

*Enlightening Minds  
Inspiring Hearts*

## **FAMILY HANDBOOK PRESCHOOL-GRADE 8**

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**Prayer to the  
Most Sacred Heart of Jesus**

Most Sacred Heart of Jesus  
Please walk with me each day,  
Be my friend and constant companion  
At home, at school, at play.

Take my hand in Yours and guide me  
Through all that life may bring;  
Be my strength when I am weak,  
My courage when I am afraid.  
My comfort when I am sad,  
My joy in everything.

Most Sacred Heart of Jesus, make my  
Humble heart Your home.  
Aware that You are with me,  
I'll never feel alone.

Help me to see Your love alive  
In others' hearts as well,  
So together we can make this world  
a better place to dwell.

Amen  
By Marian Love

## **ARCHDIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION**

The educational mission of the Catholic Church finds its center in the life and teachings of Jesus, who reveals God's design for all of creation. In Jesus, the Church invites all people into communion with the Father, Son, and Spirit and into the mission of transforming all of life into God's kingdom. Through education, the Church seeks to prepare her members to hear, live, and proclaim the Good News of the Gospel. The shared tradition of the Church supports, challenges, and enlightens persons at every stage of human life as they grow toward their full potential as individuals and as members of family, Church, and world.

Catholic education includes all the deliberate, systematic, and sustained efforts of the Church community, in both formal and informal education settings, to develop the skills, knowledge, and values needed for life. In today's pluralistic society, the Church offers the harmonizing perspective of faith to human culture and history. Catholic education sees all knowledge as sacred when human insight is combined with divine revelation in the pursuit of truth, goodness, and beauty.

Catholic education involves the active participation of the learner in studying and interpreting human experience in the light of faith, so as to advance God's glory and the dignity of all peoples. Through methods appropriate to differing age-levels and ways that people learn, the Church provides opportunities for learners to explore, reflect, and integrate a Christian understanding of nature, self, society, and God and to manifest this in lives of love and service. In this endeavor, the Church recognizes the learner's dependence on grace to bring human nature to completion.

It is the educator -- teacher, administrator, pastor -- who is preeminent in creating the unique climate in which a Catholic philosophy of education can be realized. Called to a specific ministry in the Church, Catholic educators are committed to professional excellence and spiritual growth in their Christian lives, witnessing to the Tradition and vision they share. Respecting each learner as created and loved by God with special gifts and needs, they direct the learning process as guide and companion.

The church calls parents, as the first educators of their children in knowledge and faith, to partnership in the mission of Catholic education by taking responsibility for their own life-long learning and supporting the educational opportunities offered for their children. The entire Catholic community, especially the parish family, shares responsibility for providing the learning environment, the resources, the leadership, and the community of faith that supports the educational mission of the Church.

## **ACCREDITATION**

Sacred Heart Catholic School is fully accredited by the Missouri Nonpublic School Accrediting Association, Member of the National Federation of Nonpublic School State Accrediting Associations.



## **SACRED HEART PARISH MISSION STATEMENT**

**Sacred Heart Church manifests God's merciful love...**

**by recognizing the needs of all** as we experience newness and growth while treasuring our past,  
**by utilizing our gifts and strengths** in carrying out the mission of the Sacred Heart of Jesus, **by participating in the mission of the Church** both local and universal, and  
**by living out our Eucharistic Celebrations** in our daily lives through the study of Sacred Scripture, honoring our Tradition and participating in the Sacraments.

## **SACRED HEART CATHOLIC SCHOOL MISSION STATEMENT**

**Sacred Heart Catholic School strives to educate children in matters of faith and knowledge...**

- x by working in partnership with parents and the entire parish of Sacred Heart,
- x by providing skills and encouragement needed for children to become life-long learners,
- x by creating a strong sense of service, justice, and respect for all, and
- x by forming our children in the Gospel and Catholic Tradition.

## **SACRED HEART CATHOLIC SCHOOL PHILOSOPHY**

Sacred Heart Catholic School is a unique Christian expression of Jesus' ministry to teach the Good News, the dignity conveyed in Baptism. Our philosophy reflects the values of Jesus Christ and the visions of the Catholic Church. We recognize that education is multifaceted, that education involves the whole child, and that education instills an appreciation and philosophy of life that reflects Catholic Christian values and attitudes.

We recognize the primary responsibility of parents for the education of their children. We recognize our partnership with parents, a joint collaboration with them in this process.

We recognize the individuality of each child. We strive to prepare our children for their futures while experiencing the present dimensions of life. We believe in the goodness of children, in a process of education that forms and informs, in self-discipline and personal freedom as well as service and responsibility. We believe in varied experiences in learning and in security which allows risk-taking. We strive for academic excellence in an atmosphere energized by love.

We strive to develop students who are faith-filled and aware of God within themselves and others, who experience the Body of Christ in our faith community. We strive for all of our students to be happy, hopeful, and prayerful, and to continue to learn and enthusiastically seek to grow and to be Alive in Christ.

### *References:*

- x Catechism of the Catholic Church, 1994
- x General Directory for Catechesis, 1997
- x Sharing the Light of Faith, National Catechetical Directory for Catholics of the United States, 1979
- x To Teach As Jesus Did, 1972

## **OBJECTIVES**

At Sacred Heart Catholic School we strive to help our children grow in faith and knowledge by focusing on the following areas of growth in developmentally appropriate ways:

### **A. Spiritual and moral growth:**

1. to develop in each child a spiritual growth based upon a deep relationship with God
2. to promote a realization and appreciation of the meaning of God's love and how it should guide one's daily life
3. to provide an experience of Christian community
4. to provide sacramental, Scriptural, and other prayer experiences
5. to create a community which evidences the Good News, hope, and peace
6. to provide a Christian academic setting which is child-centered and family-sensitive

### **B. Intellectual and academic excellence:**

1. to stimulate intellectual growth and to instill in each child the attitude that learning is a life-long process
2. to foster the realization that intellectual development is an avenue to understanding of one's self and the surrounding world
3. to provide a quality academic program which is current and which is regularly evaluated for improvement and excellence

### **C. Emotional growth:**

1. to provide an atmosphere which is supportive and nourishing
2. to impart a sense of personal competence of each child
3. to model adult behaviors which are mature, Christian, and professional
4. to promote a thorough understanding of human development and maturation in the various stages of growth

### **D. Creativity and cultural development:**

1. to encourage each child to understand and appreciate imaginative creations of others
2. to stimulate personal creativity by exposing each child to the world of art, literature, and music
3. to stimulate each child's imagination and resourcefulness in dealing with new experiences

### **E. Social understanding and responsibility:**

1. to instill in each child a deep sense of social concern and an awareness that Christianity is not only knowing the faith, but involves living it in one's daily life
2. to develop in each child a paramount respect for the dignity of humankind and a realization of humanity's mutual inter-dependence
3. to encourage tolerance and understanding of all people and the willingness to sacrifice one's own time and convenience for the sake of another
4. to develop in each child an appreciation of our God-given environment and a responsibility to care for and nurture it

### **F. Self-discipline:**

1. to impart to each child the ability to develop a strong sense of self-control based on self-esteem
2. to impart to each child the acceptance of legitimate authority based on respect
3. to instill in each child the importance of self-discipline in each one's personal life and in academic pursuits

4. to stress to each child that growing up involves accepting responsibility for one's actions
5. to model personal maturity and discipline to the students

**G. Physical and mental development:**

1. to instill in the child the importance of sound physical and mental health
2. to promote the realization that there is an inter-dependence between the state of the body, mind, and soul
3. to encourage positive habits and attitudes of physical and mental health

**H. Economic competence:**

1. to encourage each child to pursue the development of effective habits of work and to maximize the student's talents and interests
2. to promote the importance of being a contributing member of a Christian democratic society

Encompassing our philosophy and these concomitant objectives, we strongly recognize our responsibility to teach by example. As a Catholic community, we have been entrusted with the future of our Church and of our world. Accordingly, in performing our mission, we must in word and deed, reflect the highest standards of Catholic values. Furthermore, we are keenly aware that to totally develop our children, all segments of the school community must have a common perspective on the purpose of Catholic education. If we are to instill in our children the highest standards of Catholic values and attitudes, our total environment must be designed to this end.



**FACULTY OF SACRED HEART CATHOLIC SCHOOL 2018-2019**

Preschool	Mrs. Kathryn Menke Mrs. Jo Mudd Mrs. Danise Baker
Kindergarten	Mrs. Carol Mantia
Grade 1	Mrs. Heather Shelton
Grade 2	Mrs. Barbara Shawhan
Grade 3	Mrs. Joann Meyer
Grade 4	Ms. Diane Love Mrs. Chris Whitley
Grade 5	Ms. Anna Martin
Grade 6	Mrs. Fran Hanson Mrs. Erin Ream
Grade 7	Mr. Richard Vise
Grade 8	Ms. Holly Beckett Mrs. Allison Koob
Art	Mrs. Janna Rheinheimer
Learning Consultant	Mrs. Susan Rueter
Music	Mr. Harold Cox
PE	Mrs. Hannah Gierse
Technology	Mrs. Linda Pendleton
Administrative Assistants	Mrs. Melissa Quinlivan Mrs. Claudia Anderson
Principal	Mr. Patrick Holley

**PARISH STAFF WHO SUPPORT SACRED HEART CATHOLIC SCHOOL 2018-2019**

Director of Religious Education	Mrs. Cheryl Degenhart Mrs. Melissa Quinlivan
Technology Personnel	Mr. Tom Campbell

## **ADMINISTRATION OF SACRED HEART SCHOOL**

Sacred Heart administration proceeds according to the guidelines recommended by the Archdiocese of St. Louis.

### **A. Pastor**

The pastor is the Ex Officio of the parish school, and as such he determines the policies of the school according to the needs of the parish, but always in harmony with the guidelines of the Archdiocesan School Board.

### **B. Principal**

The chief roles of the Principal are educational and catechetical leadership. In the parish school the Principal carries out the responsibilities as described in Archdiocesan Policies. The Principal works closely with the Pastor, the Director of Religious Education, and the School Board striving always for unity and Christian community building.

### **C. Director of Religious Education (DRE)**

The Director of Religious Education is both an administrative and catechismal leader of religious education in the school, along with the Principal. The DRE carries out the responsibilities as described in Archdiocesan Policy. The DRE works cooperatively and closely with the Pastor, the Principal, and the School Board striving always for unity and Christian community building.

### **D. Education Board**

The Sacred Heart Education Board is a means of encouraging mutual cooperation of all involved in educational ministry in the Parish and the total Parish family. This Board advises the Pastor in matters of local educational policy and helps to implement the Mission Statement, goals, and objectives of the Parish.

## **ADMISSION AND TRANSFER**

### **A. General Admission Policy**

All Catholic schools of the Archdiocese of St. Louis shall admit students of any race, color, national, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national, and ethnic origin in admission policies, scholarships, loan programs, athletic, and other school administered programs.

The Principal with proper consultation with the Pastor and/or School Board will admit students to the school based on this general admission policy and accepted educational procedures. Cooperation of parents with their Church and school can be an important criterion in determining that acceptance of the application for admission.

## **B. Local Admission Policy**

The local admission policy follows the guidelines recommended by the Archdiocesan Board of Education. Children are accepted into Catholic elementary schools and parish schools of religion who meet the specified age requirements of the Archdiocese and who demonstrate sufficient maturity and academic and social skills consistent with the grade level.

### Guidelines

1. To be enrolled into the three-year-old preschool program, a child must have reached the age of three on or before August 1 and be toilet trained by the start of school.
2. To be enrolled into the four-year-old preschool program, a child must have reached the age of four on or before August 1 and be toilet trained by the start of school.
3. For acceptance into kindergarten, a child must be five years of age on or before August 1.
4. For acceptance into first grade, a child must be six years of age on or before August 1.
5. Dates of birth will be verified by birth certificates.
6. Children who fulfill age requirements, but after sufficient evaluation are found lacking in maturity or readiness for preschool, kindergarten, or first grade will not be accepted. The Principal then recommends readiness activities or an alternate program for the development of the child.

If a family wishes to enroll in Sacred Heart Catholic School, the family must demonstrate a desire to support our school. Some evidence of this desire would be:

- x participation in the social and spiritual life of the Parish, or in the case of a non-Catholic family, participation in their respective religious congregation; support of the concepts upheld in the Parental Witness Statement; (See Appendix I.)
- x agreement to follow the policies and procedures of the local school and the Archdiocese of St. Louis;
- x agreement to the financial support of the school;
- x willingness to cooperate with the teachers and administration in the social, emotional, spiritual, intellectual, and academic development of their children.

Applicants for Sacred Heart Catholic School will be screened for acceptance and appropriate grade level placement. Applicants fulfilling the criteria will be accepted up to the point at which class size limits are reached. All students are accepted on a probationary basis. This probationary period lasts for the entire first year. Acceptance to Sacred Heart Catholic School is based on the assumption that there will be a MUTUALLY positive and productive learning experience for all. Students who have reached the prescribed age AND who exhibit appropriate maturity, developmental, and intellectual abilities consistent with Sacred Heart Catholic School's offerings and good educational practice will be accepted into the school in the following order:

1. siblings of current students
2. practicing parishioners
  - a. actively involved in the parish and/or
  - b. financially supportive of the parish year round
3. new parishioners
4. other Catholic children (with unique circumstances)
5. new non-Catholics

## C. Enrollment Procedures

### Current Students

1. Families of students currently enrolled in Sacred Heart Catholic School will receive re-enrollment packets before new students are accepted. Notification of this enrollment process is made through school communications, in the parish bulletin, and on the parish web site.
2. No enrollment is complete until the current year's tuition and fees are paid in full.

### New Students

1. Applications will be taken for new students after re-enrollment of current students. The date for new applications will be announced through school communications, the parish bulletin, and the parish web site.
2. At the time of application, parent(s) or guardian(s) need to present an application fee along with the application form, a birth certificate, and a baptismal certificate (if not baptized at Sacred Heart Church).
3. Parents will need to complete an emergency form, a registration form indicating special needs, immunization records, and a physical exam form.
4. For students transferring from other schools, the application process consists of the following steps:
  - a. all previous school records, health records, testing results, etc. are reviewed.
  - b. parents and student are interviewed by the principal.
  - c. the student is evaluated for successful placement in the school.
  - d. the probationary period is understood.

In cases in which the parents of the student are divorced or were never married, enrollment is not complete until custody arrangements are verified. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)

## D. Transfers

When a child transfers into Sacred Heart Catholic School, his/her records are required from all previous schools. When a child transfers to another school from Sacred Heart Catholic School, parents/guardians must complete the required release/withdrawal form. This is necessary in order to send out the student's records. Records are transferred ONLY from school to school. All monies owed to Sacred Heart Catholic School must be paid before the records will be released. All textbooks/materials must be returned to the appropriate teacher before records will be released.

## AFTER-SCHOOL CARE

Sacred Heart Catholic School provides after-school care most days that school is in session. *Sacred Heart Afterschool Recreational Program* (SHARP) is staffed by Sacred Heart Catholic School faculty. All children (Preschool through Gr. 8) enrolled at Sacred Heart Catholic School may attend this program from the end of the school day until 6:00 PM. Students may attend on a full-time, part-time, or drop-in basis. Students who are not picked up at 3 pm dismissal will no longer wait in the office; instead they will be taken to SHARP for pick-up (SHARP is located in the Great Hall). The SHARP teachers will call parents to determine who will be picking the student up. You will be given a 10 minute grace period to pick up your child without charge. After 3:10, you will be charged \$5 per child if they are picked up before 3:30 pm; after 3:30 pm, the daily SHARP rate will apply. For information regarding registration for SHARP, contact the school office.

## **APOSTOLIC ACTIVITIES**

Teachers and parents are to encourage activities designed to render service to others. These activities are crucial to the faith development of our children. Activities might include but are not limited to: visiting the sick and aged, aiding mission activities both spiritually and monetarily, helping local charity and service programs, food/clothing drives, and praying for others. Students can thus be led to understand the Christian call to service as an integral dimension of their faith. Students in all grade levels participate in developmentally appropriate service projects.

## **ARRIVAL AND DISMISSAL PROCEDURES**

In order to provide a safe environment for all of our children, parents/guardians must follow these arrival and dismissal procedures.

CHILDREN MUST ALWAYS BE ACCOMPANIED BY AN ADULT WHEN CROSSING ANY STREET.

### **ARRIVAL**

Please refer to Appendix III for Arrival Map.

*For all students Preschool through grade 8:*

Ann Avenue is one-way — south — from 7:10 a.m. through 7:45 a.m. each morning. Students must be dropped off on the school side of Ann Avenue. Students may exit vehicles only on the school side of Ann Avenue. Parents and patrols will assist students in the arrival process. After dropping off your child/ren, proceed cautiously down Ann Avenue and turn left into the lot of the Parish Office. Continue to drive behind the parish office into the Didian lot and turn right (only) onto Ann Avenue. You may then proceed North on Ann Avenue or turn right onto Didian. You may also proceed south along Ann Ave. to Forrest Ave., but ONLY to make a right turn.

To facilitate drop-off, vehicles may not be parked anywhere in the drop-off line. (This includes the parking spaces directly in front of school.) If you need to enter the school, please park in the Forest Ave. lot or the Church lot and walk your child/ren along the sidewalk into the building. The parking spaces directly in front of school on Ann Ave. must be left vacant for student drop-off. If you park *anywhere* on the Church lot or the Forest Lot, you must accompany your child to the school building.

School opens at 7:30AM. Students may enter the building beginning at 7:30AM. Student supervision begins at 7:30AM. Students are to report immediately to their homerooms. No students are to be in the lavatories, the halls, or the offices without the permission of the homeroom teacher. Parents may not accompany students to their classrooms or be in the hallways during arrival. Parents may come to the school office at any time if they have school business. Parent classroom helpers will come to the classrooms after the arrival procedure is completed at 7:45AM.

**Classes begin promptly at 7:50 AM.**

## DISMISSAL

Please refer to Appendix IV and V for Dismissal Maps.

### **Preschool:**

#### Morning Preschool classes:

Dismissal is at 11:00 AM. Parents/Guardians are asked to park their cars and walk to the front entrance of school. The teachers will bring the children to this entrance. Preschool parents/guardians follow same dismissal safety procedures listed below. Please be prompt in picking up your child!

#### All day preschool classes:

Dismissal is at 2:55 p.m. Parents of preschool children are asked to park their cars and pick up their child(ren) at the front entrance of school. When returning to their cars, preschool families are asked to remember that, children/families MUST cross the street at crosswalks only.

### **Grades K - 8:**

Students in grades K-8 are dismissed at 3:00 PM. Please do not arrive before 2:40 PM. At the beginning of the year, **parents indicate which of the designated lots the carpool will use to pick up students EVERY day.** Children must be picked up only from one of our designated lots. Please park in one of the designated parking spots on the lot. (Turn off your engine.) Cars may not be moving on a lot as children are entering. Teachers and safety patrol members assist the students to exit school safely and to cross the street. Children in grades K - 8 are walked directly to the lots. Children MUST cross the street at crosswalks only.

### **All Families:**

When ALL children are loaded into the vehicles, drivers may begin exiting lots. Vehicles, from all lots, should be gone by 3:20PM. Drivers must use extreme caution in leaving the lots. REMEMBER: SAFETY IS OUR #1 CONCERN!

Our parent volunteers and safety patrols (adults and students) donate their time and service to provide our children with a safe arrival and dismissal each day. Please give them your cooperation and support.

Remember, if you have other people dropping off or picking up your children for you, please inform them of the arrival and dismissal times and procedures.

Any student (PreK-Gr. 8) who is not picked up promptly at dismissal must come into school and go to the Great Hall where they will be supervised by SHARP staff. See details on page 13 for After School Care.

## ATTENDANCE

### ***School hours are 7:45AM- 3:00 PM***

Regular attendance is required. Student absence from school interferes with a student's progress. Regular attendance is important in order for each student to secure the most help and instruction from school. Repeated absence and/or partial absences may result in a report of educational neglect to the Missouri Division of Family Services.

#### **A. Absences**

1. Any time a student is not in school he/she is designated absent. This includes medical, dental, funeral, or any reason during school time (excluding school-sponsored field trips).

2. When absences can be predicted (i.e. dental appointment), a written notice must be sent in advance stating the student's full name, grade, time, length of and reason for the absence.
3. EACH DAY that a student is absent, parents must call the school before 9:00 a.m. to report the absence and the reason. Parents should also indicate who will bring class work home to the student.
4. When the student returns to school, he/she must have a written excuse stating the student's full name and grade, the dates of the absence, the reason for absence, and the signature of the parent or guardian of the child. This written excuse is necessary for re-admittance to school.
5. When a student is absent, he/she is expected to make up work that has been missed. The family should arrange to have another student accept responsibility for bringing home books and assignments. The student has as many days to make up work and tests as she/he has been absent.
6. In keeping with our goal of working with parents and guardians toward academic excellence for our students, FAMILIES ARE EXPECTED TO TAKE VACATIONS ONLY DURING SCHEDULED DAYS OFF.
7. A student who is absent for two hours or less in either the morning or afternoon is marked as having a "partial absence" on the attendance and report card.

**Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.**

**B. Tardiness**

**A student is tardy who arrives after the time fixed by school policy for the start of the school day.** Students arriving at school after 7:45AM but before 9:00AM are marked *tardy*. Arriving after 9:00 is a *half day absence*. Students who are tardy or have a partial absence must report to the school office to obtain a slip before they can be admitted to class.

**C. Excessive Absence/ Partial Absence/Tardiness**

If absence/partial absence/tardiness occurs frequently a conference may be arranged to discuss a possible solution to the problem. Parents are urged to cooperate in teaching children the value of school attendance. Excessive absence/partial absence/tardiness may be reported to the Missouri Division of Family Services.

**D. Truancy**

**A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. If a student is found truant, he/she will be subject to immediate disciplinary action up to and including suspension or withdrawal from school.**

**E. Early Dismissal/Release**

Precaution is taken in regard to release from school. No child will be permitted to leave the school premises during school time without a written request from the parent or guardian and the permission of the Principal. In the case of divorce, the parent giving permission for the release of the child must have custodial authority to do so.

1. A written request must be sent in advance stating the time of the appointment and the approximate return time, who will pick the child up at the school office, the name and grade of the student, and the reason for the early dismissal/release.
2. This written request must be given to the homeroom teacher who sends it to the office. The parent/guardian must pick up the child from the school office and sign a written release form. If the person picking up the child is not the parent/ guardian, the school requires written permission (fax is acceptable) and I.D. will be checked.
3. Upon returning to school, the child must report to the school office before being re-admitted to class.

4. A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted.
5. Parents should make every effort to arrange for all doctor and dental appointments after school, on free days, or during vacations



#### **E. Closing of School -- Emergencies**

1. Emergency dismissal: It may be necessary to cancel school after school is in session because of an emergency. In this event, you will receive an email notification. **DO NOT CALL THE SCHOOL OFFICE OR THE PARISH OFFICE.** This is requested because these lines need to be kept open for necessary outgoing calls. If an emergency develops: students may leave school only with parents, authorized persons, or the usual carpool driver.
2. School closing due to inclement weather: The procedure regarding school closing before 7:45AM due to inclement weather, will be:
  - a. parents will be notified by radio and television; broadcasts will be heard on KMOX Radio, 1120 AM; KSDK-TV Channel 5; KMOV-TV Channel 4; and KTVI FOX 2 television.
  - b. listen for announcements regarding Sacred Heart, Valley Park.
  - c. announcements will be posted on the school page of the parish website.
3. School delayed start: The procedure regarding delayed schedule will be:
  - a. parents will be notified by radio and television; broadcasts will be heard on KMOX Radio, 1120 AM; KSDK-TV Channel 5; KMOV-TV Channel 4; and KTVI FOX 2 television.
  - b. listen for announcements regarding Sacred Heart, Valley Park;
  - c. school begins at 9:45AM on **delayed schedule** days for grades PreK to 8; students will be admitted to the building beginning at 9:30AM. Please do not have children arrive at school prior to 9:30AM, as there will be no supervision until 9:30AM.

#### **BOOKS**

Textbooks are distributed by the teachers during the first week of school. The students are given these books to use and students are responsible for the books. Books are the property of Sacred Heart Catholic School. If books are damaged, lost, or stolen, the student in whose name the book was issued is responsible and must pay the charges set by the school. All textbooks should be covered by the end of the first week of school. They should be identified with student's name and subject and kept free from other markings. At the completion of the year, the books must be returned to the school in the same condition that they were received, allowing for normal wear. Excessive marks and wear will require financial charges to the student.

#### **CELEBRATIONS**

Many opportunities provide ways for students and faculty to contribute to the building and energizing of a positive faith school community. These opportunities include student assemblies, prayer services, classroom parties, etc.

**Birthdays and other celebrations:** We will celebrate birthdays on the first Friday of each month. Students who are celebrating a birthday will be able to dress out of uniform that day, casual or Sunday best. They will receive a special blessing at our First Friday Mass. Students are **not** to bring treats of any kind to school for birthdays. The birthday children will receive a treat at lunch that day. Any other special celebrations must have the approval of the Principal. (See *Invitations, p. 41*, for party invitation guidelines.)

#### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students are not permitted to bring any wireless communication devices or electronic recorders, including, but not limited to cell phones, Blackberries, pagers, I-pods, mp3 players, etc., during hours of

instruction or during sponsored programs. If a student is found with such a device, it will be kept in the school office and a parent will need to pick it up.

One Exception: If a parent feels that his/her child must have a cell phone after school, that parent must sign a permission form stating the need. All cell phones must be turned off during school hours. Each child and parent must sign a cell phone agreement before they are allowed to bring them to school. The child must turn in his/her cell phone to the office every day. The cell phone will be placed in a caddy on the back of the principal's door. The child will then pick up his/her cell phone every day in the office during dismissal. If a child goes to SHARP, the cell phone must be off and stay in the child's book bag until the parent picks up the child.

If a student brings a cell phone to school and there is no permission form on file or if this policy is not being followed, the cell phone will be sent to the school office and a parent will need to pick it up.

Children will not be allowed to re-enter the school after dismissal for a forgotten phone, in accordance with our "forgotten items" policy.

Sacred Heart Catholic School will not be held responsible for the loss, damage, or theft of any electronic devices.

### **CHILD ABUSE SCREENING**

#### **Child Abuse/Neglect**

- A. **Reporting:** by law, schools must report suspicions of child abuse/neglect to the Missouri Division of Family Services. Reporting would include suspicions of abuse: physical, sexual, emotional, or psychological. Reporting would also include suspicions of neglect: issues of health, nutrition, medical care, school attendance, psychological care, safety, and so on.
- B. **Screening:** all employees and volunteers of Sacred Heart Parish who deal directly with children must be screened by the Missouri Division of Family Services for reports of child abuse.

### **CLASSROOM PARTIES**

School-wide party celebrations are held at the following times:

- A. Halloween: Only Preschool students may wear costumes.
- B. Christmas: Students in kindergarten through third grade also participate in an annual Christmas Pageant. Everyone is welcome to attend. Preschoolers participate in a Holy Family Advent Night.
- C. Valentine's Day: Valentine cards brought to school must include *all classmates*.
- D. Other Parties: All other celebrations must have the approval of the Principal.

### **CO-CURRICULAR ACTIVITIES**

Although co-curricular programs are not graded, they are considered a part of the total school program, and, therefore, are under the jurisdiction of the Pastor and the Principal. These programs are sometimes scheduled into the school day or they may take place at scheduled times after school.

Students should be in good standing to participate in these co-curricular activities:

**Band:** Band is open to students in grades three to eight. Instrumental band lessons are taught twice a week during the lunch time.

**Choir:** The choir provides opportunities for those interested in music to explore it vocally. The choir is open to students in grades four through eight.

**Contests:** Various contests are available to our students throughout the year.

**D.A.R.E. (Drug Awareness Resistance Education):** Students in grade five participate in the Drug Awareness Resistance Education program provided by the St. Louis County Police Department. An officer conducts this class during school time.

**Geography Bee:** Students in grades five through eight may participate in the Sacred Heart Annual Geography Bee. The school winner may then compete for the state competition. The Middle school social studies teacher is responsible for the Sacred Heart Annual Geography Bee.

**Junior Achievement:** Special speakers and instructors visit middle school classes to discuss business and finance in this program. Grades one through five participate in the Junior Achievement program during school time.

**Mass Servers:** Students in grades six through eight are eligible for an opportunity to serve the Church in a special way by serving at Mass. A parish designate is in charge of the servers, and any student who is interested in being a server should contact that individual.

**Math League:** Students in grades six through eight are eligible to participate in the Regional Math League. Our math teachers are in charge of the league teams. Math league meets are held after school several times each year. Teams of students from schools within our region of schools compete.

**Robotics:** Students in grades six through eight are eligible to participate in the Robotics Team. The Robotics team meets once a week after school, although may meet more frequently as competition approaches.

**Safety Patrol:** The school safety patrol consists of students who serve the school by helping to maintain order and safety on the school property. The safety patrol is an extension of the civil, school, and parental authority. Serving on safety patrol is expected of all 8<sup>th</sup> and 7<sup>th</sup> graders throughout the year.

**Bellarmino Speech Club:** Speech is offered to students in grades six through eight. It is designed to prepare students for participation in the Bellarmine Speech League. Requirements include a commitment to the team, willingness to memorize and practice published material, and participation in speech meets. Speech club depends upon parental support and parent volunteers.

**Spelling Bee:** The *Post-Dispatch* sponsors an annual spelling bee in which the students participate. The school winner will represent the school in the metropolitan area spelling bee. Spelling bee is open to grades five through eight.

**Student Council (STUCO):** Student Council is open to students in grades six to eight. Student Council officers and representatives must meet the criteria outlined in the by-laws.

## **COMMUNICATIONS**

Any and all communications distributed or displayed on or around school property must be approved by the Principal. There are no exceptions to this rule.

At the end of each school year (and again at the beginning of the school year for new families), a *calendar* that outlines the major events of the new school year is distributed. This calendar is subject to changes.

A weekly electronic newsletter is sent home each Friday. Some communications are sent in a family envelope to be signed by parents and returned on Monday. It is the responsibility of the parents to get these school communications from their children. The oldest child receives all school communications intended for the family.

The *Sacred Heart Parish web site* contains a link to the school web page with information, including school goals: <http://www.sacredheartvp.org>

School information is also printed in the *Sacred Heart Parish Bulletin* each week.

Some information is emailed to school families.

Parent-teacher communication and partnership are highly encouraged. Teachers may be contacted in writing, by phone, or by e-mail. \*

\*See *Conferences* below.

### **COMPLETION OF SCHOOL PROGRAMS**

- A. **Preschool Blessing:** At the end of each preschool year, the students participate in a completion ceremony and blessing. Family members are invited to attend and to help the children celebrate their year of growth in faith and knowledge.
- B. **Eighth Grade Graduation:** To graduate from Sacred Heart Catholic School, a student must have successfully completed the minimum religious and academic requirements of the school; maintained a satisfactory attendance record; and demonstrated satisfactory conduct.

Parent/Guardians must have met all financial obligations. Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the parish has the right to require a specific method of payment. If the parent(s)/guardian(s) of a student at the time of graduation has a balance due to his/her account, the certificate of graduation, report cards, and cumulative record for the student will not be issued until the account has been settled.

An eighth grade graduation ceremony is held at the end of the school year. The celebration includes Mass and a dinner/reception. The seventh grade parents organize and serve at the reception. Plans for this celebration must be discussed with the Principal and must have administrative approval. There is a charge per person, regardless of age, for those who attend the reception. The Parish covers the cost of dinner for three persons per student. Student dress must conform to school guidelines.

- C. **Scholarships and Awards:** Each year awards and scholarships are presented to our students.

### **CONFERENCES**

- A. **Parent -Teacher Conferences:** Cooperation between the parents and the school is most important. One excellent opportunity for this is a parent-teacher conference. Parent(s) or teacher(s) may request a conference as needed.
- B. **Annual Parent-Teacher Conferences:** Annual Parent-Teacher Conferences are scheduled meetings, usually held at the end of the first and third quarters. These conferences are opportunities for parents and teachers to meet to discuss the educational program and the progress of each student.

- C. **Additional Conferences:** Additional conferences between parents and teachers are arranged as the need arises. Any parent requesting a conference with a teacher(s) must contact the teacher in advance for an appointment.

Parents wishing to confer with the principal should call the school office for an appointment.

**Procedure to Settle Difficulties:** When a difficulty arises, the parent(s) should not delay in settling the problem immediately with the teacher concerned. It is not necessary to confer with other parents since the problem should be handled with respect, care, and concern for all.

The procedure to use is as follows:

- A. Contact the teacher to discuss the issue.
- B. If a conference with the teacher has not resolved the difficulty, the principal may be contacted in the same manner as the teacher.
- C. Difficulties are handled best with those closely involved.

### **COPYRIGHTED MATERIALS**

Sacred Heart Catholic School adheres to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

### **CURRICULUM**

The curriculum reflects the fourfold dimensions of Catholic education: message, community, worship, and service to others. The curriculum reflects the inherent value of the secular in specific subject areas, integrated with faith and the Gospel.

The curriculum reflects recognition of the spiritual, moral, intellectual, aesthetical, emotional, social, and physical aspects of personhood.

The curriculum reflects fundamental principles of child growth and development and the specific learning theories accepted by the school.

The curriculum includes the acquisition and application not only of knowledge, but also of attitudes, values, skills, and Christian morality.

The curriculum, including specific subject areas, relates to the life and faith experiences and environments of the students.

The curriculum intends to integrate learning across subject areas.

"Curriculum Night" is held at the beginning of each school year. Teachers communicate curricular information and classroom procedures and expectations. **Curricular Goals are published on the school page of our parish website.**

## **Evaluation of Curriculum**

It is essential to ensure systematic planning, evaluation, and articulation of the curriculum and instructional programs. Each area of the curriculum is evaluated on an on-going basis by the Administration and Faculty. The Principal is responsible for the day-to-day supervision of curriculum and instruction.

School policies and procedures are evaluated annually by the school Administration and Staff. The policies, procedures, curriculum, instruction, and program are evaluated each year for annual accreditation by the Missouri Nonpublic School Accrediting Association, Member of the National Federation of Nonpublic School State Accrediting Associations. The curriculum, instruction, and program are evaluated every seven years in accordance with procedures established by the Archdiocese of St. Louis and consistent with appropriate standards for elementary schools and with procedures for school evaluations. The program is evaluated through an established self-study process and an annual planning and goal-setting process.

## **DINING ROOM**

Our goal is that lunch be a healthy, enjoyable experience for our children and an opportunity to practice safety, social skills, and good manners.

Students are not allowed to bring or drink soda or highly caffeinated drinks at school. Canned, bottled, or otherwise packaged soda and highly caffeinated drinks are NOT allowed in any area of the school. Gum is NOT allowed in any area of the school. In our efforts to show respect to all students, parents may NOT purchase lunches and deliver them to students (e.g., McDonald's, Taco Bell, etc.).

Lunches are available daily for students who have forgotten theirs.

Because we believe that the lunch period should be used not only as a period to refuel our minds and bodies, but also as a time to develop good social skills, we expect our students to observe the following procedures in the dining room:

- x Students are respectful to themselves and others.
- x Students are responsible for cleaning up their own spaces after lunch.
- x Students remain seated during lunch session.
- x Students raise hands if assistance is needed.
- x Students pick up trash and throw away their own lunch trash items.
- x Students clear their own tables at the end of the lunch session.
- x Students handle food appropriately.
- x Students who bring their own lunches must bring necessary eating utensils, condiments, napkins, etc. in their lunches.
- x Students may not bring soda, highly caffeinated drinks, or gum.
- x Students use "quiet voices" in dining room conversation and speak only to people at their own tables.
- x Students are dismissed, by table, as they evidence readiness.
- x Student behaviors at lunch will affect the general conduct grade.
- x Teachers/Staff provide lunch and recess supervision. Parents are invited to help in the school dining room.

## **DISCIPLINE**

### **Virtue Based Restorative Discipline**

The essence of Christian discipline is formation in virtue. According to the Catechism of the Catholic Church, *"The goal of a virtuous life is to become like God."* (CCC 1803)

**The purpose of VBRD is twofold:**

1. Increase faith practices
2. Reduce/prevent anti-social behavior

This school-wide initiative includes these components:

1. Staff, parent and student spiritual formation in practical application of virtue, defined with students as: **Holy habits that imitate God.**
2. Training in restorative practices, which hold relationships as the highest priority, assuring high responsibility and high accountability for repairing harm to relationships and property when such harm occurs.

When harm occurs, Restorative Discipline seeks to do the following:

1. What happened: Establish the injustice, or harm that occurred.
2. What needs to be done: Restore equity, repair harm to property and restore relationships.  
Establish appropriate future intentions (How can we guarantee a better future?)
3. What can be expected: Establish appropriate future intentions.

### **VBRD Guiding Principles**

1. We will dedicate ourselves to living virtue.
  - a. Catholic virtues will be taught from Scripture and Catechism, and we will prayerfully discern which virtues to work on as a school community each year.
2. We will support others in living virtue.
  - a. We will share what we learn freely with others and offer encouragement by acknowledging the good.
3. We will commit to constructive thoughts, words and deeds.
  - a. We will refrain from gossip, rumors, criticizing and judgment, as these attempt to detract from the good name we are given by God.
  - b. We will train our thoughts to be kind, be prudent in our speech, and temperate in our actions so as to achieve personal holiness within the community.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.
  - a. As we prayerfully attend to conflict, we will uphold the human dignity assigned by God in dealing with one another. Virtues will be expressed and practiced in identifying the injustice, restoring equity, and working to reach common agreements that promote peace and restore harmony.

### **Meetings/Circles**

As a key for setting norms for school culture, both adults and students will participate in conversation circles. Classroom circles/meeting also offer a platform for virtue education, discussing classroom behavior, building community, and strengthening interpersonal skills as a way to prevent and reduce harmful interactions. Parents are also given resources and encouraged to provide this opportunity at home.

## Response to Harm

Restorative Discipline strategies provide a framework for collaboration in setting norms and expectations founded on the belief that *“Human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to them or for them.”* (International Institute for Restorative Practices, <http://www.iirp.edu/what-is-restorative-practices.php>).

When harm occurs, parents will be informed. With mid/high level incidents, parent involvement in formal restorative conference may be required to determine what can be done to repair harm and restore relationships. Formation and service are integrated into restorative discipline as much as possible.

Low-Level — Affective Statements, Affective Questions Mid-Level — Affective Questions, Small Impromptu Conference, Group or Circle High-Level — Group or Circle, Formal Conference

**Affective Statements and Affective Questions:** Use with Low-Level, or first-time incidents

1. This is less formal for minor disruptions, is free from harsh judgment or criticism, and can easily redirect behavior such as but not limited to, name-calling, unintentional harm that is not repetitive.
2. When simple statements have not stopped the behavior, or there is a new, more escalated behavior, students will be asked to explain their behavior, and redirect their actions to reflect positive interactions.

**Small Impromptu Conference and Group Circle:** Use with Mid-Level incidents, or repeated minor disruptions.

1. Students and adults together will seek understanding of the cause for disruption or harm, and will work together with those involved to restore relationships. This may involve parents of those harmed and/or those responsible for the harm.

**Formal Conference:** Use with High-Level incidents where there is serious harm

1. When student behavior requires a teacher or other adult to stop and address harm immediately, examples include but are not limited to, physical harm, repeated obscenities, name-calling, or repeated refusal to comply with expected behavior. Parents of all involved parties will meet to establish what harm has been done, who is responsible, and how it will be repaired.
2. Follow-up conferences can assure safety has been restored for all parties.

## Special Circumstances

There may be times when harm to students, staff, and the parent community is significant, and restoration is not possible. Such cases require special attention, and solutions may require time away from the school community. In serious cases, we will follow the Archdiocesan Handbook on Violence Policy (Section 4303.3) before VBRD practices are begun.

1. The student may be sent home to prevent further harm.
2. The police may be called.
3. The student may be required to meet with a counselor and acceptable assurances given from the counselor to the principal that the child is not a danger to other members of the school community before the child may reenter school.
4. A satisfactory Formal Conference must be held with parents, administrators and students, outlining the harm done and mutual agreement on the specific actions that will be taken to repair the harm.



5. A probationary period may be required before a child may return to school.
6. Student(s) may be asked to withdraw for cause.

\*\*Each individual school policy can follow here-with careful consideration to be consistent in language construction, and also to be compliant with our CEC handbook.

## **Sacred Heart All-School Rules**

Respect Yourself, Others, and Things.  
Contribute to the Learning Environment.  
Follow School and Classroom Procedures.

### Expected Behavior

Students are respectful of each other and of their teachers. Verbal and non-verbal respect is to be shown. Class changes should be accomplished with order and with a minimum of noise. Students are to be attentive, cooperative, and follow all rules established by the classroom teachers. Respect and care of all school property is expected.

Students dress properly for classes as well as for outdoor or athletic activities. They are reasonably clean and always wear the designated school uniform.

- A. **Dining Room:** Students are respectful of supervisors and follow established rules. Students are to remain seated during the lunch period and to speak in a quiet speaking voice when entering or leaving the dining room and while eating. (See Dining Room rules.)
- B. **Recess:** Students will have at least 20 minutes of recess per day. Students' behavior on the playground should be directed toward social and physical development. Students must behave in a manner that prevents injury to themselves or other persons. There will be adequate adult supervision. Respect for the supervising adult(s) and for established recess rules will be shown.
  - a. Outside recess - Students may leave the playground only with the supervisor's permission and accompanied by an adult. Recess activity will be contained to designated playground areas. Behavior must be safe and respectful at all times.
  - b. Inside recess - Students may not leave the classroom. Students will behave in a manner that prevents injury to themselves, other persons, or property.

### **Discipline Procedures**

In conjunction with our *Virtue Based Restorative Discipline* program, children have input into creating classroom rules at the beginning of the year. Each classroom will follow a developmentally appropriate discipline cycle. The focus is on children acting in a Christian manner, developing self-discipline, and creating and following through with a plan to improve their behavior when necessary.

- A. For less serious misbehaviors, the teacher will redirect student behavior, often with non-verbal cues.
- B. The teacher will talk to the student and deal with the situation as deemed appropriate, offering encouragement and strategies for improvement.
- C. The parents are notified that a problem exists.
- D. The teacher contacts the parents to arrange a conference with or without the student present. The Principal will be informed.
- E. A conference with the parents, teacher, and student is held and a contract is established to help the student bring about a change in behavior. The Principal will be informed and may be present. A written report will be entered into the student's file.

- F. Possible consequences of misconduct may include:
- a. Mandatory counseling
  - b. Consultation with Principal and/or the Pastor
  - c. Exclusion from participation in activities
  - d. Suspension\*
  - e. Probation\*
  - f. Withdrawal for cause\*
  - g. Contacting civil authorities
  - h. Notification to the Archdiocesan School Office \* See *Serious Misconduct*

## Serious Misconduct

Our Christian philosophy and *Virtue Based Restorative Discipline* program are evidence of our goal to maintain a Christian and safe atmosphere for all students and for personnel at Sacred Heart Catholic School. Toward this end, we strive to create and maintain a safe, positive environment in which all teachers and students can be productive, secure, and grow in a Christian life that respects the teacher's right to teach and the student's right to learn. We also make known to everyone those offenses that are contrary to our philosophy. Our expectation is that students will act in a Christian manner during regular school attendance, traveling to and from school or other places, during co-curricular activities at school or other places, and whenever a student may be engaged in conduct related to the school or its faculty or staff.

Severe disciplinary actions are possible. These actions include:

- x **Suspension:** *Suspension* is the removal of a student from all classes for a specified period of time.
- x **Probation:** *Probation* is the continued enrollment of a student, but with specified conditions.
- x **Withdrawal for Cause:** *Withdrawal for cause* is the permanent end of enrollment of a student
- x from school.

We consider the following categories to be serious misconduct and possible cause for suspension, probation, or withdrawal for cause.

- A. **Assignments:** A student shall not *persistently* lack materials and completed assignments for school.
- B. **Dishonesty:** Students are expected to be honest in words and actions with others.
- C. **Disruptions:** A student shall not cause a disruption of the regular operation of school or school activities.
- D. **Damage/Theft/Cheating:** A student shall not damage or steal school property or the property or work of others, nor may a student attempt or pretend to do so.
- E. **Dangerous Weapons/Instruments/Objects/Materials/Anything That Looks Like Such:** A student shall not possess, handle, transmit, use, conceal, or have pretense of any object which could be dangerous or which could be used as a dangerous weapon or instrument; any questionable written, drawn, or printed material; fireworks; knives; guns; etc. and/or anything that looks like such.
- F. **Drugs/Alcohol/Tobacco:** The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school- sponsored functions is not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved. Student

possession or use of drug paraphernalia and tobacco and/or the *pretended* use of such is also prohibited.

Sacred Heart Catholic School is a smoke-free, drug-free environment.

- G. **Forgery:** A student shall not falsify, in writing, the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the parent or to the school.
- H. **Harassment/Bullying:** Sacred Heart Catholic School shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual. Harassment which targets a person's protected status, such as age, ancestry, citizenship, race, color, disability, national origin, religion, sex, veteran status, handicap, or other is prohibited. A student shall not make unwelcome sexual advances, requests for sexual favors, or other physical, verbal, or visual conduct of a sexual nature. This prohibition includes direct sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or sexually oriented language or gestures, display of foul or sexually oriented printed or visual material, or physical contact, such as patting, pinching, or brushing against another person.

Students who feel they are being harassed or bullied should immediately report the incident to a teacher or administrator of the school. Students will receive instruction each year regarding how they can help create a bully-free environment.

Sacred Heart Catholic School investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

- I. **Hazing:** A student shall not organize, participate in or coerce another to persecute or harass another person with meaningless, difficult, or humiliating words or acts. This would include name-calling, practical jokes, any act of initiation into a class, club, team, or other organization, etc. that may cause a risk of emotional or physical harm to another.
- J. **Insubordination:** A student shall not be unruly, profane, disrespectful, or refuse to obey reasonable rules and directions of the faculty and staff.
- K. **Internet and Electronic Communications Conduct:** A safe environment for all members of the school community is a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values, they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, cell phones, or other electronic devices whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a

sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct.") Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

- L. **Profanity and/or Obscenity:** A student shall not, by written, verbal, visual, gesture or other means, annoy or humiliate others or disrupt the education process by using profanity or obscenity. A student shall not be in possession of print, music, videos, or pictures that are obscene in nature or contain profanity.
- M. **Snowball/Ice Throwing:** A student shall not engage in the throwing of snowballs, ice, or other materials which could cause injury to another person or to property.
- N. **Truancy:** A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.
- O. **Unchristian Behavior:** A student shall not engage in conduct that is in conflict with Christian behaviors. Included are being untruthful, cheating, forging signatures, interfering with the rights and property of others, obscene or degrading language and behavior, etc. Included also is unchristian behavior through the Internet and Electronic Communications. See *Internet and Electronic Communications Conduct*.
- P. **Vandalism and Theft:** Any student defacing school, church, or another student's property or committing any act of vandalism or theft will be liable for the necessary repairs and responsible for replacing the item if beyond repair.
- Q. **Violence and the Threat of Violence:** Sacred Heart Catholic School shall provide a safe learning environment for all members of the school community. The climate of Sacred Heart Catholic School shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated at Sacred Heart Catholic School.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and /or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence will be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

If a student engages in threatening or violent behavior, before that student can continue to attend Sacred Heart Catholic School, the Principal must receive reasonable assurance from a competent, licensed, mental health professional that the student does not pose future danger to others. In addition, the student and his/her family must comply with the recommendations of the professional evaluation. Appropriate releases must be signed to allow communication between school officials and the mental health professional. The Principal determines whether or not the student will be readmitted and what conditions and limitations may be in effect.

## **Behavioral Management Policy (Intermediate and Middle School)**

The Faculty and Staff of Sacred Heart Catholic School believes that students should be held to the highest standards both academically and behaviorally. Students are expected to be responsible for their own words and actions. The purpose of this behavioral management plan is to provide order, build character, and help create a positive environment for learning.

The students at Sacred Heart Catholic School are expected to conduct themselves to the values espoused by Jesus Christ.

- To respect the rights and values of each individual during school and during school events.
- To be honest at all times with teachers, school personnel, volunteers, and fellow students.
- To cooperate positively with teachers, school personnel, volunteers, and fellow students.
- To be courteous and respectful to teachers, school personnel, volunteers, visitors, and fellow students at all times.
- To be responsible for the proper care of school property and the property of others.

The students will receive colored slips for specific infractions.

**Yellow Slip:** Students will receive a yellow slip for any dress code violation. Please refer to our uniform policy in the family handbook to ensure that your child is dressed appropriately for school. The yellow slip will be sent home for the parent to sign as a means of communication and be brought back the next day.

**Blue Slip:** Students will receive a blue slip for failure to follow through with assigned responsibilities including incomplete homework, missing homework, or lack of preparedness for class. This is used as a means of communication between the teacher, student, and parents. The missing assignment or responsibility will be written on the blue slip, sent home, and signed by the parent to be returned the next day. The following day, the student must return with the completed work. If the work is not completed the student will complete the assignment during those days recess period and each subsequent recess period until the assignment is completed.

Should a student accumulate five blue slips during the quarter, he/she will be placed on an individualized assignment management plan. Should the student acquire another additional blue slip, he/she will have a conference with the teacher and parent.

**Pink Slip:** Students will receive a pink slip for behaviors that are deemed disruptive/inappropriate by the faculty and staff. These behaviors will be addressed at school and communicated to the parents by the pink slip.

In order to ensure a positive learning environment in grades 5-8, there needs to be consistent consequences for disruptive behaviors. Therefore, a recess detention will be served when receiving a pink slip. This will provide a timely consequences for disregarding the rules, disrespectful behavior, lack of common courtesies, and inappropriate disruptions that interrupt the learning and well-being of others. The pink slip is the primary contact home. There will be a space where the teacher or staff member will provide a brief summary of the infraction. The pink slip will need to be signed and returned the next day. Should a student receive more than three pink slips in a quarter, he/she will have a conference with a parent and teacher. If the student receives more than three pink slips, there is the possibility of that student receiving an individual behavioral management plan.

If a student receives any slip and cannot produce it the next day, he/she will be required to inform the parent through a phone call in the office. If the parent is not available, they will leave a voice message. This is done in the interest of parent communications.

**Rewards:** Positive reinforcement will be given daily. A positive reward will be given every month for those who received no slips. Each student will begin the following month over, for another chance to

receive a positive reward. There will also be an award at the end of the quarter for those students who did not receive more than a total of two slips, blue or yellow, during the quarter.

All students start each new quarter with a clean slate.

## **DISTRIBUTION OF MATERIALS**

Only literature approved by the Principal may be distributed to students, parents, teachers, or others on school property or at meetings during school hours. The Principal must also approve any signage or banners, etc. placed on school/parish property. There are no exceptions to this rule. Sacred Heart Catholic School will not distribute information to parents or students about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.

## **DIVORCE /CUSTODY/REMARRIAGE**

1. Parents who are divorced or separated may need to provide evidence of the legal divorce or separation.
2. Evidence of the legal child custody decree must be provided if one exists. It will be filed in the child's permanent record. Sacred Heart Catholic School may not legally withhold information from parents with visitation rights.
3. Evidence of legal adoption must be provided for custody rights to be extended to the new spouse if a remarriage has occurred.
4. Each child's legal name must be used on all student records. Evidence of a LEGAL name change must be provided to the school.
5. Parent-teacher conferences must be held with parents/legal guardians only.
6. Orders of protection, restraining orders, or any other legal pertinent documents must be provided.

## **DRESS AND GROOMING**

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and school-sponsored events and is not allowed. See UNIFORMS.

## **DUAL ENROLLMENT**

**Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing or finances. Missouri state law allows a student to be dually enrolled in a Catholic school and a public school in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.**

Dual enrollment is possible only in another accredited school. Sacred Heart Catholic School is the primary educational provider. The other school is a supplemental provider. A student is not considered absent from school when in attendance at the other school.

## **EDUCATIONAL RESOURCES**

**Certified Faculty and Staff:** Certified faculty and staff shall be recruited, employed, assigned, evaluated, and provided in-service education without discrimination on the basis of age, color, national origin, race, or sex.

Certified teaching staff shall possess a valid State Teaching Certificate and be assigned responsibilities commensurate with their area(s) of certification and in accordance with written job descriptions. Certified teaching staff shall have credentials in religious education as well as a valid State Teaching Certificate.





**Professional Growth Expectation:** School administrators, classroom teachers, office staff, and other professional educators serving Sacred Heart Catholic School need to continually strive for professional growth. Teachers and administrators attend Archdiocesan and other sponsored educational programs, such as conferences, institutes, workshops, courses, conventions, study groups, etc. Professional educational journals and other publications and materials will be made available to and used by faculty and staff to keep abreast of trends, developments, techniques, research and best practices, both general and in one's specialized field(s) of expertise. Additionally, the commitment to Catholic Education shall be reaffirmed annually with each employee.

**Faith Development Expectation:** School administrators, classroom teachers, office staff, and other professional educators serving Sacred Heart Catholic School need to continually strive for faith development. Teachers and administrators attend diocesan and other sponsored faith development opportunities such as retreats, days of prayer, classes, etc. Catholic teacher journals, religious education materials, and catechist publications are made available to and are to be used by the faculty and staff. The commitment to faith development shall be reaffirmed annually with each employee.

**Instructional Materials and Equipment:** Instructional materials, textbooks, and equipment shall support the attainment of the objectives of Sacred Heart Catholic School. Internet access are available in each classroom; technology equipment is continually evaluated and updated.

### **EXTRACURRICULAR ACTIVITIES**

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as a moderator of the activity and should be present at all times during the activity. Permission from parents/guardians must be obtained for a student to participate in extracurricular activities.

Catholic School should strive to be exemplary models of Christian Sportsmanship in all athletic events.

### **FACULTY MEETINGS**

Faculty meetings are held once a month usually on the second Friday of every month. Refer to school calendar for specific dates. Spirit day dress may be worn: blue jeans (in good condition), and non-form fitting leggings, and a Sacred Heart spirit shirt or the uniform shirt. Other types of pants and shirts are not allowed. Uniforms may be worn on Spirit Days. Our afterschool program, SHARP, is available on afternoons of faculty meetings. (See *After-School Care*.)

### **FEES**

The annual, non-refundable enrollment fee per child is to be paid at the time of enrollment.

When sending money to school, please put it in an envelope marked with the family name, the amount, and the purpose. Tuition payments should be made in the designated envelopes and should be paid directly to the parish office. There are no tuition refunds for absences, vacations, or closings of school.

All bookkeeping is done in the parish office. Inquiries should be directed to the parish secretary or bookkeeper.

## **FIELD TRIPS**

Children in preschool 4's through grade 8 participate in field trips.

Field trips are opportunities that encourage spiritual, educational, and cultural development and enrichment. Field trips relate to the curriculum. They are designed to enhance student learning. Field trips give children a wealth of language experiences as well as foster a sense of independence and self-reliance.

Students who have not demonstrated appropriate behavior during school time may lose the privilege of attending field trips. Students will be excluded from field trips if the OFFICIAL permission form and fee are not returned to school. Payment of the fee MUST accompany the permission form.

Emergency forms and all necessary medications for children will accompany the Sacred Heart Catholic School staff on field trips.

Upon returning to school, ALL children must proceed to their classrooms to check in with their teachers and to be dismissed in the regular manner and at the regular time. Parents should NOT enter the building looking for children, nor should parents attempt to remove children directly from buses. Chaperones should return to their cars to await regular dismissal.

Transportation for field trips is provided by fully insured and licensed school bus service providers. Gum and soda, and highly caffeinated drinks are not allowed on field trips, just as they are not allowed at school. Students are also not allowed to bring money.

### **Parent Supervision/Chaperones**

The teacher is responsible for securing and selecting chaperones. An effort is made to include each parent volunteer sometime during the school year. All chaperones must have completed the "Protecting God's Children" program.

ONLY PARENTS MAY CHAPERONE THE CLASS ON FIELD TRIPS. "Parents" refers to the custodial parent and the non-custodial parent with visitation rights.

When parents volunteer to chaperone field trips, they may NOT bring siblings of the students along with them. Parents will be solely responsible for the children in their predetermined group. Chaperones may NOT choose to leave the field trip at any time during the day.

Parents who are not designated chaperones may NOT join as part of the field trip.

Parents who do not wish their child(ren) to participate, may NOT join the field trip. Parents may NOT choose to remove their child(ren) from the field trip at any time during the day.

Field trip chaperones are considered Sacred Heart volunteers. Please refer to *VOLUNTEERS*.

## **FINANCIAL POLICY**

Sacred Heart Catholic School withholds report cards if obligations (financial or otherwise) of the parents/guardians have not been fulfilled. Report cards and cumulative records will not be sent to another school until all financial and other obligations have been met.

## **FINES**

1. A fine will be imposed for damaging a library book or a textbook beyond the ordinary usage.
2. A student who loses a book or who damages school or church property, whether accidentally or otherwise, will be responsible for replacement or repairs and will be asked to pay the full cost of the item.
3. A student will not receive the final report card and/or have records forwarded to another school until all fines are paid.

## **FIREARMS**

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapon on the premises of Sacred Heart Catholic School and parish is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

## **FORGOTTEN ITEMS**

We value the strong partnership between parents and school in our mission to promote responsibility and organizational skills in our students.

Educational research shows that children who learn to “think outside the box” and have experience in solving problems are better able to deal with stress as adolescents and adults.

It is for this reason and to prevent classroom interruptions that:

- x students will not be allowed to call home to ask parents to bring forgotten items to school.
- x forgotten items *will not* be delivered to children during the school day. This includes lunches, clothing (including PE uniforms), homework, projects, etc. Teachers will help students get along during the day without the forgotten items. In this way, students will have opportunities to solve problems and develop confidence.

For students who forget a lunch, lunch will be provided by our food service and charged to your child’s account. Eyeglasses and medication will be exceptions.

Children are not allowed to come back into the building after school is dismissed. This rule is designed for safety of the children as well as promotion of responsibility and organizational skills.

To promote organizational skills, please encourage your child to have everything packed in his/her bookbag each night and place it in the same location. A consistent routine will promote responsibility and organizational skills.

## **GRADING AND REPORTING**

At the beginning of each year, each teacher discusses with students any special criteria for his/her class and subject area. “Curriculum Night” is held at the beginning of each school year. At this time teachers communicate curricular information and classroom procedures and expectations. Report cards for kindergarten through grade 8 are emailed home four times during the school year. Academic grades are based on classroom participation, oral work, written work, tests, quizzes, homework, projects, and other types of assessments.

If a student is in danger of failing a subject, parents will be given notification.

Grades for grades 5-8 will be available online to parents.

Progress reports for students in grades K-4 will be sent home at the teacher's discretion.

The grading scales are indicated on the specific grade level report cards.

Grading is based on developmentally appropriate criteria.

Dates for emailing report cards are published in the annual calendar and monthly calendars on line. If you do not receive a report card, contact the school office.

### **HEALTH and MEDICATION**

The health, safety, and physical well-being of each student are of great importance. Sacred Heart Catholic School conforms to the health department guidelines.

- A. **Emergency Health Form:** During the enrollment process, an emergency data sheet is to be completed and returned to school, by the parents, with the enrollment form. This sheet contains the parents' address, telephone numbers at home and at work, or numbers where parents can be reached if not at either of the above places. It should also contain names and numbers of one or two persons who have agreed to assume responsibility when the parents are not available. The name of the family physician must also be kept on file at school. PLEASE KEEP ALL THIS INFORMATION UP-TO-DATE.
- B. **Emergency Authorization and Release:** Parents are notified as soon as possible when a student becomes ill or is injured during the school day. Children will be released ONLY to persons who have been authorized by the parents. The emergency health form provides space for this information. This must be kept up-to-date. The school office must be notified immediately in writing of any changes.
- C. **Students should have a complete physical examination upon entrance to kindergarten, third grade, and sixth grade.** All new entrant at any grade level should have a physical examination if they have not had a physical in the past 12 months.
- D. **Administration of Medication:** Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:
  - a. The direct order/consent of a licensed physician, licensed physician's assistant, or nurse practitioner, signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
  - b. Written consent of the parent/guardian for school personnel to administer the medication;
  - c. The medication in the original container;
  - d. Proper training of personnel on medication administration.

All medication sent to school will be secured in a locked cabinet under the supervision of the school administration. Students may not carry medication on their person. A trained staff member must be assigned to administer medication. Proper documentation is kept on every dose given. If there is any change in the dose or the timing of medications, the physician must submit the change in writing. This written note may be faxed or mailed to the school. Parent permission is not sufficient to administer medication differently from the physician's original order.

*Only medical doctors, physician assistants and nurse practitioners working under a collaborative practice agreement with a medical doctor have prescriptive rights. A parent/guardian cannot*



*prescribe a medication for the school staff to administer to their child, even non-prescription; nor may the parent authorize changes in the medication administration. Non-medical personnel cannot administer medication without proper training by a registered nurse.*

- D. **Health Procedures:** A student will be sent home if he/she is determined to have a fever or if he/she has vomited. Fever indicates active infection and *automatically* restricts school attendance. **Children must be fever-free --without fever-reducing medicine-- for 24 hours before returning to school.**

If a student is ill before coming to school, it is asked that he/she be kept home for

observation. Essential first aid supplies are available at all times for minor injuries.

The health program includes annual visual, auditory, and height and weight screenings for students in grades K-8. Head lice screenings are performed as necessary.

- E. **Students with Significant Medical Conditions:** A student enrolled in Sacred Heart Catholic School who has a significant or potentially life threatening medical condition may require special consideration. Sacred Heart Catholic School will take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.
- F. **Immunization:** Strict adherence to state regulations regarding immunizations and medical examinations is essential. A medical examination is required upon entrance into Sacred Heart Catholic School. A record showing immunizations must be kept on file and must be kept current. **If written evidence of compliance is not submitted, a student will be excluded from school on the first day and thereafter until the evidence is submitted.**

The amended Missouri School Immunization Law which was effective August 1, 1994, implements the following provisions:

- a. Students may NOT attend school without written evidence of immunizations.
  - b. The philosophical exemption to immunization is eliminated. Religious and medical exemptions will still be permitted as defined in this rule.
  - c. The amended legislation allows disclosure and exchange of information and records pertaining to the immunization status of persons against childhood diseases without written release of parent or guardian authorizing such disclosure to persons who have a need to know such information. (This provision required no new rules.)
- G. **Communicable Diseases:** Catholic Schools of the St. Louis Archdiocese will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

Much progress has been made in the prevention and control of communicable disease in recent years. Vaccines are now available for many diseases which used to cause widespread epidemics among children, and antibiotics help to control many others. Schools retain a very important role in controlling the spread of communicable disease. By enforcing the state communicable disease regulations, excluding children who are ill, and promptly reporting all suspected cases of communicable disease, school personnel can help ensure the good health of their students.

State Law: Each school superintendent, whether of a public, private, parochial, or parish school, shall cause to be prepared a record showing the immunization status of every child enrolled in or attending a school under his jurisdiction.

Section 167.191 RSMO 1986. "Children with contagious diseases attending schools penalty:" It is unlawful for any child to attend any of the schools of this state while afflicted with any contagious or infectious disease or while liable to transmit such disease after having been exposed to it.

For the purpose of determining the disease condition or the liability of transmitting the disease, the teacher or the board of directors may require any child to be examined by a physician and exclude the child from the school so long as there is any liability of such disease being transmitted by the pupil. If the parent or guardian refuses to have an examination made by a physician at the request of the teacher or board of directors, the teacher or board of directors may exclude the child from school. Any parent or guardian who persists in sending a child to school after having been examined as provided by this section and found to be afflicted with any contagious or infectious disease or liable to transmit the disease or refuses to have the child examined as herein provided is guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than one nor more than five hundred dollars.

**BRONCHITIS, ACUTE (CHEST COLD)/ BRONCHIOLITIS:**

**Symptoms:** Usually starts with a runny nose, fever, and a dry, harsh cough that becomes looser as the illness progresses. Older children may cough up green or yellow sputum. Sore throat can occur in some cases. It may take 1 to 2 weeks for the cough to stop. **Incubation**

**Period:** Depends upon the organism that is causing the illness.

**School Attendance:** Exclude until fever is gone and the child is well enough to participate in routine activities.

**CHICKENPOX (VARICELLA):**

**Symptoms:** Mild fever and generalized skin rash that begins on the chest, back, underarms, neck, and face. It starts out as red bumps. Within several hours, the bumps turn into small blisters (fluid-filled bumps), and then scabs after a few days. The sores commonly occur in batches with different stages (bumps, blisters, and sores) present at the same time.

**Incubation Period:** It takes from 10 to 21 days, usually 14 to 16 days, after being exposed until symptoms develop.

**School Attendance:** Exclude until all the blisters have dried into scabs; usually by day 6 after the rash began.

**CONJUNCTIVITIS (PINKEYE):**

**Symptoms:** Includes redness, itching, pain, and discharge, depending on the cause.

Bacterial conjunctivitis can sometimes be distinguished from other forms of conjunctivitis by a more purulent (pus) discharge.

**Incubation Period:** It takes about 1 to 12 days after exposure for symptoms to begin, usually 1 to 3 days.

**School Attendance:** Exclude until appropriate treatment has been initiated or the discharge from the eyes has stopped unless doctor has diagnosed a noninfectious conjunctivitis.

**CROUP:**

**Symptoms:** Runny nose, sore throat, mild cough, and fever often occur one to several days before the cough starts. Croup is characterized by hoarseness and a deepening, non-productive cough. Rapid breathing, sitting forward in bed to cough, or making a noise when taking a breath may also occur. The child may be better during the day, but gets worse at night. The illness lasts 3 to 4 days, but the cough may last longer. Hospitalization may be required if the illness is severe. **Incubation Period:** It may take up to 10 days after exposure for early symptoms to develop and several days later for the cough to occur.

**School Attendance:** Exclude until fever is gone and the child is well enough to participate in routine activities.

#### **ENTEROVIRAL INFECTION:**

**Symptoms:** Cold-like symptoms, sore throat, mouth sores, fever, rash, vomiting, and diarrhea are the most common symptoms. Some people may not have any symptoms.

**Incubation Period:** It usually takes from 3 to 6 days from the time a person is exposed until symptoms begin except for acute hemorrhagic conjunctivitis which takes 24 to 72 hours.

**School Attendance:** No exclusion, unless the child is not feeling well and/or has diarrhea.

#### **FIFTH DISEASE:**

**Symptoms:** Rash; possibly a low-grade fever or sore throat. The characteristic rash causes an intense redness of the cheeks (a "slapped cheek" appearance) in children. The rash often begins on the cheeks and is later found on the arms, upper body, buttocks, and legs; it has a very fine, lacy, pink appearance. In general, the rash on the face will fade within 4 days. The rash on the rest of the body initially fades within 3 to 7 days. However, the rash may come and go for days or even weeks, when the person is exposed to sunlight or heat. Adults, especially women, may have pain, redness and swelling of the joints. Joint pain and swelling may last 1-3 months.

**Incubation Period:** It takes from 4 to 21 days, usually 4 to 14 days, from the time of infection until symptoms begin.

**School Attendance:** No exclusion, if other rash-causing illnesses are ruled out by a healthcare provider. Persons with fifth disease are no longer infectious once the rash begins.

#### **GIARDIASIS:**

**Symptoms:** Gas, stomach cramps and bloating, nausea, diarrhea (possibly ongoing or recurring), loss of appetite, and weight loss. Children who are infected often show no symptoms. Illness usually lasts between 2 to 6 weeks.

**Incubation Period:** It takes 1 to 4 weeks, usually 7 to 10 days, from the time a person is exposed until symptoms develop.

**School Attendance:** No exclusion, unless the child is not feeling well and/or has diarrhea. Further exclusion may be necessary during outbreaks.

#### **HEAD LICE:**

**Symptoms:** Itching of the head and neck. Look for: 1) crawling lice in the hair, usually few in number; 2) eggs (nits) glued to the hair, often found behind the ears and at the back of the neck; and 3) scratch marks on the head or back of the neck at the hairline.

**Incubation Period:** It takes 7 to 10 days from when the eggs are laid until they hatch.

**School Attendance:** EXCLUSION UNTIL SCALP AND HAIR ARE NIT-FREE.

#### **HEPATITIS A:**

**Symptoms:** Usually starts suddenly with fever, tiredness, loss of appetite, and nausea. Dark (tea or cola-colored) urine, light-colored feces, and jaundice (yellowing of eyes or skin) may appear a few days later. Most children younger than 6 years of age, (70%) do not show symptoms. Older children and adults with hepatitis A usually have symptoms, often including jaundice.



**Incubation Period:** It takes from 15 to 50 days, usually about 28 days, from the time a person is exposed to the virus until symptoms begin.

**School Attendance:** Exclusion as indicated/necessary on an individual basis.

#### **HEPATITIS B:**

**Symptoms:** Loss of appetite, tiredness, stomach pain, nausea, vomiting, dark (tea or cola-colored) urine, light-colored feces, and sometime rash or joint pain. Jaundice (yellowing of eyes or skin) may be present in adults but it is uncommon in young children. Symptoms vary greatly from none at all to severe illness. Adults have symptoms more often than children.

**Incubation Period:** It takes from 6 weeks to 6 months, usually 2 to 3 months, from the time a person is exposed to hepatitis B virus until disease occurs.

**School Attendance:** No exclusion necessary.

#### **HUMAN IMMUNODEFICIENCY VIRUS (HIV) INFECTION/AIDS:**

**Symptoms:** HIV commonly attacks the immune system, leaving people susceptible to a variety of infections. Symptoms will depend on the type of infection. Children may experience no symptoms, or they may have symptoms such as diarrhea, fever, weight loss, or failure to thrive.

**Incubation Period:** Varied

**School Attendance:** Exclusion as indicated/necessary on an individual basis.

#### **IMPETIGO:**

**Symptoms:** Typically begins at a break in the skin (e.g., insect bite, cut). Sores form on the skin and produce a thick golden-yellow discharge that dries, crusts, and sticks to the skin.

**Incubation Period:** It usually takes 1 to 10 days from the time a person is exposed until symptoms begin.

**School Attendance:** If impetigo is confirmed by a healthcare provider, exclude until 24 hours after treatment has been initiated. Lesions on exposed skin should be covered with watertight dressing.

#### **INFLUENZA:**

**Symptoms:** Influenza starts quickly with fever, chills, body aches, headache, cough, runny or stuffy nose and sore throat. Illness usually lasts 3 to 7 days. Children may develop ear infections, pneumonia, or croup as a result of influenza infection.

**Incubation Period:** It takes from 1 to 4 days, usually 2 days, from the time of infection until symptoms begin.

**School Attendance:** Those with flu-like illness should stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. They should stay home even if they are using antiviral drugs.

#### **MEASLES:**

**Symptoms:** The first symptoms seem like the beginning of a cold with a high fever, watery eyes, runny nose, and cough. A red blotchy rash appears 3 to 5 days after the start of symptoms, usually beginning on the face (hairline), spreading down the trunk and down the arms and legs. The fever may still be present after the rash starts. The rash usually lasts 4 to 7 days. Measles is

sometimes complicated by diarrhea, ear infection, or pneumonia. About one child in every 1000 who gets measles will develop encephalitis (inflammation of the brain). Encephalitis can lead to seizures, deafness, or mental retardation.

**Incubation Period:** It generally takes from 7 to 14 days from the time a person is exposed until cold-like symptoms begin. The time from exposure to when the rash starts is usually 14 days, or 3 to 5 days after the start of symptoms.

**School Attendance:** Exclude until 4 days after the rash appears. A child with measles should not attend any activities during this time period. Exclude unvaccinated children and staff, who are not vaccinated within 72 hours of exposure, for at least 2 weeks after the onset of rash in the last person who developed measles.

#### **MENINGOCOCCAL DISEASE:**

##### **Symptoms:**

**Bacteremia** - sudden onset of fever, chills, and tiredness; sometimes a rash. **Meningitis** - fever, vomiting, headache, stiff neck, extreme sleepiness, confusion, irritability, and lack of appetite; sometimes a rash.

**Incubation Period:** It takes 1 to 10 days, but usually 3 to 4 days, from the time a person is exposed to the bacteria until symptoms begin.

**School Attendance:** Most children may return after the child has been on appropriate antibiotics for at least 24 hours and is well enough to participate in routine activities.

#### **MOLLUSCUM CONTAGIOSUM:**

**Symptoms:** Small, pale, shiny, domed-shaped bumps on the skin, often with a characteristic dimple on the top. The bumps may be flesh-colored, white, translucent, or pink. The bumps are usually painless, but, on rare occasions, can be itchy, red, swollen, and/or sore. In children, the bumps occur on the face, body, arms, or legs. It may last longer and cover more of the body in people with eczema (skin disease) or those who have a weakened immune system.

**Incubation Period:** Typically, it takes 2 to 7 weeks from when a person is exposed until symptoms develop. However, it could be up to 6 months.

**School Attendance:** No exclusion. Encourage parents/guardians to cover bumps with clothing when there is a possibility that others will come in contact with the skin. If not covered by clothing, cover with a bandage.

#### **MONONUCLEOSIS:**

**Symptoms:** Fever, sore throat, swollen glands (especially behind the neck), headache, tiredness, and sometimes a rash. Mono can last up to several weeks. It may take weeks to months to regain energy; however, this will vary from person to person.

**Incubation Period:** It takes about 4 to 6 weeks from the time a person is exposed until symptoms begin.

**School Attendance:** No exclusion, as long as the child is able to participate in routine activities. Because students/adults can have the virus without any symptoms and can be contagious for such a long time, exclusion will not prevent spread.

**MUMPS:**

**Symptoms:** Most commonly, swollen glands in front of and below the ear, headache, low-grade fever, and earache. Up to 30% of all people infected with the mumps virus have no symptoms. Orchitis (swelling of the testicles) is a common symptom in males after puberty. Rarely, swelling of the spinal cord and brain (encephalitis), inflammation of the ovaries (oophoritis) or breasts (mastitis), and deafness may occur. Serious problems from mumps are more common among adults than among children.

**Incubation Period:** It takes 12 to 25 days, usually about 16 to 18 days, from the time a person is exposed until symptoms begin.

**School Attendance:** Exclude until 5 days after swelling begins. Exclude unvaccinated children and staff if two or more cases of mumps occur. Exclusion will last through at least 26 days after the onset of parotid gland swelling in the last person who developed mumps. Once vaccinated, students and staff can be readmitted.

**PERTUSSIS (WHOOPIING COUGH):**

**Symptoms:** Pertussis begins with a runny nose, sneezing, mild cough, and possibly a low-grade fever. After a week or two, a persistent cough develops, which may occur in explosive bursts (paroxysmal coughing), sometimes ending in a high-pitched whoop and vomiting. A whoop may be absent in older children, adults, and infants younger than 6 months. Coughing attacks occur more frequently at night. The coughing attacks usually increase during the first two weeks of illness and then remain the same for two or three more weeks before gradually decreasing. Some people, particularly infants, may develop pneumonia and ear infections. Pertussis can occur in vaccinated children, but the illness is usually milder. Older children and adults may have a less typical cough; however, it is usually persistent and may lead to vomiting or a whoop. Although the disease may be less severe in adults and older children, they can unknowingly infect infants and preschoolers who are at risk for serious illness.

**Incubation Period:** It takes 5 to 21 days, usually 7 to 10 days, from the time a person is exposed until symptoms start.

**School Attendance:** Exclude until 5 days after appropriate antibiotic treatment begins. During this time, the person with pertussis should NOT participate in any childcare, school, or community activities. If not treated with 5 days of antibiotics, exclusion should be for 21 days after cough onset. If there is a high index of suspicion that the person has pertussis, exclude until the individual has been evaluated by a medical provider and deemed no longer infectious by the local health department, 5 days of antibiotics are completed or until the laboratory test comes back negative.

**PNEUMONIA:**

**Symptoms:** May have runny nose, mild cough, and fever several days before developing pneumonia. Rapid breathing, chest pain, cough, and usually fever will occur.

**Incubation Period:** Depends upon the germ that is causing the illness.

**School Attendance:** Exclude until fever is gone and the child is well enough to participate in routine activities.

**RINGWORM:****Symptoms:**

**Body** - Appears as flat, spreading, ring-shaped areas on the skin (lesions). The edge of the lesion may be dry and scaly or moist and crusted. As the lesion spreads outward, the center often becomes clear.

**Scalp** - May be hard to detect in the early stages. It often begins as a small scaly patch on the scalp and may progress to larger areas of scaling. Mild redness, swelling, itching, and pustules (pus-filled bumps) may occur. Infected hairs become brittle and break off easily.

**Feet** - (Also called athlete's foot.) Scaling or cracking of the skin, especially between the toes, or blisters containing thin, watery fluid may be seen. Itching is common. Serious problems can include bacterial skin infection (cellulitis) and fungal infections of the toenails.

**Incubation Period:**

**Body** - 4 to 10 days after exposure for symptoms to appear; **Scalp** - 10 to 14 days; **Feet** - Unknown

**School Attendance:** Exclude until treatment has been started or if the lesion cannot be covered. If on the scalp, until 24 hours after treatment has been started.

**RUBELLA (GERMAN MEASLES):**

**Symptoms:** Low-grade fever, swollen glands in the area behind the ears and in the neck, and rash. Rash usually appears first on the face and moves from head to foot. The rash usually lasts 3 days. Adults, especially women, may have sore or swollen joints. This joint pain usually lasts for less than one month. Up to half of all persons have no symptoms. Rarely, encephalitis (inflammation of the brain) may occur.

**Incubation Period:** It takes 14 to 23 days, usually 16 to 18 days, from the time a person is exposed until the symptoms begin.

**School Attendance:** Exclude until 7 days after the rash appears. Exclude unvaccinated children and staff for at least 3 weeks after the onset of rash in the last person who developed rubella.

**SCABIES:**

**Symptoms:** Rash consisting of pink bumps or tiny blisters and intense itching, which may be more severe at night. Frequently only scratch marks can be seen. Common locations to see the rash are folds of skin between fingers, around wrists and elbows, and armpits. Other areas where rash may appear are knees, waist, thighs, genital area, abdomen, chest, breasts, and lower portion of buttocks. Infants and young children may be infested on head, neck, palms, and soles of feet.

**Incubation Period:** It takes 2 to 6 weeks from the time a person is exposed until symptoms appear. Symptoms may appear in 1 to 4 days if the person has had scabies before.

**School Attendance:** Exclude until after treatment has been completed.

**STREPTOCOCCAL INFECTION:****Symptoms:**

**Strep throat** - Starts suddenly with fever, red sore throat, and swollen glands. Headache may occur. Nausea, abdominal pain, and vomiting may be more common in children.

**Scarlet fever** - A very fine raised rash (feels like sandpaper) is present. The rash blanches with pressure. The rash appears most often on the neck, chest, elbow, and groin, and in the inner thigh and folds of the armpit. Later on, there may be peeling of the skin on the fingertips and toes.

**Incubation Period:** It usually takes 2 to 5 days from the time a person is exposed until symptoms start.

**School Attendance:** Exclude until 24 hours after antibiotic treatment begins and the child is without fever.

- H. **Vomiting:** Vomiting indicates active infection and will restrict school attendance.
- I. **Diarrhea:** Diarrhea indicates active infection and will restrict school attendance.

## **HIGH SCHOOL NIGHTS**

Parents and students in grades 6-8 can receive information about area high schools at annual "High School Nights." Information is sent home each fall.

## **HOME AND SCHOOL**

The Sacred Heart Home and School Association is an organization of the parents which supports Sacred Heart Catholic School.

The Home and School Association holds regular meetings.

## **HOMEWORK**

Homework has a great influence on a child's academic success. It is work related to the curriculum that serves an important function in the education of a student. It is intended to help students study, develop, and master concepts and skills. It often reinforces lessons presented in class and may prepare students for future lessons. It is designed to foster a habit of independent study and good work habits. Therefore, homework will frequently include study work as well as written work. It may include exercises to check the understanding of concepts and skills being taught. It may be oral drill, preparation of oral or written presentations, or test preparation. It may be research for a project. It may be reading for pleasure, either independently or with an adult.

While homework is considered an important and relevant extension of class work, it may not be assigned every day in every class. Long-term projects will give students opportunities to grow in organization and time management skills. We expect all children in PreK – Gr. 8 to do nightly reading or be read to each evening.

## **INDIVIDUAL EDUCATIONAL PLANS (IEP'S) AND OTHER DIAGNOSTIC/EVALUATIVE REPORTS**

Students with IEP's and other diagnostic reports may apply for admission to Sacred Heart Catholic School. Acceptance is predicated on the belief that placement at Sacred Heart Catholic School will be a **MUTUALLY** positive and productive learning situation and experience for all involved: the admitted student, the family of the student, other students in the class and the school, the teacher(s) and administration, the parish, and the school as a whole. Admission must be based on sound educational practice.

Sacred Heart Catholic School is committed to working with each student's unique needs and abilities. Sacred Heart Catholic School is also committed to a **MUTUALLY** beneficial educational experience; therefore, Sacred Heart Catholic School may require that a student seek services and situations available

in a different educational setting. The administration and staff of Sacred Heart Catholic School will appropriately assist families in finding an appropriate educational setting for a student. The decision to recommend placement of a potential student in another educational setting resides with the school. Additionally, the decision to require an alternative placement for a currently enrolled student resides with the school.

### **INSURANCE**

Student accident insurance is available to all students. Contact school office if interested. Parents are financially liable for medical expenses resulting from accidents.

### **INTERNET AND ELECTRONIC COMMUNICATIONS**

The development of the Internet provides students and teachers with unprecedented resources of information, ideas and materials to enhance learning. Sacred Heart Catholic School takes steps to ensure that both students and teachers make use of the resource appropriately, and in keeping with principles that guide our school and the applicable laws.

Parents and students must sign an annual Acceptable Use Policy. Faculty and staff sign a similar policy.

Communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct") shall be subject to the full range of disciplinary consequences, including Withdrawal for Cause, as described in the Discipline/ Serious Misconduct/Internet and Electronic Communications section of this handbook. See p. 29 #11.

### **INVITATIONS TO PRIVATE PARTIES**

Families who want to invite students to a party and distribute invitations through school must follow these guidelines: invitations must be given to EVERY student in the class or invitations must be given to EVERY student who is the same gender as the inviting student.

### **LAW ENFORCEMENT**

- A. **Right to question:** Except at the direction of a caseworker from the Division of Family Services, no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present.
- B. **Right to remove and search:** Law enforcement authorities may remove students from school property upon presentation of a valid arrest warrant or upon probable cause to believe that the student has committed a crime. These law enforcement authorities may search students and their belongings upon presentation of a valid search warrant or upon probable cause.
- C. **School preformed searches:** School personnel may search any portion of school property, including student lockers and desks, without notice, without student consent, and without a search warrant. School personnel may request that students disclose items on their person or in their possession and may provide disciplinary action for student refusal to disclose such items.

## **LETTERS OF RECOMMENDATION**

Teachers, staff, and administration of Sacred Heart Catholic School do NOT write letters of recommendation to influence high school acceptance or to fulfill other eligibility requirements. Archdiocesan guidelines indicate that students may not be penalized when school personnel follow the Archdiocesan directives of not writing recommendations.

## **LITERATURE**

Students may have at school: books from the school library; books from the book clubs sponsored by the school; school magazines; and books and magazines for a specific class which have been approved by the Principal and/or teacher. Any other publications are not to be brought to school. Books being read by students should have themes consistent with Catholic, Christian principles.

## **LITURGY**

Liturgies are the summit toward which the activity of the Church is directed. At the same time, they are the fount from which all the Church's graces flow. The aim and object of apostolic works are that all who are made children of God by faith and baptism should come together to praise God in the midst of his Church, to take part in the sacrifice, and to eat the Lord's Supper (Constitution on the Sacred Liturgy). Sacred Heart Catholic School is committed to offering quality, faith-filled liturgies for the children of Sacred Heart Catholic School.

Sacred Heart Catholic School students participate in grade-level appropriate liturgies. Classes take turns planning and preparing for weekly Masses. All-school Masses are celebrated on Fridays to continue the devotion to the Sacred Heart of Jesus.

Special liturgical seasons are observed and celebrated within the school: Stations of the Cross, prayer services, rosary, May Crowning, blessing of throats, and sacramental celebrations of reconciliation. Parental participation is encouraged.

## **LOCAL EDUCATIONAL AUTHORITY (LEA)**

Programs offered by the public school district (LEA) of student residence are accessible to students at Sacred Heart Catholic School. Tutorial programs and remedial programs are offered through the local public schools and are funded by tax dollars. These programs are accessible to Sacred Heart Catholic School students after school.

Programs are offered through each public school district and through the Special School District of St. Louis County. Eligibility criteria may vary but are generally based on standardized test scores, teacher recommendations, or other valid sources.

Parents are encouraged to take advantage of other services offered through public school districts. These services include early childhood developmental screenings and the "Parents as Teachers" program.

## **LOST AND FOUND**

Lost articles are collected and placed in the "Lost and Found" box. Lost jewelry, watches, and glasses may be reclaimed in the school office. All student belongings and clothing should be marked with the student's name. Periodically, unclaimed items will be displayed. Items still unclaimed will be donated to the St. Vincent de Paul Society for the poor.

## **MAILING LISTS**

Names, addresses, and e-mail addresses of students and their parents/guardians will not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Sacred Heart Catholic School will not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools. Sacred Heart Catholic School will not make available on the school web site any information that enables students to be identified individually by names or photograph. This includes information about students that appears in school newsletters which may be posted on the school's web site.

## **MEDIA**

Members of the media will not be allowed to interview students on matters unrelated to the purpose for which they were invited. In cases of interviews and photographs of students, parent permission is necessary.

## **PET/ANIMAL VISITORS**

Teachers may plan activities involving animals in the classroom. A pet notification/permission form is required of all students in the class if a pet is to be brought into the classroom. This form allows families to indicate allergies to animals and a preference for excluding a student from animal contact.

## **PLAYGROUND**

Students are assigned specific times and locations for playground time. Supervision is provided. Students are expected to be respectful towards all supervisors and to behave appropriately. Sacred Heart Catholic School's playground rules are to be observed:

- x Play must be safe for all.
- x Physical fighting is never allowed.
- x All persons – students and supervisors – must be respected.
- x Property and personal belongings are to be respected.
- x Play equipment must be returned to the school.
- x Only approved personal items may be brought to the playground.
- x Transitions to and from the playground must be safe and orderly.
- x Students who must leave the play area must be accompanied by an adult.

## **MAINTAINING SCHOOL PRIVACY**

Sacred Heart Catholic School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and



parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

### **PROMOTIONS AND RETENTIONS**

The decision to promote, to place, or to retain is the responsibility of the school and the faculty in conjunction with the Principal. Prior to a decision to promote, to place, or to retain, the Principal will seek input from the student's teachers and the parents.

- A. **Promotion:** Students are advanced in grade levels based upon SATISFACTORY COMPLETION of the required academic work for the preceding level. The final decision regarding promotion is made by the school.
- B. **Retention:** Students are retained in grades based on unsatisfactory completion of the required academic work for the preceding level. The final decision regarding retention is made by the school.

The decision to retain a student in a grade is made after thorough consultation and communication between the home and the school and is based upon the following criteria:

- 1. academic readiness;
  - 2. social and/or emotional readiness;
  - 3. other pertinent circumstances.
- C. **Retention in Kindergarten and Preschool:** The kindergarten teacher, in consultation with the Principal, will determine if a child needs to spend another year in kindergarten or preschool. Retention may be necessary due to maturity, lack of readiness, or not having achieved a level of development. Appropriate testing and conferences with the parents will take place. The final decision regarding retention in kindergarten or preschool is made by the school in the best interest of the child.

### **RELEASE OF RECORDS AND INFORMATION**

The right of school personnel to access the records of students is limited to those who are a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

School Guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood.

- A. **Release of Records:** Records regarding a student will not be released without prior written consent of the parents. Records are transferred directly from one school to another or from school to another agency or professional. Records are NOT released to parents. A "Release of Records" form must be completed by parent/guardian. Records may be released ONLY with the approval of the Principal. Information and records regarding a student will not be released without prior written consent of the parent. Information is transferred only directly from school to the agency involved.
- B. **Release of Information:** Information regarding a Sacred Heart Catholic School student will not be released without WRITTEN parental permission- - secured through the use of an information exchange form. Sacred Heart Catholic School does not write generic student evaluations that do not request specific information for a predefined purpose. Sacred Heart Catholic School will respond only to specific questions that are printed and that secure only specific information for an indicated purpose and only on specific forms. Information may be released only with the approval of the Principal.
- C. **Release of student Discipline Information:** Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents

authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

**D. Release of Records or Information:**

1. Parent/Guardian: Parents/Guardians have a right to receive copies of their child's school records. This right may be limited by issues of divorce and custody, and state intervention may limit a parent's right to these records. The school will release information regarding a student to the custodial parent or the parent with joint custody. The school will also release such information to a non-custodial parent unless that parent

has been denied visitation rights by court order. A non-custodial parent to whom visitation rights have been denied does not have a right to such information.

To ascertain the custodial status of parent(s), the school requires a certified copy of the custody order and certified copies of any modifications to such order. The school requires a signed statement from the requesting parent stating that the school has been provided with all current court orders and modifications that pertain to the visitation rights of the non-custodial parent.

A step-parent does not have the right as a step-parent to receive copies of the step-child's records. A foster parent does not have the right as a foster parent to receive copies of the foster child's records.

2. **Student:** A student may receive his or her own school records dependent upon the age of the requesting student. Students who are eighteen years of age or older have a right to their school records. The school may provide a student under the age of eighteen with copies of his or her own record with proper authorization of a parent or guardian.
3. **Other schools or entities:** A student's records may be furnished to another school or entity upon the written authorization and request of a custodial parent or guardian. Sacred Heart Catholic School may withhold records pertaining to any student if tuition and fees have not been paid in full.
4. **Governmental entities:** A student's records may be released to the Division of Family Services or a police officer for use in a child abuse investigation or proceedings. Sacred Heart Catholic School must comply with requests for student records when properly subpoenaed.

### **RELEASE OF STUDENTS FROM SCHOOL**

- A. **Parent:** A custodial parent may pick up a child from school. A non-custodial parent may also pick up a child from school in accordance with visitation rights. The school requires a copy of the court order which sets the respective custody and visitation right of parents.
- B. **Other Persons:** A child may be released to another individual upon the signed, written authorization of the custodial parent or of the non-custodial parent, consistent with that parent's visitation rights.

### **RESTRAINING / PROTECTIVE ORDERS**

Sacred Heart Catholic School requires a certified copy of any restraining/protective order which affects a student, and which does not allow the student to have contact on school property with any person(s) bound by the order. The terms of the order will dictate the limits of the order. Only those persons specifically set forth in the order are bound by its terms.

### **RIGHTS**

This Family Handbook contains established policies and procedures for Sacred Heart Catholic School. Since it is not possible for a handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this handbook at any time as circumstances may require. When changes are made to the handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

## **SACRAMENTAL PREPARATION**

### **Preparation for the Sacraments: Parent Meetings**

Many people are involved in this preparation: parents, teachers, the Director of Religious Education, the Principal, and the priests of the parish. As an aid to the parents, we provide one parent meeting to prepare for First Reconciliation, one parent meeting to prepare for First Eucharist, and one meeting to prepare for Confirmation. At these meetings the sacramental handbooks are distributed and other information concerning the theology, celebration, and practices are given. At least one parent is required to attend these meetings.

### **First Reconciliation and Eucharist Celebration Dates**

Sacred Heart parish follows all Archdiocesan guidelines in the preparation and celebration of the Sacraments. It is the Archdiocesan policy that Sacramental Celebrations be planned and executed as PARISH CELEBRATIONS with both Elementary and Parish School of Religion children. Due to the size and seating capacity of Sacred Heart Church, First Reconciliation and First Eucharist Celebrations are repeated. The dates are published in the Sacred Heart Catholic School calendar and Parish School of Religion calendar at the beginning of the year. First Reconciliation is normally celebrated in late November. First Eucharist is normally celebrated the first Saturday of May in the morning and afternoon.

### **Confirmation**

Preparation for this sacrament is on-going with more intense preparation during the seventh and eighth grades. In order for a teen to receive Confirmation in the eighth grade, he or she completes the program that includes a Commissioning with the sponsor, a Confirmation retreat, service hours, research on a saint, a reflection paper, a letter to the Pastor stating his or her desire to be confirmed, and an interview with parish staff or other community leaders. Parents, sponsors, teachers, priests, the Director of Religious Education, the Principal, and the Catholic community all have significant roles in this preparation.

The immediate preparation begins in January of seventh grade with a candidate/parent meeting. At this meeting the Confirmation Handbook containing details of preparation, service projects, forms, and celebration are distributed to the candidate and parents. At the candidate/sponsor commissioning, a handbook is also furnished for the sponsor.

During the eighth grade year, more immediate preparation for Confirmation begins; it gradually becomes more intensive as the parish celebration in February approaches.

### **Older Students Needing Sacraments**

Students who have not received Baptism, First Reconciliation, or First Eucharist according to the usual practice in the United States must contact the Director of Religious Education for the school. In addition, the child will attend the regular religion classes. It is the responsibility of the parent to contact the Religious Education Office.

**First Grade families** will be asked to assist with the receptions following First Reconciliation. They are also asked for a small monetary donation to provide a gift to the children.

**Sixth grade families** will be asked to assist with the Confirmation reception. They are asked for a small monetary donation to provide a gift for the newly confirmed.

## **SCHEDULES**

At the beginning of the year, teachers will provide parents with a classroom schedule that lists core subjects and specialty classes.

## **SCHOOL PICTURES**

Individual school pictures are taken during the year. Students dress in appropriate clothes for these pictures. Although each student has his/her picture taken, it is each family's decision whether or not to purchase the pictures. A class composite is developed and is made available for purchase.

## **SEARCH AND SEIZURE**

School officials with sufficient reasons to do so may search a student's locker or desk. With good reason, school officials may request that a student empty the contents of pockets, purse, backpack, or other personal belongings. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.

## **SODA**

Soda and caffeinated drinks are NEVER served or allowed within the school for students.

## **SPECIAL NEEDS**

Students with special needs may apply for admission to Sacred Heart Catholic School. Sacred Heart Catholic School requires current diagnostic evaluations and authorization to exchange information with specialists and agencies in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents are part of a student's cumulative record.

Special services are available to students at Sacred Heart Catholic School through:

1. Special Nonpublic After School Program (SNAP) sponsored by the Special School District of St. Louis County. SNAP services include but are not limited to tutoring, speech and language therapy, occupational and physical therapy, and study skills.
2. after- school tutorial programs sponsored by local public school districts;
3. full-time learning consultant on staff at Sacred Heart Catholic School. The learning consultant works with the Principal, teachers, and students to implement individual education plans and make required accommodations. He/she also works with the Principal, teachers, and student to meet the needs of all students.

## **STUDENT RECORDS**

Parents and guardians have the right to inspect and review the official active file of their children. Cumulative records for each student are maintained in the school. Records must be listed under each student's LEGAL NAME. Parents have the right to inspect and review their child's cumulative record. The principal must be contacted to do so and local procedures must be followed.

In the event that parents are divorced or separated with joint custody of the child, or divorced parents with the non-custodial parent having visitation regarding their child's education, medical treatment, and general welfare, the parents both have access to the child's records. If a non-custodial parent without visitation rights requests access to the child's records, the parent is NOT entitled to access his or her child's records or information.

## SUPPLIES

Supply lists for the next school year are sent to parents and students in June, and will be posted on the school page of the parish web site. Supplies must be replenished as they are consumed, lost, or otherwise diminished during the school year.

## TELEPHONE USE

Neither teachers nor students will be called to the phone from their classes.

If an URGENT message must be delivered, please give it to the school secretary or Principal.

Students may NOT call home for lost or forgotten items: books, lunches, etc. (See *Forgotten Items*, p.30.) Students may not call home to make social arrangements. Please do NOT direct students to call home from school. Students may NOT use the phone unless accompanied by a teacher who requests the student to call home.

## TESTING

In order to help the school identify early learning strengths and weaknesses, to measure general achievement, to diagnose specific abilities, to assess potential for learning, a testing program is in place.

- A. **Standardized Testing:** An achievement testing program is administered annually. The Assessment of Catholic Religious Education – ACRE-- is also given each year. The ACRE I is given to grade 5 and the ACRE II is given to grade 8.
- B. **Further Testing:** If the school or the parents see a need for a student to have further testing, contact is made between the parents and the school. The Principal then makes the necessary arrangements or recommendations to have the student tested. Testing may be done by the Special School District of St. Louis County or by various other agencies and community resources.

## UNIFORMS

Parents are asked to cooperate by ensuring that their children wear ONLY clean, neat, regulation attire in good condition. This is important to overall behavior and school spirit. Uniforms must be worn all year by students in grades K through 8 beginning the first day of school, unless announced otherwise. Students are expected to dress appropriately at all times.

- A. **Girl's Uniform** *All uniform items (jumpers, skirts, sweaters) must be purchased through the uniform company, Just Me Apparel. Please mark all uniform clothing with the child's name.*
  - a. The REQUIRED uniform for girls will be the red/navy plaid uniform. Grades K through 4 wear the jumpers; grades 5 through 8 wear the skirts. Skirts and jumpers must be no more than two inches above the knee. Skirts may not be rolled. Waistbands must be visible.
  - b. Blouses: White round collar; white pointed collar; white button down collar; white knit tab front collar; white turtleneck knit shirt. The approved, white shirt bearing the parish logo may also be worn. Grade 5-8 girls may wear the approved red embroidered polo purchased at *Just Me Apparel*. ALL MUST BE WORN TUCKED IN AND MUST HAVE NO ORNAMENTATION (no logos, lace, ruffles, bows, etc. other than the parish logo). If sweatshirt or sweater is worn over the blouse, collar must be over the outside of the sweater or sweatshirt.
  - c. Optional uniform items:
    - i. Sweaters: Vest, cardigan, crew neck, V-neck pull-on in uniform red or navy.
    - ii. Quarter-zip fleece tops in red or navy (purchased at *Just Me Apparel*).

- iii. Optional uniform slacks for girls may be worn during the months of December, January, and February only. Uniform slacks must be worn with a BELT and with uniform shirt TUCKED IN. Girls may also wear navy leggings; leggings should touch the socks and fit snugly around the legs.
    - iv. Optional uniform shorts for girls. Uniform shorts must be worn with a BELT and with uniform shirt TUCKED IN. Uniform shorts must be KNEE LENGTH, walking shorts purchased through Just Me Apparel.
  - d. Shoes: Any shoes may be worn EXCEPT the following: high tops, shoes which mark the floors, shoes with lights or rollers, boots of any kind, mules, clogs, or sandals. Cold weather boots may not be worn during the school day.
  - e. Socks: Socks must be a solid color of white or navy blue with no markings or logos. Only crew socks, anklets, or knee socks may be worn; socks must come above the ankle. Tights may be worn. Tights must be a solid color of white or navy blue.
  - f. Belts: Black, navy, or brown belts are to be worn with slacks and shorts.
  - g. Hair Accessories: Hair accessories of any color can be worn; accessories must not be distracting or overly large.
- B. **Boy's Uniform** *All uniform items can be purchased through the uniform company, Just Me Apparel. Please mark all uniform clothing with the child's name.*
  - a. The REQUIRED uniform for boys (K-8) will be the solid color, polyester/cotton, navy blue dress slacks; Uniform slacks must be worn with a BELT and shirts must be worn TUCKED IN.
  - b. Shirts: white point collar; white button down collar; white knit tab front collar; white turtleneck knit shirt. An approved, white polo shirt with the parish logo may be worn. Grade 5- 8 boys may wear the approved red embroidered polo purchased at Just Me Apparel. ALL MUST BE WORN TUCKED IN AND MUST HAVE NO ORNAMENTATION. (NO logos except for the parish logo.)
  - c. Sweaters: Vest, cardigan, crew neck, V-neck pull-on in uniform red or navy.
  - d. Quarter-zip fleece tops in red or navy (purchased at *Just Me Apparel*).
  - e. Optional uniform item: Optional uniform shorts for boys. Uniform shorts must be worn with a BELT and with uniform shirt TUCKED IN. Uniform shorts must be KNEE LENGTH, walking shorts purchased through Just Me Apparel.
  - f. Shoes: Any shoes may be worn EXCEPT the following: high tops, shoes which mark the floors, shoes with lights or rollers, boots of any kind, mules, clogs, or sandals. Cold weather boots may not be worn during the school day.
  - g. Socks: Socks must be a solid color of white or navy blue with no markings or logos. Only crew socks, anklets, or knee socks may be worn; socks must come above the ankle.
  - h. Belts: Black, navy, or brown belts are to be worn with slacks and shorts.
- C. **All Students:**
  - a. Hair must be of a natural hair color and not covering eyes. Hairstyles must not distract or interfere with the learning environment.
  - b. One ring, a watch, and a thin chain with a religious medal may be worn.
  - c. Make-up and nail polish may not be worn at school.
  - d. Girls may wear one stud earring in each earlobe.
  - e. No bracelets or ankle bracelets are permitted.
- D. **Sacred Heart Sweatshirts:** Sacred Heart Catholic School sweatshirts with the official logo may be worn to school. This sweatshirt is a crew neck style available at Just Me Apparel. Please mark sweatshirts with the child's name.
- E. **Gym Uniform:** Kindergarteners through second graders take P.E. class in the school uniform. Third grade students have the option to wear either their school uniform or Physical Education uniform. Grades 4 through 8 must wear the Sacred Heart Phys. Education red tee shirt and navy

mesh shorts purchased at *Just Me Apparel*. In cooler weather, navy sweat pants (with or without the Sacred Heart logo) may be worn. Tennis shoes must be worn. All students bring gym clothes in a gym bag which has the student's name on it. All gym clothes must be marked with child's name.

- F. **Spirit Day Dress/Uniform (Early Dismissal):** The spirit day dress is the regular school uniform or blue jeans in good condition, uniform shirt/ blouse or any Sacred Heart spirit wear.
- G. **Scout Uniforms:** Students may wear the official scout uniform to school on scout meeting days. If the scout uniform is adapted by the local troop, the permission of the Principal must be secured in order for the non-standard scout uniform to be worn to school.
- H. **Special Days:** During the school year, several special days will be celebrated. These may be designated non-uniform days and some of them may have a particular theme as designed by the Student Council, a school theme, etc. Guidelines regarding appropriate dress for these days will be given as they occur. If a student is not dressed appropriately for school, parents will be contacted.

## **VALUABLES AND TOYS**

Students may NOT bring any kind of valuable to school. The school cannot be responsible for such items. Students may not bring large amounts of money to school.

Personal items and toys should not be brought to school except for show-and-tell days or other activities designated by the teacher. In all cases, students may not bring valuable items or ones that cannot be replaced.

## **VISITORS**

All visitors, including parents, are to report to the school office to sign in and receive a visitor's pass upon entering the building. All visitors are to report to the school office to sign out and return visitor's pass upon leaving the building. The safety of the children is our primary concern. Visitors and parents may not simply walk into classrooms for any reason nor may they visit with students or teachers during instructional time.

## **VOLUNTEERS**

Volunteers and support staff must attend an orientation session if the volunteer job requires such orientation. In-services will be provided as needed. Volunteers who work with our children must complete the *Protecting God's Children* training.

## **WELLNESS PLAN**

Sacred Heart Catholic School follows Archdiocesan guidelines for a Wellness Plan. This plan includes physical fitness and nutrition guidelines and promotion of healthy practices for our students. The following practices are included.

Regarding parties: Our goal is to teach our children that they can celebrate and have a good time without a lot of unhealthy foods. We put emphasis on the games and activities. Toward this goal of developing lifelong habits of good health for our children, we require:

- x Healthy daily snacks. (We send a list of suggestions home each year.)
- x Party food is limited to one treat and a drink. The food must be commercially prepared and individually wrapped. We recommend water or juice. (Soda is never allowed at school.) Games and activities at the parties will not include food. Prizes will not be food items.



- x Treat bags (if given) will be limited to one food item.

We do not reward behavior or academics with food.

Food will not be provided to a class to celebrate a teacher's birthday.

Children's birthdays/Baptismal Blessings will be celebrated in the following ways:

- x Student Baptismal feasts will be celebrated monthly at an all-school Mass. Children who received their Baptism that month will be called up for a special Baptismal blessing. Also, all children celebrating their Baptismal blessing will be provided a treat from the cafeteria that same day.
- x The children may dress out of uniform that day.
- x Teachers will have individual birthday procedures in the respective classrooms.

These procedures eliminate food being brought into classrooms every time a child has a birthday.

Thank you for your cooperation with our Wellness Plan. Our school accreditation depends on it.

### **WITHDRAWAL**

Families who are moving or transferring to another school must complete the withdrawal process:

- A. Notify the Principal as soon as possible, in writing, of the intention to withdraw.
- B. Complete the transfer of records form.
- C. Close out all open accounts.
- D. Complete the local exit materials.

### **\*\*\*\*\*NOTE\*\*\*\*\***

This Family Handbook contains established policies and procedures for Sacred Heart Catholic School. Since it is not possible for a handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this handbook at any time as circumstances may require. When changes are made to the handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

The SACRED HEART CATHOLIC SCHOOL FAMILY HANDBOOK familiarization form must be returned to school by the last day of school in August each year.

Archdiocese of St. Louis  
WITNESS STATEMENT

For those Seeking to Enroll Their Children in a Catholic School or Parish School of Religion:

One of the blessings of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of the faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the Sacrament of Baptism, parents receive the following call from God to evangelize their children:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training her (him) in the practice of the faith. It will be your duty to bring her (him) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say or do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflect these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and example, the first and best teacher of my children in the faith.

Archdiocese of St. Louis  
WITNESS STATEMENT

Practically, this means I will:

- \* Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of my child's education and formation;
- \* To the best of my ability respect the teachings of the Church and help my children respect the Church and its teachings;
- \* Regularly participate in the Sunday Eucharist with my family (if not Catholic, support my children's participation in the Church of Baptism), include prayer in my daily life and form my children in the faith.
- \* Commit to speak frequently with my children about God and to include prayer in our daily home life;
- \* Participate in and cooperate with the School or Parish School of Religion in programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- \* Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;
- \* Teach my children by word and example to have a love and concern for the needs of others;
- \* Meet my financial responsibilities in supporting the Catholic school or the Parish School of Religion.
- \* Practice stewardship in support of the school and parish.

## Appendix II

### **Christian Witness Statement for Students who attend Catholic Schools**

#### **Pre-Kindergarten and Kindergarten**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. My Catholic school will help me grow in the Catholic Faith. I believe that:*

GOD LOVES ME.

I LOVE GOD.

GOD MADE EVERYTHING GOOD.

I WILL PRAISE AND THANK GOD.

GOD MADE ME SPECIAL.

I WILL ACT AS A CHILD OF GOD.

GOD MADE ME PART OF HIS FAMILY.

I WILL BE KIND TO ALL OF GOD'S FAMILY.

## **Grades 1-2**

*Grace and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. My Catholic school will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME.**

**I PROMISE TO LOVE GOD BY:**

- x LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
- x PRAYING EVERY DAY.
- x SPEAKING GOD'S NAME WITH RESPECT.

**GOD CREATED ME.**

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- x OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
- x BEING HONES AND TRUTHFUL.
- x DOING WHAT IS RIGHT.

**GOD MADE ME PART OF HIS FAMILY.**

**I PROMISE TO LOVE OTHERS BY:**

- x BEING RESPECTFUL OF OTHERS.
- x HELPING OTHERS IN NEED.
- x BEING KIND AND INCLUDING OTHERS WHEN I PLAY.
- x BEING KIND IN MY WORDS AND IN MY ACTIONS.

### **Grades 3-4-5**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. My Catholic School will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME.**

**I PROMISE TO LOVE GOD BY:**

- x PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- x SPENDING TIME PRAYING EACH DAY.
- x LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- x RESPECTING GOD'S NAME AND HIS CHURCH.

**GOD CREATED ME.**

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- x LEARNING WHAT JESUS EXPECTS OF ME.
- x RESPECTING MY BODY AS A GIFT FROM GOD.
- x BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- x BECOMING THE BEST PERSON THAT I CAN BE.

**GOD MADE ME PART OF HIS FAMILY.**

**I PROMISE TO LOVE OTHERS BY:**

- x HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- x GIVING GOOD EXAMPLE AS JESUS DID
- x PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS, TEACHERS, AND CHURCH.
- x BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.
- x BEING KIND IN MY WORDS AND IN MY ACTIONS.

## **Grades 6-7-8**

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. My Catholic School will help me grow in the Catholic Faith. I believe that:*

GOD LOVES ME.

### **I PROMISE TO LOVE GOD BY:**

- x STUDYING ABOUT GOD; FATHER, SON, AND HOLY SPIRIT AND HIS CHURCH.
- x PARTICIPATING THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- x DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
- x FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- x READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

GOD CREATED ME.

### **I PROMISE TO LIVE AS A CHILD OF GOD BY:**

- x TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- x BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
- x TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
- x VALUING MYSELF AND DEVELOPING MY GIFTS.
- x LIVING THE GIFTS OF THE HOLY SPIRIT.

GOD MADE ME PART OF HIS FAMILY.

### **I PROMISE TO LOVE OTHERS BY:**

- x SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
- x RESPECTING ALL PERSONS, PLACES, AND THINGS AS GIFTS FROM GOD.
- x GROWING IN COMPASSION BY SERVING THOSE IN NEED.
- x BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- x WORKING WITH OTHERS TO HELP MAKE MY SCHOOL AND PARISH A BETTER PLACE.
- x BEING KIND IN MY WORDS AND IN MY ACTIONS.

# Morning Arrival

Children are late if they come into school after 7:45 AM.

Forest  
Lot

Church  
Lot



EDUCATION  
CENTER

Street closed  
7:30 to 7:45AM

ANN AVENUE

PARISH  
OFFICE

DIDIAN  
LOT

Kister  
Lot

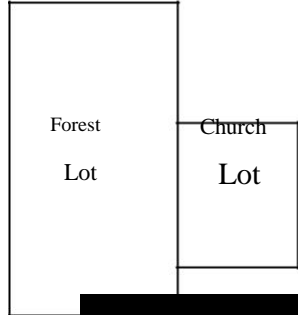
DIDIAN

- ¾ Children must exit from passenger side of vehicle (school side).
- ¾ Children must arrive between 7:30-7:45AM.
- ¾ Do not park in the drop-off zone.
- ¾ If you must come into school, park on the lower Church Lot or Forest Lot and walk your children into school.



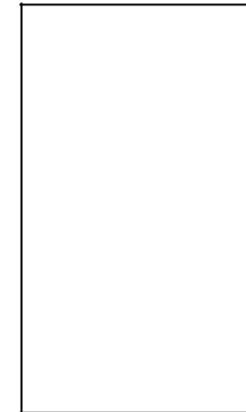
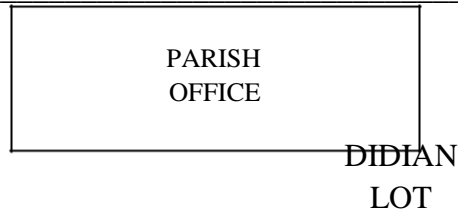
# Afternoon Dismissal

All children must be picked up in one of our three designated lots.  
Enter lot. Turn off engine. Cars may not move until directed to leave.



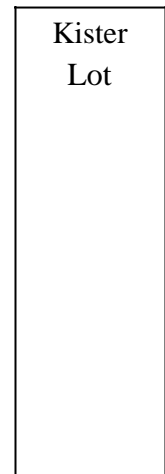
Street closed  
at 2:45 PM

ANN AVENUE



DIDIAN

Parking for latecomers.

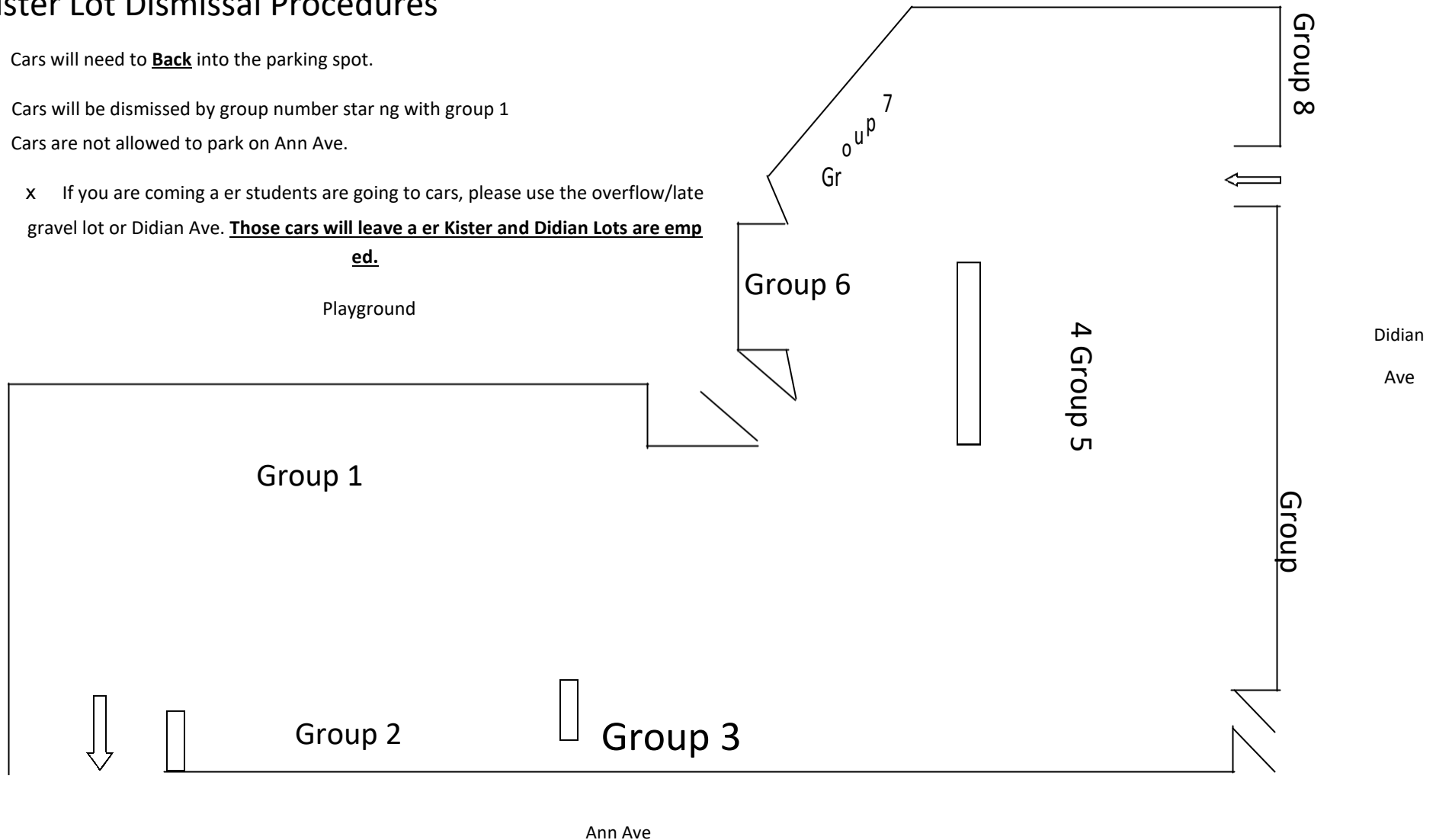


- $\frac{3}{4}$  Ann Ave. will be blocked w/barricades from 2:45 until all cars have been dismissed.
- $\frac{3}{4}$  In order to keep the children safe during dismissal, parking on Ann Ave. is NOT permitted. Didian Ave. parking (on Kister Lot side) is reserved for cars arriving after lots are closed. These cars must wait until lots are dismissed before leaving.

## Appendix V

### Kister Lot Dismissal Procedures

- x Cars will need to **Back** into the parking spot.
- x Cars will be dismissed by group number starting with group 1
- x Cars are not allowed to park on Ann Ave.
  - x If you are coming after students are going to cars, please use the overflow/late gravel lot or Didian Ave. **Those cars will leave after Kister and Didian Lots are emptied.**



## Appendix VI

### Sacred Heart Catholic School Family Handbook Familiarization

We, the undersigned parents/guardians, have read the Sacred Heart Family Handbook and agree to support its policies.

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Signature of Parents/Guardians

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Date

This form must be signed and returned to school by the last day of school in August.