detention time.

In school suspension

Late arrivals to any detention will be subject to refusal of entry and assignment of another detention.

Severe Clause: Out of school suspension or expulsion

If a student commits a major offense, the student will meet with the Dean of Students, followed by a Discipline Committee meeting.

Major offense consequences may include:

In school suspension
Out of school suspension
Expulsion

Major offenses include, but are not limited to a student:

- possessing, using, selling, or distributing harmful or illegal substances, including alcohol
- smoking or using any tobacco product
- having possession and/or using a cell phone, beeper/pager, or any other type of communication system during school hours*
- having possession of a weapon
- making threats of bodily injury or harm to a student/school personnel
- assaulting a student or any school personnel
- vandalizing school property or the property of others
- having possession of pornography
- participating in disruptive activities by a group such as gangs
- engaging in chronic inappropriate behavior which disrupts the learning environment

*** Cell Phones And Electronic Devices**

Students are not permitted to use electronic devices (IPODs/MP3 players, CD/DVD players, cameras, electronic games, beepers, etc.) on campus while school is in session.

Students may not use cell phones (including texting) on campus during school hours (7:00 a.m.-3:45 p.m.) Cell phones must be turned off and in the students' lockers and/or in their backpack while on campus—not on their person or in a purse. 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 must be aware that if a cell phone “goes off” during school hours, it will be confiscated and the student will receive an infraction. Messages of an emergency nature will be relayed to students if called into the front office.

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

HEALTH

Students in all schools of 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.

- 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 student's already enrolled in school. Parents/Guardians have 14 days to obtain the required immunization(s). If after 14 days the student has not received the required immunization(s), 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**

Sickness

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

EXCLUSION GUIDELINES	RETURN TO SCHOOL GUIDELINES
Oral temperature of 100° degrees or above	Fever free for 24 hours without the use of fever reducing medicine(i.e. Tylenol, Motrin)
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold, or persistent cough	Symptom free
Red, inflamed, or discharging eyes	Symptom free - If bacterial infection – after 24 hours of antibiotic treatment and symptoms subside.
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	After treatment has begun
Any skin lesion in the weeping stage	Symptom free
Diarrhea; runny, watery, or bloody stool	Symptom free
Pediculosis (head lice)	After one treatment with medicated shampoo. Hair will be checked prior to returning to school. Re-check again in 7-10 days.
Other symptoms suggestive of acute illness	Written physician release

For conditions other than emergencies, the student will be attended to in the clinic and allowed to return to the classroom.

All families will fill out an Emergency Card at the start of each school year. All phone numbers and emergency contacts **MUST** be kept up to date. Whether a child is not feeling well or a serious accident occurs, parents or authorized persons should be able to be reached at all times. Please inform the school office of any changes in this information throughout the school year.

Communicable Disease Control Measure

If your child has any type of infectious disease or rash, please notify the school clinic immediately. After such disease, parents should take the child to the school clinic before re-entering the classroom. Students will need a permit from their physician for re-admission to school. (Examples: measles, mumps, chicken pox, pink eye, lice, impetigo, scabies, ring worm, hepatitis, mononucleosis, etc.)

MEDICATIONS IN SCHOOL

School personnel designated by the principal (a nurse or a non-licensed person) will give medication necessary to allow a child to stay in school. The following are required for the administration of medication in Catholic schools in the Archdiocese of Galveston-Houston Catholic Schools.

Parents/Guardians

Parents/Guardians are encouraged to schedule the administration of a student's medication in such a manner that medication brought to school will be kept to a minimum. The physician may be able to prescribe the medication to be taken before or after school hours. Written documentation must be obtained from a parent/guardian stating that the parent/guardian understands that a non-licensed person may give medication. It is the responsibility of the parent/guardian to bring to the school office all medications, permission written and signed by a physician, and any equipment needed. Students are not permitted to keep any medication or drugs in their pockets, locker, backpack, or lunch kit. All medications must be kept in the school clinic.

Permission and Instruction for Giving Medication

Medication is considered to be "by mouth", inhalers, ointments and other external preparation, cough syrup, cough drops, sore throat lozenges and all medications that can be bought in the store without a physician's order or with a physician's order.

1. Scheduled (Daily), Short-term Medication, or Treatment Request. Prescribed or over-the counter medication may be administered to students only upon written request by the parent/guardian and physician. The request must state the student's name, name of the medication, prescribed dosage of the medication, route, time/s of administration of the medication, beginning and ending dates the medication is to be given, liability release, and the signature of the parent/guardian and physician. **The "Medication Permission Form" is used to collect all the necessary information and required signatures. Ordered treatments use the same form.**
2. "As Needed" (PRN). Prescribed or over-the-counter medication given on an "as-needed" basis or "PRN" may be administered to students only upon written request. The information needed includes all the information from daily medications but will include the circumstances and condition warranting administration of the medication, detailed information on administering the medication, direction concerning dosage, route, frequency between medication doses, the maximum number of doses a day, and when to notify parents. **Treatments such as blood sugar monitoring for diabetes are to provide the same information including details on how to perform the treatment. The "Medication Permission Form" is used to collect all the necessary information and required signatures.**

Labels and Containers

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. No medication in unlabeled containers or plastic bags will be accepted.

The following will not be given:

- Sedatives, Experimental drugs or dosages, Herbal, dietary supplements, or other medication not approved by the FDA or Narcotic analgesics.
- Nebulizer treatments may only be given by a RN or LVN, or parent.
- At the end of the school year, all medication must be picked up from the clinic or it will be destroyed.

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

VISION AND HEARING

First time entrants
Grades Pre-K, K, 1, 3, 5, 7
Entrants from another state

SPINAL

All students in grade 6

Child Abuse and Neglect

Provisions of the Texas Family Code require reporting of all suspected child abuse or neglect under penalty of fine or jail sentence or both, for failure to timely report.

STUDENT ARRIVAL AND DISMISSAL

STUDENT ARRIVAL

Parents are asked to drive through the circle drive at the front of the school to drop students off beginning at 7:45 am. Students will go directly to the gym where teachers will be monitoring students before the start of school. To ensure an orderly drop off, parents are asked NOT to escort students to the classrooms.

For families needing to drop students off earlier, we offer Before School Care. Students should be brought to the school gym from 7:00 am - 7:45 am. There is a cost of \$ 3.00 per student per day. This fee is to be paid to Sacred Heart School.

STUDENT DISMISSAL

“Car Riders/Carpools”

Students will be dismissed and loaded into cars on the circle drive in the front of the school building. School personnel will have a system to load individual students and carpools in a quick and orderly fashion.

Drivers should

- Enter Sandra Street from FM 2854 as usual, but proceed PAST Mc Dade Street.
- Turn Left on Hicks Street (street parallel to the railroad tracks)
- Continue Left on Hicks Street (street on west side of school playground)
- Turn Right on Mc Dade street
- Enter Sacred Heart Catholic School driveway as usual

We feel that by going around the block, drivers will not be interfering with the entrances to our neighboring businesses and that it eliminates the problem of cars that are stopped on FM 2854.

To ensure an orderly and speedy dismissal, each family will be assigned a number. These numbers will be displayed in the front windshield. Teachers will be positioned in car lines to relay FAMILY NUMBERS to school personnel who will then arrange for students in that “NUMBER” to be ready for loading as the car approaches in the circle drive.

Families in carpools will decide on which family number to assign to their carpool. All students in the carpool should memorize the carpool number. The school office must be notified of the carpool number and all students included in the carpool by NOON on the first day of school. The school office must be notified of any changes in carpools immediately.

“Walk-Ups”

Parents wishing to walk up and pick up their child/children may do so by parking in the church parking lot and meeting their child/children in front of the school auditorium. Please inform students in advance so they know to meet you “AT WALK-UPS”. We begin dismissing walk-ups at 3:15 p.m. Monday – Thursday and at 2:15 p.m. on Fridays.

“A.S.A.P.”

Students going to A.S.A.P. (after school care) will be called to meet at the backdoor of the school.

For Your Child’s Safety

To ensure a safe dismissal of all students, please inform the school office of any changes that affect the afternoon pick up of your child/children. The homeroom teacher should also know the child’s dismissal routine.

If an adult other than the parent, guardian, or regular carpool adult is to pick up a student, they must pick up the student in the school office. A driver’s license will be required.

Any students not picked up by 3:30 pm Monday - Thursday (2:30 pm on Friday) will be brought to the school office. If the school office has not received communication from the parent/guardian, the following steps will be taken:

1. The staff will try to contact the parents.
2. The staff will try to contact the adults on the emergency form authorized to pick up the child immediately
3. The authorities will be notified if the child is not picked up.

Parents will sign out the student. Habitual late pick up will result in a supervision charge being added to your tuition account.

LUNCH

Our lunchroom staff works hard to ensure students are eating nutritionally based meals. We strive to meet federal standards concerning age appropriate nutritional guidelines.

School menus are published monthly in the Messenger and posted on the school website.

Lunch Cards are sold in increments of ten (10). Lunches include milk. These records are kept in the school office and lunches purchased are recorded as they are used. These lunches may be used consecutively or as needed during the school year. We highly encourage every child to have a lunch card on file. Lunches must be prepaid or purchased the same day the student intends to eat the cafeteria food.

Student Lunch card (10 lunches including milk)	\$ 30.00
Individual Carton of Milk, white or chocolate50
Adult lunches	\$ 5.00

Lunch cards may be purchased any time during the year by sending check or cash in an envelope clearly marked with the student's name, class, and amount of lunch cards you would like to purchase. Checks should be made payable to Sacred Heart School. You may include lunch card purchases in your monthly tuition payment. PLEASE SPECIFY ON TUITION STUB THE AMOUNT YOU INTEND TO USE AS A LUNCH CARD PURCHASE.

Students with no lunch card may purchase an individual lunch for \$ 3.50

If you are unsure of the number of lunches left on your child's lunch card, please send a note or call the school office to inquire. This will help you to keep your child's lunch card status current.

Families needing financial assistance for the lunch program should contact Mrs. Wedgeworth in the school office. Information and applications are available from the school office. All information is strictly confidential.

Parents are welcome to join their children during lunch, but please contact the school office before 9:00 a.m. if you wish to purchase an adult lunch from the school cafeteria. This will ensure your lunch is ready during your child's lunch period. If you wish to bring a lunch in for your child, please bring a homemade lunch. Takeout food from area restaurants is prohibited. Parents bringing this type of lunch will be asked to take the student elsewhere on school grounds to eat.

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 or spill which contributes to lunchtime confusion.

LIBRARY

Sacred Heart Catholic School is fortunate to have an ever-growing library and media center. Our library is partially funded by donations to our "Birthday Club" and Memorials. The funds are used to purchase library bound books bearing a bookplate with the donor's name. Books purchased in memory of a loved one include this notation on the bookplate.

Our library holds two book fairs per year. These are exciting events for the students and we welcome your participation. The school website has the dates posted on the monthly calendar.

Each class visits the library every week. Library periods are posted and students are allowed to check out a specified amount of books according to their grade level. Parents are urged to encourage reading, research, and proper care of borrowed materials. Students will pay fines on overdue books, 5 cents per weekday. If the student is absent there is no fine, but the book must be returned the day the child returns to school.

Students will be expected to reimburse the school for the cost of damaged or lost books.

EXTENDED DAY PROGRAMS

BEFORE SCHOOL CARE

The morning extended day program operates from 7:00 a.m. to 7:45 a.m. Students are to be dropped off at the front entrance of the school and enter the gym from the north entrance. Parents will be able to see their child from the driveway. Students may not enter the gym from any other entrance. The cost is \$3.00 per day per student. Contact the school office to register.

A.S.A.P. (After School Activities Program)

Sacred Heart Catholic School offers an extended day program available to our enrolled students. The After School Activities Program (A.S.A.P.) is provided for use by parents whose working hours do not permit them to pick-up their children as dismissal times. This is all in accordance with Archdiocesan policy and the Texas Catholic Conference Education Department.

The program operates from 3:15 p.m. to 5:30 p.m. Monday – Thursday and 2:15 p.m. – 5:30 p.m. on Fridays. A.S.A.P. is only offered on days when school is in session. There will be no A.S.A.P. on early release days.

Families wishing to choose a two-day or three-day a week option must specify which days students will be attending. This is necessary to ensure enough personnel for adequate adult supervision and to be prepared for activities each day.

A.S.A.P. is not prepared for drop-ins. If an emergency arises such that a family member is unable to pick up a student by 3:15 p.m., the parent should call the school office to discuss the situation.

Registration Fee

There is a \$ 25.00 registration fee per child. Every child that stays for A.S.A.P. must be pre-registered. The form must be completely filled out and signed with the registration fee attached. This fee is non-refundable.

Tuition

	<u>Monthly Rate</u>	<u>Full Time Annual Rate</u>
Monday-Friday	\$175.00 per month	\$1,500.00
Three days a week	\$140.00 per month	\$1,200.00
Two days a week	\$ 95.00 per month	- - -

- The tuition is due on the first of the month and is non-refundable if the child is absent. Checks should be made payable to Sacred Heart Catholic School and can be included with your school tuition payment. Please make a note on the remittance stub to ensure credit is given to your account.
- Families must commit to using the A.S.A.P. program for 3 or 5 days per week from August to May in order to qualify for this rate. This commitment must be made in August. Annual rate can be paid in 10 equal payments August – May.

Rules and Regulation

A.S.A.P. is an extension of Sacred Heart Catholic School and adheres to the same procedures and regulations.

1. Discipline
2. Behavior Expectations
3. Dress Code

If a student enrolled in A.S.A.P. is present at school, we assume they will be attending A.S.A.P. that afternoon. Please call the school office if you child will not be attending A.S.A.P. or if there is any changes to their normal routine.

Facilities Used

Gym, Auditorium, and School Playground

Activities

Snacks, study time/ quiet time, organized and free time, crafts, games, etc.

Pick-Up Policies

All children should be picked up by 5:30 p.m. If a child is late being picked up, the charge is \$ 1.00 per minute, starting at 5:30 p.m. (Sacred Heart Catholic School Clock Time). This fee must be paid immediately to the person in charge.

No adult other than those listed on the A.S.A.P. form will be allowed to pick up your child from the program. If there is a change in a person picking up your child, A.S.A.P. must be notified. We request in writing any information concerning alternative pick up arrangements. Any adult picking up a child, other than parents, will be asked to show a valid driver’s license.

Parents will pick up students from the gymnasium unless otherwise notified. Parents are required to “sign-out” their child each day. If a child is not picked up at closing and we have not received word from the parent, the following steps will be taken: (next page)

1. The staff will try to contact the parents.
2. The staff will try to contact the adults on the emergency form authorized to pick up the child immediately.
3. The authorities will be notified if child is not picked up.

Termination

The services of the After School Activities Program for an individual child may be terminated by the Principal. Written notice will be issued for the following:

1. The abuse of the A.S.A.P. hours (continual late pick-up)
2. Non-payment of fees/tuition for the program. Tuition in arrears for one month will be grounds for termination.
3. Failure of an adult or child to maintain a reasonable standard of conduct.

Any enrolled A.S.A.P. student who attends a Sacred Heart School Activity (scout meetings, dance, band, PSIA practices, etc.) may be brought to A.S.A.P. provided a note is on file stating the day and time of the activity and its dismissal time.

PARENTAL INVOLVEMENT

School Board

The Sacred Heart Catholic School Board is an advisory board that consults with the pastor and principal in developing policies, budgets, and financing. The School Board, in consultation with the pastor and the principal, is charged with the responsibility of implementing Archdiocesan Board of Education policies. There are working committees for development, public relations, facilities, and long-range planning.

The School Board is comprised of the pastor and the principal along with nine members elected by the process of discernment. The nine representatives consist of parents of children attending Sacred Heart Catholic School and a minimum of one parishioner with no children at the school. Meetings are held monthly, usually on the third Wednesday of the month.

Parent-Teacher Organization (PTO)

The Sacred Heart Catholic School PTO is a network of parents who are actively involved in supporting the school by providing the manpower for fund-raisers and special events at school. The purpose of this organization is:

- to promote communication and a spirit of friendship and cooperation among the administration, teachers, school board, and parents.
- to raise and distribute funds to support Sacred Heart School.
- to organize volunteers for all PTO Standing Committees, other volunteer programs, and all PTO fundraising projects.

Every parent is encouraged to become involved in the PTO, and to actively work to empower this organization to be a tremendous success and asset to the school.

Volunteers

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.

All volunteers are required to attend a Protecting God's Children workshop, be "Virtus" trained, and to sign documentation specified by the Archdiocese of Galveston-Houston.

Parents have an opportunity to sign up for various volunteer positions at the beginning of the school year. The PTO's Volunteer Coordinator works with the school staff to coordinate the entire volunteer effort.

Booster Club of Sacred Heart School

This organization consists of students, parents, and any supporters of the Sacred Heart Catholic School Athletic program. Volunteer forms are included in Student Athletic form packets.

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. 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.
- Each class may go on 1 field trip. Uniforms will be worn on field trips unless otherwise indicated on the permission slip.
- Any parent driving for school field trips are required to complete all necessary documentation. Questions, please contact Mrs. McCormick.
- To ensure the safety of our students, Field Trip drivers/chaperones may not bring younger children on the field trip

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.
- The driver must have read and completed the Ethical and Personal Conduct Policies booklet.
- The driver must have completed the Volunteer Drivers form.
- The vehicle must have a valid and current registration and a copy on file in the school office.
- The vehicle must have valid and current license plates.
- The vehicle must be insured for the following minimum limits:
\$100,000 per person / \$300,000 per occurrence.
A copy of the current proof of insurance must be on file in the school office.

PARTY POLICY

Sacred Heart Catholic School celebrates two holidays each year with classroom parties - Christmas and Mardi Gras. The Room Parent will contact the teacher in advance to discuss the party guidelines and parent responsibilities.

BIRTHDAYS

Each student's birthday is recognized at morning assembly. Children may bring a special snack (cupcake/cookie) to share with their class; however no favors or drinks should be brought. Please check with the student's teacher to determine which day is best to bring the special snack to avoid schedule conflicts.

Please NO special treats at any other time.

Invitations to private parties/birthday parties may be distributed at school ONLY if each class member receives an invitation. The only exception is if each girl or each boy in the homeroom class receives an invitation. The student should consult the teacher before distributing invitations. Invitations sent to school that do not comply with the above rules will be sent home for distribution by mail.

SCHOOL PICTURES

Sacred Heart Catholic School has contracted with Lifetouch to take school pictures. The individual photos of students in their school uniform will be published in the school yearbook. Dates of picture taking are announced in the school messenger and posted on the monthly calendar of the school website.

PARENT VISITS/VISITORS

Due to reasons of safety for our children and staff, parents/visitors are not to go directly to a classroom to speak with a teacher or child during the school day or during dismissal. All parents and visitors are to report to the school office. If a student is leaving early, the parent is to sign the student checkout book in the school office.

**ALL VISITORS TO THE SCHOOL ARE ASKED TO SIGN IN AND SIGN OUT AT THE SCHOOL OFFICE!!
All visitors will be issued a visitors badge to be worn while on school grounds.**

STUDENT ARTICLES FORGOTTEN AT HOME

We ask that you do NOT bring students forgotten items from home. An important part of building responsibility in children is allowing them to experience logical and natural consequences. Students will not be allowed telephone use to call for forgotten items. Your cooperation in this matter is appreciated.

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.

LOST AND FOUND

Please label ALL articles of clothing, lunch boxes, and backpacks with your student's first and last name. Any items found will be kept in a box in the school office. The school is not responsible for any lost or stolen property. Any unclaimed items will be donated to the St. Vincent de Paul Society at the end of school.

LOCKERS (Grades 6-8)

Students will have specific assigned times to go to their lockers. This will help prepare them for high school and foster responsibility and preparedness.

SAFETY / EMERGENCY OPERATIONS PLAN

A safety plan is in place in case of fire, tornado warnings, train derailments, and bomb threats. Students learn safe and orderly procedures and drills are conducted regularly at unannounced and varied times. This plan is updated annually and on file in the school office.

EMERGENCY SCHOOL CLOSING

In case of inclement weather such as flooding, storms, or icy streets, Sacred Heart Catholic School will follow the decision of Conroe Independent School District. Announcements will be made via the radio and the Houston television stations.

alert@irisdispatch.com

The Archdiocese of Galveston-Houston has purchased for all Catholic schools an emergency notification system, IRIS (Immediate Response Information System). The system allows the Archdiocese and Sacred Heart Catholic School to use phone numbers and email addresses to notify parents of emergency and non-emergency events.

Please add alert@irisdispatch.com to your address book so that these emails will not be filtered out as junk mail. In the event of an actual emergency (i.e. school closing due to weather), an email will be sent immediately followed by a phone call to all phone numbers on file until the system reaches a “live” person. The system is designed to call your cell, work, and home telephone numbers. Because of this emergency system it is important to keep your contact information current. At this time, the school will be updating the system information sent in from you. The hopes are that in the future parents themselves will update information to the system directly.

Usually, only emails (no phone follow-up) will be sent for non-emergency situations. In the future, for school closings always check your email first. This method is the fastest way to receive information since the system calls hundreds of numbers per minute, but many other schools and districts also use the system so calls may not reach you until later in the morning.

CHANGE OF ADDRESS/EMERGENCY INFORMATION

Please contact the school office, preferably in writing, as soon as your family has any address or phone number changes. All Emergency Card information MUST be kept up to date. 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

FOR YOUR CHILD’S SAFETY: Always ensure the supervising adult is on campus and knows your child is present when dropping off a child for an extra-curricular activity. The school makes no provisions for supervision of children for afterschool activities.

Late Policy

If a student is continually picked up later than the designated dismissal time for the afterschool activity , the student will not be allowed to continue participating in the program.

Altar Servers Catholic boys and girls in grades 5 - 8 are eligible to participate in the parish altar servers program. Sacred Heart Parish coordinates this program. Please contact the church office for more information.

P.S.I.A. The Private School Interscholastic Association is an academic program where students compete at a district and a state level.

Scouts There are various groups of all levels of Boy Scouts and Girls Scouts associated with Sacred Heart Parish. Call the following individuals for more information.

Cub Scouts	Steve Deshotels	936-756-0654
Boy Scouts	Jay Cutaia	936-441-7999
Girl Scouts	Kathy Johnson	936-760-9119

Scouts are not a Sacred Heart Catholic School sponsored activity, therefore the school is not kept informed of troop and pack happenings. Please call the group’s sponsor if you have questions or need more information.

Sports Sacred Heart Catholic School has an Athletic Program open to students in grades 6-8. The program includes soccer, volleyball, basketball, softball, baseball, and track.

Band Students in 5th grade are invited to join an Afterschool Band program. Information on days, times, and fees, will be sent home at the beginning of the school year.

Dance Students in grades PreK through 8 may join the afterschool dance class. Flyer for more information on classes, days, times, and fees will be available at the beginning of the school year.

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 7-8 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 seventh and eighth grade students who maintain a 90 overall grade point average 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.

ARCHDIOCESAN APPEALS PROCESS

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter. 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 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.

Sacred Heart Catholic School

SCHEDULED AND "AS NEEDED" (PRN) MEDICATION PERMISSION

Only **necessary** medication (prescribed for, but not limited to the treatment of: ADD/ADHD, Asthma, Diabetes, and Epilepsy) may be given at school. All medication should be given outside of school hours, if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. Should school personnel refuse to give medication, the parent/guardian is informed and the incident documented. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for a student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the nurse or principal designee.
2. All necessary medication prescribed for a student must be signed by a physician, dentist, physician assistance, podiatrist, or nurse practitioner and parent/guardian. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over-the-counter" medication must be in its original labeled container and have the student's name on the bottle. Medications sent in baggies or unlabeled containers will not be given. "Over-the-counter" include cough drops, ointments, and eye drops and may not be given without a physician and parent signature.
3. It is the responsibility of the parent/guardian to bring all medication to the clinic/office and to pick up unused medicine. Any medicine unused that is not picked up will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements, and other nutritional aids not approved as medication by the FDA will not be administered at school.
5. Only antibiotics prescribed to be taken four times a day with noon, as one of those times will be dispensed.
6. Medications must be kept in locked cabinet/drawer in the school office/clinic and administered in the school office/clinic. Unless other considerations are made.
7. A student may need medication in a school-related event. The principal is to authorize a school employee to administer medication. The medication must be in the original container, a photocopy of the parental permit, and the time(s) the medication is to be given.
8. Only the **school nurse** can give nebulizer treatments in school. Non-licensed school personnel are not permitted to administer this treatment. The parent must come to school to give the treatment if there is no nurse.
9. No one-time medication such as an antibiotic or sedative will be given.
10. Complete the "As-Needed Medications, Special Medication or Treatment" section for medications that are "prn" any other route other than oral and for special treatments needed.
11. Special forms must be filled out for emergency medications such as those for allergies. A special form must be filled out when a student is to carry asthma medication.

NAME OF STUDENT: _____ GRADE: _____

NAME OF MEDICATION and STRENGTH _____

DOSAGE: _____ TIME(S) _____

ROUTE _____ DIRECTIONS FOR GIVING _____

BEGINNING DATE: _____ ENDING DATE: _____

AS-NEEDED MEDICATION, SPECIAL MEDICATION OR TREATMENT SECTION

A. Circumstances warranting requested PRN treatment/medication:

1. Condition requiring treatment/medication: _____

2. Signs and symptoms of condition: _____

3. Signs and symptoms that require medication and/or treatment to be given. _____

4.Length of time signs and symptoms present to warrant treatment/medication: _____

5.Related signs and symptoms of condition which constitute a medical emergency for which EMS and parent called:

6.Maximum number of treatments per school day not to exceed: _____

7.Additional instructions/comments: _____

8.Supplies needed _____ Amount _____

C. Skills required to administer treatment/medication: _____

D Method of administration of treatment/medication: _____

E. Additional instructions/comments: _____

F. This medication may/may not be carried by school personnel to school-related events or off-campus events.

Beginning Date: _____ End Date: _____

SIGNATURE OF PHYSICIAN: _____ **DATE:** _____
(STAMPED SIGNATURE NOT ACCEPTED)

PRINTED NAME: _____

PHYSICIAN’S TELEPHONE NUMBER: _____

Parent or Guardian:

I want to be called: ___Before giving the medication ___After medication is given ___Other

Comments or information:

I hereby request that the medication specified above is given to the above named student and that someone gives the medication other than a medically trained person. I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school’s agreeing to allow the medication to be given is for my benefit and the student’s benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Archdiocese of Galveston – Houston, its servants, agents, and employees including, but not limited to the parish, the school, the principal, and the individuals giving the medication of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Archdiocese of Galveston – Houston, its agents, servants, or employees, including, but not limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/ GUARDIAN: _____ **DATE:** _____

Sacred Heart Catholic School

2009-2010 Calendar

S	M	T	W	TH	F	S
AUGUST						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
SEPTEMBER						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
OCTOBER						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
NOVEMBER						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
DECEMBER						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
JANUARY						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
FEBRUARY						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
MARCH						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
APRIL						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
MAY						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
JUNE						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	Inservice
	Holiday
	Weather Day
	Noon Dismissal

First Day August 19 - Noon Dismissal

Last Day June 3 - Noon Dismissal

Grading Periods

1st Qtr August 19 - October 23

2nd Qtr October 26 - January 15

3rd Qtr January 19 - March 26

4th Qtr March 29 - June 3

Student Holidays

Labor Day September 7

Columbus Day October 12

Thanksgiving Holiday November 25 - 27

Christmas Holiday December 21 - Jan. 1

MLK Day January 18

Spring Break March 15 - 19

Easter Break April 2 - 5

Memorial Day May 31

Parent-Teacher Conference Days

Fall September 25

Spring February 12

Standardized Test Days

February 22 - March 12

Inclement Weather Day - if needed

April 5

Teacher Inservice Days

August 10 - August 18

October 2

January 4

February 15

June 4

Parent-Student Policy Handbook Acknowledgment Form

Dear Parents,

Please sign, date, and return this acknowledgment form to your child's teacher. Your signature and that of your child/children indicate that you have carefully read this handbook. It is expected that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations, and policies discussed in this handbook.

The topics addressed in this handbook are not inclusive and are subject to discretionary interpretation by the principal. Sacred Heart Catholic School and/or the principal retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

This form is due by **Friday, August 21, 2009**

Thank you for your cooperation.

Detach and Return

We have read and discussed the Sacred Heart Catholic School Policy Handbook for Parents and Students. We agree to follow the school procedure, regulations, and policies covered in this Handbook.

Parent Name _____
Please Print

Parent or Guardian Signature Date

Student Signature Date

Student Signature Date

Student Signature Date

Student Signature Date

BLANK PAGE