



Educating Mind † Heart † Spirit

**PARENT/STUDENT HANDBOOK**

2023 – 2024

Mrs. Deb Brown

Principal

Fr. Philip Wilhite

Pastor

Tel: 936-756-3848

Fax: 936-756-4097

615 McDade St.  
Conroe, TX 77301  
[www.shcstx.com](http://www.shcstx.com)

After School Care  
Tel: 936-521-5918  
Tel: 936-521-5921

*We Transform the World!*

**CATHOLIC  
SCHOOLS**

THE ARCHDIOCESE OF GALVESTON-HOUSTON



**OUR MISSION ...**

**CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF  
GALVESTON - HOUSTON CALL YOUNG PEOPLE TO  
HOLINESS AND PREPARE THEM TO LIVE AND PROCLAIM  
THE GOSPEL OF JESUS CHRIST.**

**IN COLLABORATION WITH FAMILIES, WE TEACH THE  
VALUES OF OUR FAITH AND TRADITION, SERVE OUR  
COMMUNITY, AND ENSURE ACADEMIC EXCELLENCE.**

**OUR SCHOOLS ARE COMMITTED TO THE EVANGELIZING  
MISSION OF THE CHURCH TO EDUCATE AND FORM  
WITNESSES WHO TRANSFORM THE WORLD.**

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

*- Pope Francis*



THE ARCHDIOCESE OF  
GALVESTON-HOUSTON

## *Table of Contents*

### ADMISSIONS

• Catholic Identity .....	8
• Instruction .....	8
• Circle of Grace .....	8
• Liturgy and Worship .....	8
• Sacramental Preparation.....	9
• Stewardship .....	9
• Advancement/Development/Marketing .....	9
• Goals and Programs .....	9
• Admissions Policy and Procedures .....	10
• Documents to Include .....	10
• Age Requirements.....	10
• Toilet Training .....	10
• Student Transfers and Withdrawals .....	11

### FINANCIAL POLICIES

• Tuition and Fees .....	11
• Tuition Assistance Awards.....	11
• Financial Obligations.....	12
• Student Withdrawals .....	12
• Participatory Costs.....	13
• Money Sent to the School Office .....	13
• Withholding Report Cards.....	13
• Summer Camps.....	13

### ARRIVAL AND DISMISSAL PROCEDURES

• Before School Care Students.....	13
• Morning Assembly .....	13
• Student Arrival .....	13
• Student Dismissal .....	13
• Car Riders/Carpools (Maps Included).....	13
• Morning Arrival Route Map .....	14
• Afternoon Dismissal Route Map.....	14
• Weather Related Dismissal .....	15

### ATTENDANCE POLICIES

• Medical Appointments .....	16
• Restricted Physical Activity .....	17
• Tardy .....	17
• Release from School.....	17
• Early Dismissal .....	17
• Emergency Dismissal.....	17
• Exclusion from School (medical).....	17
• Student Records.....	17

### CUSTODY AND RELEASE OF STUDENTS AND/OR RECORDS

• Request to Release Student .....	18
• Request to See Student at School.....	18

• Medical Emergency .....	18
• Forgotten Items, Messages, Deliveries, Telephone Use .....	19

## UNIFORMS

• Dress Code for Students .....	20
• Non-Uniform Privileges .....	21
• Girls Uniform Detail .....	21
• Boys Uniform Detail .....	22

## ACADEMIC POLICIES

• Curriculum and Guidelines.....	23
• Artificial Intelligence .....	23
• Missed Class Assignments .....	24
• Homework .....	24
• Report Cards and Progress Reports... ..	24
• Promotion and Retention .....	24
• Standardized Testing .....	25
• Assessment and Grading .....	25
• Modified Grades.....	28
• Credit Recovery .....	28
• Credit By Examination.....	28
• Graduation.....	29

## AWARDS

• Outstanding Academic Student Award .....	29
--	----

## SPECIAL NEEDS LEARNERS AND REFERRALS

• Special Needs .....	29
• Legal References to Services .....	30
• Special Services Records .....	30
• Criteria for Acceptance.....	30
• Admissions for Students with Special Needs – New Students .....	30
• Student Identification for Referral – Currently Enrolled Students.....	30
• Accommodations .....	31
• Modifications .....	31
• Standardized Assessment for Student with Exceptional Learning Needs.....	32
• Guidance Program.....	32

## LIBRARY

• Library Fines .....	33
-----------------------	----

## LUNCH

• Lunch Expectations .....	33
• Lunch Expectation .....	33
• Lunch/Recess Schedule .....	34
• Playground Supervision .....	34

## EXTENDED DAY PROGRAMS

• After School Activities Program (ASAP).....	34
---	----

## ABUSE/NEGLECT

• School Report of Suspected Abuse or Neglect .....	36
---	----

• Become a Saint Guidelines.....	37
• Discipline.....	38
• School Wide and Classroom Discipline Plans.....	38
• Evaluation.....	38
• Student Refocus Form .....	39
• Principal Conference Form.....	40

#### STUDENT RIGHTS - SCHOOL ENVIRONMENT

• Bullying.....	41
• Harassment .....	41
• Reports of Bullying, Harassment or other Threatening Behavior .....	41
• Harassment Policy .....	41

#### Sexual Harassment

• Prohibition of Sexual Harassment.....	42
• Reporting Sexual Harassment.....	42

#### SEARCH & SEIZURE

• School Owned Property & Equipment .....	43
• Locker Search and Student Belongings .....	43
• Personal Property .....	43
• Suspension.....	44
• Expulsion.....	44
• Home Study Program.....	44
• Possession or Use of Controlled Substances .....	44
• Vaping Policy.....	44

#### COMMUNICATION

• Website.....	45
• Weekly Folders.....	45
• RenWeb.....	45
• Conferences .....	45
• Safety/Emergency Operations Plans.....	45
• Emergency School Closing .....	45
• Change of Address/Emergency Information .....	46
• Conflicts/Issues.....	46
• Parent/Guardian Grievance Process.....	46
• Appeal and Review of Expulsion and Extended Suspensions .....	48
• Computation of Time .....	48

#### TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

• What is Expected.....	49
• Internet and Email .....	49
• Electronic Communication.....	49
• Cyber-bullying .....	49
• Cell Phones Electronic Devices.....	50
• Social Networking.....	50
• Sacred Heart Learning Platforms.....	50
• Appropriate Chromebook Usage – Technology Guidelines.....	50

#### PARENTAL INVOLVEMENT

• School Visitors.....	52
• Advisory School Council .....	52

• Parent-Teacher Organization (PTO).....	52
• Booster Club.....	52
• Oktoberfest .....	52
• Gala .....	52
• Sacred Heart Catholic School Golf Classic .....	52
• Annual Fund.....	52
• Steps for Students.....	52
• Volunteer Hours .....	53
• Fundraising.....	53

## HEALTH

• Immunization Checklist.....	53
• Insurance .....	57
• Sickiness .....	57
• Communicable Disease Control Measure.....	57
• Medications in School .....	57
• Scheduled and As Needed Medication Permission .....	58
• Annual Student Screenings.....	58
• Car Seats.....	58

## GENERAL INFORMATION

• Field Trips .....	59
• Eighth Grade Field Trip to Washington D.C. ....	59
• Party Policy .....	59
• Birthdays .....	59
• Yearbook and School Pictures.....	60
• Student Articles Forgotten at School.....	60
• Lost and Found.....	60
• Safety/Emergency Operations Plan.....	60
• Use of School Grounds and Facilities.....	60
• Extra-Curricular Activities .....	60
• Athletics .....	60
• Parent/Student Handbook Acknowledgment.....	62
• 2022-2023 School Calendar .....	63
• Field Trip Permission Slip .....	64
• Media/Publicity Release.....	65
• Technology Acceptable Use Policy (TAUP): Grade K-3 .....	66
• Grade 4 - Appropriate Chromebook Usage... ..	67
• Grade 5-8- Appropriate Chromebook Usage.....	69
• School COVID Guidelines .....	71

August 2023

Dear Sacred Heart Families,

Welcome and thank you for choosing a Catholic education for your child. The education of your child is a partnership between you and school, and the policies and regulations contained in The Parent/Student Handbook are for informational purposes only that are designed to help facilitate the development of spiritually, academically, socially and psychologically well-rounded individuals.

Please review this entire handbook to gain a complete understanding of student and family expectations at Sacred Heart Catholic School. Each family will be asked to sign and return the Parent/Student Handbook Acknowledgement Form using a Google form. If you have any questions, please contact me at [dbrown@shcstx.org](mailto:dbrown@shcstx.org).

I wish you and your family an enriched and successful school year.

Blessings,  
Mrs. Deb Brown  
Principal

*Children are a gift from the Lord; they are a reward from Him.*

*Psalms 127:3*

***The school maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time giving parents prompt notification if changes are made. The school has the right to withdraw student(s) or parent(s) for failure to comply with any of the policies in this handbook. All interpretation and application of the rules and policies in the Parent Student Handbook are at the sole and final discretion of the pastor and principal.***

## **ACCREDITATION**

Every seven years, Catholic schools in Texas adhere to the accreditation process from the Texas Catholic Conference of Bishops' Education Department (TCCB ED). Sacred Heart Catholic School will undergo this process in the fall of 2023.

## **MISSION STATEMENT**

Sacred Heart Catholic School commits to forming Disciples of Christ by instilling the values and teachings of the Catholic faith. We cultivate an environment that calls to holiness through service, while creating a thirst for knowledge and promoting academic excellence.

## **SCHOOL VISION**

Sacred Heart Catholic School guides children to be the Light of Christ.

## **SCHOOL PHILOSOPHY**

Sacred Heart Catholic School strives to be an expression of the teachings of the Church, passing on Christian hope and faith, deriving its philosophy from the Gospel and the teachings of the Catholic Church. Students, staff, teachers and parents purposefully create a community infused with religious truths and Christian values where self-discipline, respect and responsibility are taught and lived.

Education is directed toward the whole child- spiritual, intellectual, moral, social and physical, in order to bring each child to their full potential. Individual talents are developed, and children are encouraged to use their gifts in service to God, neighbor and community.

## **CATHOLIC IDENTITY**

Catholic Schools have as their central goal the formation of disciples providing students, parents, faculty and staff with opportunities to learn and live their Catholic faith. Catholic Identity is what sets us apart from other schools. The foundation for our Catholic Identity comes from the command of Jesus. "Go, therefore, and make disciples of all nations." (Matthew 23:19) We recognize Christ as the unseen but ever-present teacher in our classrooms. With Him as our model, we work together to provide students with experiences and opportunities to know and feel God as a real presence each day. All members of our school community are encouraged and expected to live as Jesus taught us to live accepting the responsibility for serving others by sharing the gifts and talents received from God.

We follow the teaching and example of Jesus and seek others do the same as Disciples of Christ. To encourage moral, social and spiritual growth, students are immersed in their religion throughout the school day. Prayer and reflection begin, permeate and end our daily routine. Classroom prayer tables, crucifixes and religious bulletin boards are reminders that Christ is here with us. The teachings of Jesus are taught by example and built into all areas of the curriculum, as well as our discipline program. Students deepen their knowledge of our Catholic faith through masses, serving as altar servers, cantors, choir members and lectors. They serve others through the Children's Charity Account and stewardship projects that reach the local, area and global communities. Students participate in Catholic traditions such as feast days, Living Rosary, Stations of the Cross, May Crowning and the celebration of Catholic Schools' Week.

Continuing to build the Catholic identity of Sacred Heart Catholic School is a goal for our faculty/staff. Therefore, opportunities are provided through the Catholic Identity committee of the Advisory School Council and the Archdiocese so that they can grow spiritually through prayer, retreats and religious in-services. Teachers are required to complete the Archdiocesan Catechist Certification Program. A Religion Coordinator guides our religious programs and activities as well as represents our school at the Archdiocesan level.

## **INSTRUCTION**

The Archdiocesan Religion Curriculum Guide is key to accomplishing our mission of transforming our world by forming witnesses and evangelists of Jesus Christ. The goals and objectives identified are essential for students to achieve essential learning expectations so that they are able to articulate their faith. In addition, schools implement the circle of Grace program.

This framework was created by a joint effort of the Office of Evangelization and Catechesis, the Office of Adolescent Catechesis and Evangelization, and the Catholic Schools Office. It is the basic framework upon which catechesis in both Catholic schools and parish faith formation programs is built. Catholic Schools follow the standards specific to Catholic Schools.

All students attending Sacred Heart Catholic School participate in religion that is taught daily and is integrated into other subject areas and school activities, as well as guidance and discipline programs. Our religion permeates all that we do. Textbooks and resources are selected from a list of Archdiocesan approved materials. The Archdiocese of Galveston-Houston requires that parishes and schools provide instruction in family life issues, social justice and sexuality catechesis. Sexuality catechesis is conducted as a partnership between home and school during the school year for grades K-8 incorporating Theology of the Body. The Archdiocese works in collaboration with schools to increase the faith knowledge of both students and faculty/staff. In order to monitor the faith knowledge, the Catholic Schools Office uses the standardized religion assessment for students (5<sup>th</sup> and 8<sup>th</sup> grades annually), and faculty and staff (every three years). Sacred Heart Catholic School is a member of the National Catholic Educational Association or NCEA.

## **CIRCLE OF GRACE**

The goal of the Circle of Grace program is to educate and empower children and young people to actively participate in a safe environment for themselves and others.

## **LITURGY AND WORSHIP**

Students in PK4-8th grade attend Mass weekly. PK3 begins attending school Masses when it is decided they are



ready to sit through mass. Students attend mass weekly with their “Big Buddies.” Feast days and commemorations of special events or liturgical seasons may be planned and celebrated. Students in 2nd-8th grades are given opportunities to participate in the sacrament of reconciliation during the school year. Official school uniforms are worn for Masses unless other directions are given. Parents, family members, friends and parishioners are invited to worship with us.

## **SACRAMENTAL PREPARATION**

We recognize that sacramental preparation is the primary responsibility of a child’s parents. Sacramental study is an integral part of the second-grade religion curriculum at Sacred Heart Catholic School and serves to support the family in this preparation. If you have questions about the sacramental preparation program, please contact the parish Office of Faith Formation.

## **STEWARDSHIP**

We are all called to serve humankind with Christ as our model. To be of service to others, we are called to put our love for God into action as disciples, to help “the least of our brothers”, to act as Christ has enjoined us to when he said, “Love one another as I love you.” (John 15: 12). Members of our school community are encouraged to live as Jesus taught us to live and accept our responsibility as disciples for serving all people by sharing the gifts and talents received from God. Stewardship is a key component to our religion program allowing members of our school community to experience the grace and joy of giving, to be reminded of our mission to serve, and to utilize the resources God provides for His Glory and betterment of His creation. We join with schools across the Archdiocese in continuing the ministry of Jesus Christ through Works of Mercy, which are charitable actions that aid our neighbors in their spiritual and bodily needs. The Works of Mercy allow families, students, and staff to participate in a variety of stewardship projects throughout the year.

Stewardship projects are planned to be age and grade level appropriate. These projects may be school wide, by grade level or by an individual classroom. Upper grade levels may plan off campus stewardship projects in the local and surrounding area and hands on projects are encouraged. School wide projects are planned and coordinated in ways we can serve our school and parish as the community and world we live in. Responding to our Baptismal commitment to serve others, we have incorporated a service requirement into religion classes. The service hour requirements are: 4<sup>th</sup>/5<sup>th</sup> grade 10 hours and 6<sup>th</sup> /7<sup>th</sup> /8<sup>th</sup>/ grade 20 hours. Students complete their service hours during the school year. They are given a log in which they record the date, service performed, the number of hours, and signature of the supervisor. The completed log is turned in to the religion teacher at the end of the school year and is a major religion grade for the fourth quarter for grades.

## **ADVANCEMENT/DEVELOPMENT/MARKETING**

The Advancement office was established to support and share the mission and vision of Sacred Heart Catholic School throughout the community to build relationships, create awareness and make a larger impact for our students. The Advancement office provides leadership and management of the direction, planning and execution of development, communications and fundraising related activities for SHCS. Through strategic planning and executing marketing and communication activities that support relationships between the school and its external constituents, such as the community, parish community, alumni, parents, donors and friends which support the school, our goal is to create a greater community presence which invites stewardship and support for the school.

## **GOALS AND PROGRAMS**

All goals set forth by the Archdiocese will be related to the National Catholic Education Association (NCEA) National Standards and Benchmarks for Effective Catholic Schools. The CSO will work to provide annual goals that will enhance the programming of our schools and elevate from good to great, and from great to even greater. In addition, schools write annual goals for curriculum, instruction and/or assessment that address their local programming, current situation, and strategic plan.

## **ADMISSIONS POLICY AND PROCEDURES (Archdiocese Policy 5110)**

Sacred Heart Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

Students that are applying for admission that have been home-schooled or transferring from a non-accredited school will be given assessments prior to acceptance.

### **ADMISSION PROCEDURE**

An admission packet may be completed by clicking “Apply Now” on the website at [www.shcstx.com](http://www.shcstx.com). The completed application and enrollment packet must be submitted online. The following documents must be uploaded online or submitted to the school office with the required application fee.

### **DOCUMENTS TO INCLUDE:**

- Birth certificate
- Baptismal certificate
- Immunization record
- Previous school records \*\*\*Sacred Heart will request school records.
- Most recent report card
- Standardized testing results (if applicable)

### **AGE REQUIREMENTS:**

- A student entering Pre-K 3 must be 3 years of age on or before September 1 of the current school year.
- A student entering Pre-K 4 must be 4 years of age on or before September 1 of the current school year.
- A student entering Kindergarten must be 5 years of age on or before September 1 of the current school year.
- A student entering first grade must be 6 years of age on or before September 1 of the current school year.

### **TOILET TRAINING:**

All children entering school must be fully toilet-trained before coming to school. This includes participation in the Before and After School Program. Children will not be allowed to wear diapers or pullups while at school.

A toilet trained child can do the following:

- be able to tell the teacher they need to go to the restroom in sufficient time to avoid accidents,
- be able to pull their underwear and pants down and up without assistance,
- be able to get on and off the toilet by themselves,
- be able to wipe themselves after using the toilet,
- be able to wash and dry hands, and
- be able to postpone going if they must wait for someone who is in the bathroom or if they are outside, or away from the classroom.

Upon receipt of the application packet and fee, an admissions assessment will be administered. Prospective students are encouraged to shadow students in his/her current grade if desired.

Upon acceptance, a non-refundable registration fee is required.

A student is admitted to a school with the understanding that he/she is admitted on a conditional basis with the length of the conditional period and the criteria of evaluation to be removed from conditional acceptance clearly established in writing. The school's conditional acceptance policy shall be written in the Parent/Student Handbook and in the school's admission policy.

Students with conditional acceptance are subject to administrative withdrawal if they fail to meet the expectations of the school or to follow school policies and procedures pursuant to school handbook guidelines.

### **STUDENT TRANSFERS & WITHDRAWALS**

When a student is transferring to another school, parents should notify the principal, registrar and homeroom teacher. It is advisable to notify the school as soon as possible of the transfer. Transcripts and other school records will be released after all financial obligations have been met and all textbooks, library books, school issued technology and any other school related items have been returned to the school in the same condition as when checked out to student.

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

## **FINANCIAL POLICIES**

### **TUITION AND FEES**

Upon recommendation of the School Finance Committee, after a review of the annual operating budget, the committee sets tuition and fees prior to student enrollment for the new school year. Sacred Heart Catholic School expects that all families who have a student(s) enrolled in the school will satisfy their tuition and fees obligation when due. Parents are required to sign a Registration and Tuition Payment Agreement to complete each student's enrollment. Families have an option to pay tuition in full, two half payments (one being in July and the other in January) or in ten monthly online payments that begin in July. All tuition payments must go through FACTS, an online management service. A service fee of 2.85 % will be assessed per FACTS credit card transaction. Online payments are made monthly using a credit card, debit card or a checking account. A late payment of \$35.00 will be assessed for late payments, which will accrue monthly.

Catholic students are eligible for Catholic tuition rates. Families are considered Catholic if the child has received the Sacrament of Baptism and First Holy Communion (if age appropriate). Parents/guardians must be tithing members of a Catholic parish or will be charged the non-Catholic rate.

Re-registration fees are paid later in the current school year for the following school year or upon acceptance to the school to reserve seating for the next school year.

### **TUITION ASSISTANCE AWARDS**

The Archdiocese of Galveston/Houston provides some tuition assistance based on need. Applications are completed and submitted to the Archdiocese by given dates. [www.choosethatcatholicchools.org](http://www.choosethatcatholicchools.org)

We have established a tuition scholarship program to provide financial assistance to Sacred Heart families as well as school and parish staff members whose children might otherwise be unable to afford a Catholic education. We award these tuition scholarships based on need rather than academic excellence. Families seeking tuition scholarships from Sacred Heart are required first to apply online to the Archdiocese of Galveston-Houston for assistance before a meeting can be requested with Sacred Heart's Scholarship

Committee. A report from the Archdiocese will be sent to the school showing any tuition assistance awarded to a family prior to a family receiving a Sacred Heart scholarship. PK students are not eligible for any assistance from the Archdiocese unless he/she has a sibling in kindergarten - 8<sup>th</sup> grade. This and all other documents related to tuition scholarships are confidential.

From the limited funds available, the Tuition Scholarship Committee (made up of non-school family members) will award tuition scholarships taking into consideration each family's need as presented when interviewed by the committee. Tuition scholarships will be limited to a portion of the total tuition. There is no actual transfer of funds to the family once assistance is allocated. The funds will be credited to the family's tuition account in the school office. Families will be responsible for the balance of tuition to be paid in accordance with the tuition and fees policy. A family receiving a tuition scholarship must provide volunteer services to the school in support of various school activities, programs and events. Families receiving tuition scholarships are required to document volunteer activities at mid-year and, if applicable, as part of the application process for the following school year.

In the genuine spirit of Christian sharing, if during the school year covered by the tuition scholarship, a family receiving a scholarship becomes financially able to attend school without financial assistance, that family is expected to pay the remaining tuition, thus allowing aid to be extended to another family in need. Unplanned financial hardships may occur including but not limited to job loss, separation or death of a spouse, unusual medical expenses, etc., resulting in a need for emergency assistance. When such special circumstances occur, families should contact the school concerning the emergency. If such hardship continues and a desire to remain at Sacred Heart Catholic School the following year exists, families must complete the Archdiocese tuition assistance application process.

Sacred Heart recognizes that a student's withdrawal could be due to hardship. Examples of such hardships might include financial difficulty due to loss of employment, serious illness, relocation out of the area, or other relevant facts. Withdrawal of a student due to enabling the student to attend another school is not considered a hardship. It is the responsibility of the family to promptly notify the principal in writing of a potential hardship to avoid adversely impacting the student's continued enrollment. When hardship cases are reported to the principal, alternate methods for payment of fees and tuition may be arranged at the sole discretion of the principal and pastor.

### **FINANCIAL OBLIGATIONS**

The obligation to pay tuition for the full academic year is unconditional as of July 1 of the current year or the effective date of the Tuition Agreement. No deduction or remission of tuition shall be made by the school for any absences, dismissal or withdrawal for disciplinary, academic, personal or other reasons whatsoever including school closure in the event of a disaster or pandemic. The principal will send a letter if tuition is 30 days past due as a reminder of financial obligations. Tuition 60 days past due will receive a joint letter from the pastor and principal. After 60 days of non-tuition payment the student(s) will be withdrawn. If there are any unpaid fees and/or tuition at the time of re-registration a student may not register until fees and/or tuition are current.

### **STUDENT WITHDRAWALS**

If a student withdraws from Sacred Heart Catholic School, a prorated tuition balance refund will be granted only in the case of:

- An extended illness.
- A move of the student's family from the area.
- Behavior or Academic
- Withdrawal requested by Sacred Heart School.

The tuition is prorated by month, with 20% of the semester's tuition balance charged for each month or partial month a student is enrolled at Sacred Heart Catholic School.

Tuition balance refunds for withdrawals other than the reasons listed above will be granted as follows:

- Withdrawals prior to school in August – 75% tuition balance refunded.
- Withdrawals in November – 50% tuition balance refunded.
- Withdrawals in January – 25% tuition balance refunded.
- Withdrawals after the last day of January of the current school year will not be granted.

### **PARTICIPATORY COSTS**

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

### **MONEY SENT TO THE SCHOOL OFFICE**

If cash or a check is sent to the school, it should be put in an ENVELOPE and include Student's NAME and the PURPOSE of the check.

### **WITHHOLDING REPORT CARDS**

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

### **SUMMER CAMPS**

All end of year financial obligations must be paid in full prior to a student participating in any summer camps that may be offered.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **BEFORE SCHOOL CARE PROGRAM**

Before School Care begins at 7:00 a.m. and students that attend Before School Care must be registered to attend COST IS \$10.00 per day/per student. All students are walked to and signed in to Before School Care by parents which is in the school or gym depending on time arrived at school.

### **MORNING ASSEMBLY**

Students will gather as a community in the gymnasium every morning, except on Wednesday, at 8:00 a.m. for Morning Assembly to include daily prayer, announcements and celebrations.

### **STUDENT ARRIVAL**

Parents are asked to drop students off using the drive through in front of the school (refer to map on following page) beginning at 7:45 a.m. Students will go directly to the gymnasium where teachers will monitor students before the start of school.

### **STUDENT DISMISSAL**

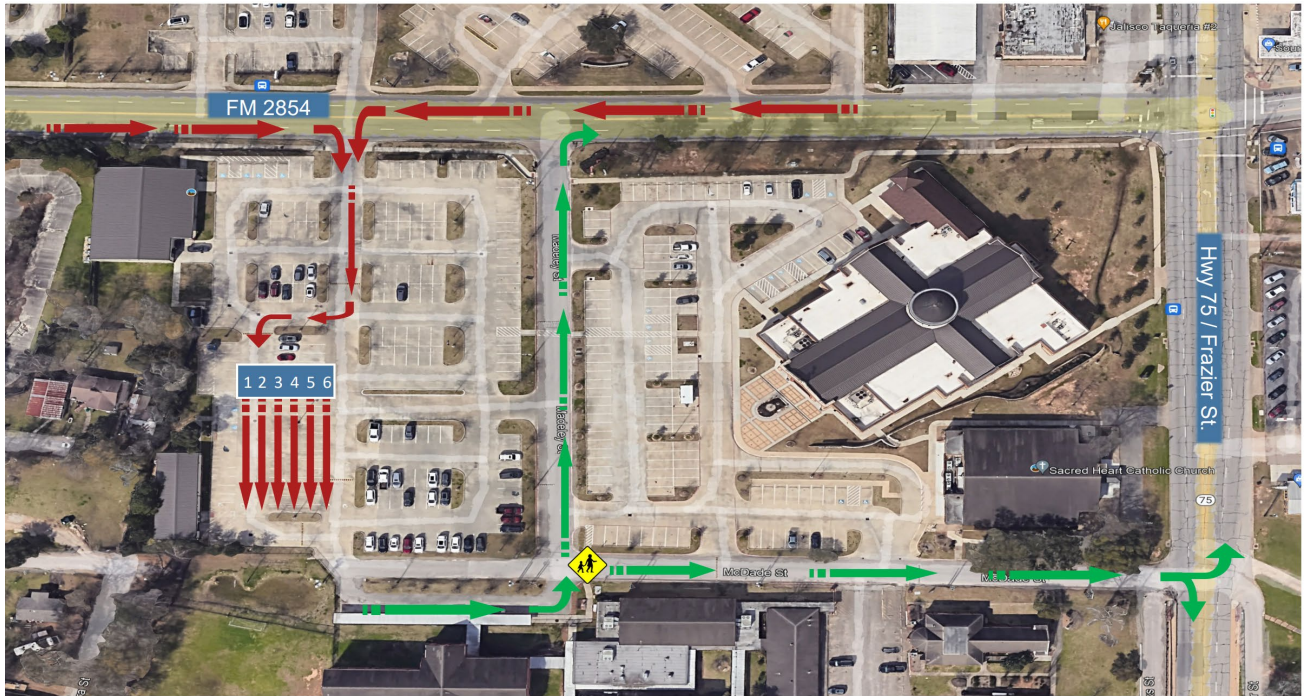
Students **may not** be picked up between 2:45 p.m. - 3:20 p.m. so as not to interfere with student dismissal procedures. Dismissal is at 3:20pm. Any remaining students after dismissal will be sent to ASAP and charged a fee.

### **CAR RIDERS/CARPOOLS**

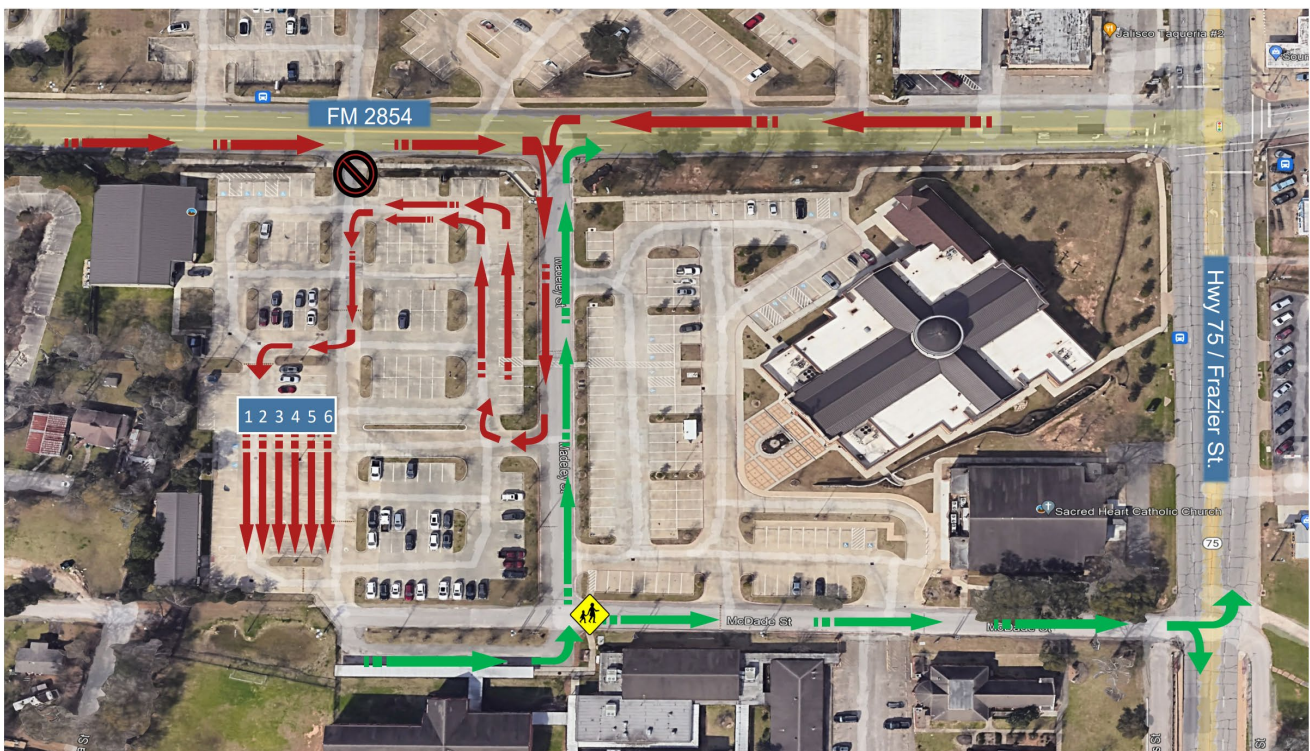
All students will be dismissed and loaded into cars on the drive-in front of the school building. A dismissal routine is in place to load students into cars in a quick and orderly fashion. Students will be loaded into the passenger side of the car.



**Sacred Heart Catholic School**  
2023 - 2024 Morning Arrival Route



**Sacred Heart Catholic School**  
2023 - 2024 Afternoon Dismissal Route



**\*\*To ensure everyone's safety, cell phones ARE NOT ALLOWED to be used DURING ARRIVAL or DISMISSAL procedures/carline.**  
**Thank you.**

To ensure an orderly and speedy dismissal, each family will be given 2 “Family Name” tags to be hung from the reviewer mirror. Teachers will be positioned in the car line to relay FAMILY NAMES to school personnel who will then arrange for students to be ready for loading as the car approaches the school drive. Each student should be listening diligently for their name to be called at dismissal. Additional car tags are \$10.00 each.

The school office must be notified of any carpools, students included in the carpool or any changes to carpools. A parent must call the school office if a student’s dismissal varies from the normal routine. If the office is not notified, the student will not be allowed to be dismissed differently.

#### **WEATHER RELATED DISMISSAL**

In the event of severe weather (heavy rain/downpours), lightning or heat advisories (temperatures over 95 degrees or heat index over 100 degrees), parents may be required to park and go to classrooms to pick up their children. During severe weather, the safety of our students, staff and members of our school community is our primary concern and takes precedence over convenience.

## ATTENDANCE POLICIES

Daily attendance is the only effective way to assure continued academic progress. In compliance with The Texas Catholic Conference Education Department, schools are in session 180 days each year or 75,600 minutes. Parents/guardians are expected to honor the published school calendar. School absences are defined as family emergency, including death and or serious prolonged illness; and absence due to illness including dental and doctor appointments. The school is obliged to keep and maintain an accurate record of daily attendance for each student.

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

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

**Full Day Attendance:** To be counted as present for a full day of school, a student must be in attendance for a minimum of four instructional hours (240 minutes) of the instructional day.

**Half Day Attendance:** To be counted present for a half day of school, a student must be in attendance for a minimum of two instructional hours (120 minutes) of the instructional day.

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

**Medical Absences:** Verification of medical and dental appointments is required from the medical or dental office on letterhead with physician's signature. Medical absences that require extended time off campus require a physician treatment letter for a home study or remote learning plan to be put in place.

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

### MEDICAL APPOINTMENTS

Making medical appointments during the school day is strongly discouraged. Please make a sincere effort to have all doctors' appointments made after school. If this is impossible and a student must be dismissed early, a note is to be sent to the teacher. Parents should report to the school office to check out the student.

Parents are required to sign the student back in at the school office before the student returns to class. All students are required to bring a doctor's note if they miss any part of the school day.



## **RESTRICTED PHYSICAL ACTIVITY**

If a student is unable to participate in Physical Education classes for more than 1 day, a Doctor's Note on letterhead must be submitted to the school nurse and PE teacher. The note should include specific date(s) that participation cannot occur. If participation in PE is not allowed, the student may not participate in extra-curricular activities (sports, electives or recess). A student who misses more than one (1) day of PE classes due to an injury may be given a written assignment about the subject being studied to receive a grade in PE. If a middle school student sits out "more than five (5) consecutive days" – that is equivalent to three (3) weeks of PE classes.

## **TARDY**

A student is tardy if he/she arrives after the 8:00 a.m. bell rings OR when carline is over in the afternoon. A student who is late in the morning is required to report to the front office before being admitted to class. A student who is not picked up on time in the afternoon will receive a tardy. Habitual tardiness is disruptive and seriously affects a student's school performance. Tardies are recorded for each grading period on report cards.

After the 5th tardy per quarter a 1<sup>st</sup>-8<sup>th</sup> grade student will serve an hour detention after school on the day of the 6th tardy recorded and each tardy following that for the quarter. PreK and Kindergarten will be charged a fee of \$15.00 after the 5<sup>th</sup> tardy. If necessary, parents will be contacted to discuss habitual tardiness and students may be subject to dismissal from school. A fee of \$15.00 PER CHILD/PER DETENTION will be included in the family monthly tuition payment. The fee is to pay an employee to man after school detention.

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

## **RELEASE FROM SCHOOL**

A dated written request or an authorization signed by the parent or guardian is required for a student to leave the school before the time of dismissal.

### **Early Dismissal**

There may be occasions when Sacred Heart dismisses at noon. If an early dismissal day occurs parents will be notified early enough to make arrangements for their student(s). After School Care is always an option for students to attend on early dismissal days but must let ASAP know in advance for planning.

### **Emergency Dismissals**

Emergency dismissals may be made at any time by the Principal or designated administrator when a serious condition such as sickness, accident, emergency home conditions, etc., warrants it.

Students may not be released during the day to anyone other than the parent or another adult who has been authorized by the parent in writing or who is listed on the emergency contact list.

## **EXCLUSION FROM SCHOOL**

Students diagnosed with a communicable disease will contact the principal and school nurse. TCCB ED Health Manual exclusions and requirements will be followed.

## **STUDENT RECORDS**

Student Records are integral to the instruction process. The cumulative folder is a record of each student's school history. It contains the student's yearly progress in academic subjects and indicates measurable student abilities such as those reflected by scores on standardized tests.

Contents in the cumulative folder should include, but are not limited to the following:

- legal name of student,
- place and date of birth,
- sex of student,
- name and address of parent (guardian) of minor student,

- religious preference,
- school entrance date,
- date and place of Baptism, First Eucharist, and First Reconciliation, if applicable,
- standardized test results, and
- verification of required immunizations.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. A copy of such document must be in the student's school file. Divorced or separated parents are required to file with the Sacred Heart certified copies of the most recent court orders together with all amendments, modifications and supplements. Parents are to ensure that the school has a complete and unaltered set of certified copies of the applicable court orders. Failure to follow this policy may result in the involuntary withdrawal of the student from the school. In cases of joint custody, both parents will be equally informed of their child's progress.

Continued strife between the parents is harmful to the student and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with Christian charity and will display a spirit of forgiveness. Ongoing parental disputes can be counterproductive to the mission of the school and in some cases, it is appropriate to discuss whether continued enrollment of the student is a viable option.

## **CUSTODY AND RELEASE OF STUDENTS AND/OR RECORDS**

### **Request to Release Student**

**Divorced parents**

- Release student only to the custodial parent. An exception can be made only upon the written request of the custodial parent. Written requests shall be kept on file.
- A change in custody should be noted with a copy of the most recent court order or court document and kept on file.
  - Any procedure outside of these guidelines must be approved by Principal.

**Separated Parents**

- Release to either parent unless there is a notarized statement from the parent-in-residence on file.

### **Request to See Student at School**

**Divorced parents who do not have joint custody**

- Contact custodial parent and abide by the expressed wishes of that parent.

**Separated parents**

- Permit either person to visit.

### **Medical Emergency**

**Divorced parents**

- Use emergency information listed in the student file.
- If joint custody has not been awarded, contact custodial parent first.

**Separated parents**

- Use emergency information listed in student file.
- May contact either parent

**The Archdiocese School Council Policy states: "A student shall not be released to any person other than the legal guardian (managing Conservator) except when the administrator has reasonable assurance that the release is authorized by the managing conservator."**

**The guidelines to implement this policy are as follows:**

1. The parent(s), guardian or legal custodian (the term “legal custodian” shall mean all such persons) shall be those persons identified as such on the student’s enrollment, census registration and emergency form.
2. A student shall not be released to any person other than the legal custodian except when the principal has reasonable assurance that the legal custodian authorizes the release. The questioned authorization for the release of a student shall be confirmed by the principal with the legal custodian. The principal may demand appropriate identification or authorization in writing from the student’s legal custodian. Further, the principal may demand that written authorization be confirmed by telephone or in person.
3. When a person attempts to change the rights of release involving the originally stated custodian, the principal shall take the following actions before releasing the student:
  - Notify the person presumed to be the student’s legal custodian of the attempted change.
  - Ask the person requesting the change to produce a certified (state or provincial) court order, with an official seal and signature, authorizing such a change. Court orders from other (jurisdictions) will not be recognized.
  - Ask the person requesting the change to provide a copy of the court order for the student’s records. The written request shall state on the copy that the original court order has been verified and is a true copy.

Principals receiving requests for such changes shall explain Archdiocesan procedures to the people making the requests.

When a school employee has reason to believe that a student has been or is likely to be removed from the school grounds by a person other than the legal custodian, the principal shall be notified immediately. When the principal believes an unauthorized person might attempt to remove a student from the school grounds, the principal shall use reasonable means to prevent the student’s removal. When necessary, the principal shall contact the appropriate local law enforcement agency or officers to request assistance. The principal also shall contact the student’s legal custodian.

**FORGOTTEN ITEMS, MESSAGES, DELIVERIES & TELEPHONE USE**

An important part of building responsibility in children is allowing them to experience logical and natural consequences. We ask that you not bring forgotten academic items to school (homework, projects, etc.). If an academic item is brought to a student, the student will have the same consequence as if submitting a late assignment.

If lunch is forgotten it may be brought to the office. Otherwise, lunch will be provided for students who forget to bring their lunch to school. Fast food may be brought in as a treat for birthdays, but not on a regular basis in place of forgotten lunches.

Deliveries of items, such as flowers, for students are not accepted. Classrooms will not be interrupted to deliver messages or items to students unless it is an emergency. The office staff is not responsible for calling classrooms, emailing teachers, or delivering forgotten lunches or other items. Students may check the drop off counter in the front office to see if something has been left for them. Students may use the school phone only in an emergency and are not allowed to use campus telephones or student cell phones to call or text for forgotten items nor are they allowed to re-enter classrooms after dismissal to get forgotten items.

Your cooperation in efforts to build responsibility in our students is appreciated.

## UNIFORMS

Students are required to wear school uniforms every day, unless given special permission by the Principal. **All clothing should be labeled with the student's name.** The uniform dress code is strictly enforced, and the dress code is to be followed at all times. Students in violation of the dress code will be given a uniform infraction. These violations will affect student's conduct grade. **Uniforms are to be purchased from Risse Brothers School Uniforms. [www.rissebrothers.com](http://www.rissebrothers.com) or at 346-319-4176. \*\*\*All uniform clothing must be purchased from Risse Brothers. NO EXCEPTIONS.**

### DRESS CODE FOR STUDENTS

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

Spirit Day: The first Thursday of the month is "SPIRIT DAY" unless otherwise noted on the school calendar or through an "email blast." Students may wear the following as an option to the school uniform: the current year's spirit t-shirt (sold through the school) with long blue jeans (no stains, tears or marking) or school uniform pants, shorts or skorts.

Shirts/blouses: All shirts/blouses must be neat, clean and tucked in allowing the waistband and/or belt to show. No 'blousing out'. Shirts/blouses are to be correct size, not baggy.

Shorts: Uniform walking shorts may be worn from the start of school through November 30<sup>th</sup> and from March 1<sup>st</sup> through the end of school.

Shoes: Matching pairs of athletic (rubber-sole) shoes for boys and girls may have the upper part of tennis shoes in solid black, grey, navy or white with a white sole. Laces must always be tied. No lights, pumps, platform, boots, high tops, backless, open-toed, or wheels allowed on shoes. **No prints or patterns.** \*Please see Girls/Boys breakdown below for Sperry policy. **Neon colors are unacceptable on the shoe or the shoelaces. Shoes must tie or Velcro securely to the foot.**

Socks/tights: Girls must wear navy cable knee socks on Mass days. Non-mass day's girls may wear navy bobby socks and PK-3<sup>rd</sup> may wear navy bobby socks or white plaid ruffle socks. "No show" socks are not acceptable. Girls may not wear leggings under the uniform shorts, dresses, skirts, or jumpers; navy tights are allowed during the cold weather. Boys may wear white crew socks with shorts and navy or black crew socks with pants. 8<sup>th</sup> grade boys will wear navy, black or khaki crew socks with pants. **(Crew socks are socks that are above the ankle.)**

School Jackets/Coats: Navy fleece jackets with the school logo may be worn and must be purchased through Risse Brothers. Sacred Heart hoodies may only be worn during sporting events not during school hours. **Non-uniform jackets/coats are allowed when weather conditions require more than the fleece jacket.**

Jewelry: Girls may wear one set of small, stud, pierced earrings at a time. No dangle, loop or brightly colored earrings are allowed. One religious bracelet permitted (girls or boys). A modest, religious medal or cross on a simple chain along with one small ring, and one watch are allowed. No Choker necklaces. No beeping/chiming watches are permitted. No body piercing or tattoos. The school will not be responsible for the loss, breakage or theft of jewelry and/or other personal items. Jewelry not conforming to the guidelines will be taken from the student and returned as designated by the administration.

Cosmetics: No make-up or nail polish. No false nails. No cologne or perfume.

Hair: Hair must be neat, clean, natural color and always groomed. No bleaching, tinting, or highlights. Hairstyles that are deemed distracting to the educational environment are inappropriate. Boys' hair length cannot cover the eyebrows or be longer than the collar of a shirt. Boys' hair must be neatly trimmed, no ponytails and/or braids. Facial hair is not allowed. Girls' hair must be controlled with barrettes, clips, etc. to keep it out of the face (long hair should be pulled back on PE days). **Hair bows must be red, navy, white or uniform material purchased at Risse Brothers.** \*NO other color hair accessories are acceptable. Hair ribbons and ponytail holders are not to be worn as bracelets. A parent/guardian will be notified by the administration to remedy distracting appearance deemed not suitable for school.

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

Backpacks: No rolling backpacks are allowed.

Scout uniforms: Boy Scouts and Girl Scouts are permitted to wear their uniforms to school for meeting days. Scout uniforms **may not** be worn to school on Mass days.

PE Uniforms: Middle School students are required to wear designated uniforms during PE class. The uniform consists of a t-shirt, shorts (athletic pants- optional) which are available for purchase through the school. Tennis shoes are also part of the PE uniform requirements.

### **NON-UNIFORM PRIVILEGES**

During the school year, special days may be designated as non-uniform dress days. Students are instructed as to what constitutes appropriate attire for these occasions. Certain types of apparel are inappropriate for school even on non-uniform dress days including halters, shorts, skirts, or dresses that are not school uniform length, shorts with fringe, shorts made of sweat-pant or jersey material, spaghetti-strap tops or dresses, T-shirts with offensive slogans/symbols, backless shoes, "no-show" socks and ragged clothing.

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

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

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

### **GIRLS**

**Mass Uniform for PK3 – 3<sup>rd</sup> Grade Girls:** White short/long sleeve Peter Pan collared shirt depending on the weather is required to be worn under the Mass Jumper. **Jumpers are only for Mass.** The jumper may not be more than 2 inches above the knee. A red cardigan monogrammed with Sacred Heart Catholic School Conroe in white and block font may be worn with the jumpers. Navy cable knee socks and closed toe "Sunday" shoes (no Sperry's or tennis shoes) are allowed to be worn for Mass. *Ex. Mary Jane's may be worn every day of the week, but school appropriate tennis shoes are always required for PE.*

**Mass Uniform for 4<sup>th</sup> – 7<sup>th</sup> Grade Girls:** White short/long sleeve Peter Pan collared shirt depending on the weather is required to be worn with the Mass plaid pleated skirt that has a 2-inch band at the top of the skirt and the skirt may not be more than 2 inches above the knee. A red sleeveless vest monogrammed with Sacred Heart Catholic School Conroe in navy with block font. Navy cable knee socks and closed toe "Sunday" shoes (no Sperry's or tennis shoes) are allowed to be worn for Mass. *Ex. Mary Jane's may be worn every day of the week, but school appropriate tennis shoes are always required for PE.*

**Mass Uniform for 8<sup>th</sup> Grade Girls:** White short/long sleeve Peter Pan collared shirt depending on the weather is required to be worn with the Mass khaki pleated skirt that has a 2-inch band at the top of the skirt and may not be more than 2 inches above the knee. A navy sleeveless vest monogrammed with Sacred Heart Catholic School Conroe in white with block font. Navy cable knee socks and closed toe “Sunday” shoes (no Sperry’s or tennis shoes) are allowed to be worn for Mass. *Ex. Mary Jane’s may be worn every day of the week, but school appropriate tennis shoes are always required for PE.*

**Non-Mass Attire for PK3-PK4 Grade Girls:** Red polo dress with school monogram with white bobby socks with school plaid or white plain bobby socks with tennis shoes. Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) and in addition to tennis shoes tan, navy or black Sperry’s or (no patterns, enhancements/sequins are allowed on Sperry’s or closed toe shoes like Mary Janes. Risse Brothers also sells a navy and white saddle oxford tennis shoe that is allowed to be worn for school but not for P.E. classes. Navy pants with red short or long sleeve polo shirt with school monogram in cold weather. White or navy tights may be worn red polo dress in cold weather. Fleece Jackets are worn during cold months.

**Non- Mass Attire for K – 7<sup>th</sup> Grade Girls:** Red polo’s long or short sleeve depending on student’s preference with monogram Sacred Heart Catholic School Conroe in navy and block font. Plaid skirt no more than 2 inches above the knee or navy flat front pants. (PK and K girls are not required to wear belts and may buy pants with elastic waists) If pants are worn, a navy or black braided or smooth belt must be worn. Navy nylon knee socks or navy bobby socks for 4<sup>th</sup> – 7<sup>th</sup> grades. In addition, PK – 3<sup>rd</sup> Grade may wear plaid ruffle socks. Navy tights may be worn during cold weather. Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) in addition to tan, navy or black Sperry’s (no patterns, enhancements/sequins are allowed on Sperry’s) or closed toe shoes. Parker also sells navy and white saddle oxford tennis shoes that is allowed.

**Non-Mass Attire for 8<sup>th</sup> Grade Girls:** Navy polo’s long or short sleeve depending on student’s preference with monogram Sacred Heart Catholic School Conroe in white and block font. Khaki skirt no more than 2 inches above the knee or khaki flat front pants. If pants are worn a brown braided or smooth belt must be worn. Navy nylon knee socks or navy bobby socks. Navy tights may be worn during cold weather. Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) in addition to tan, navy or black Sperry’s (no patterns, enhancements/sequins are allowed on Sperry’s) or closed toe shoes. Risse Brothers also sells navy and white saddle oxford tennis shoe that is allowed.

**\*\*Hair bows may be red, navy, white or plaid uniform material and may be worn on any day of the week.**

## **BOYS**

**Mass Uniform for PK3 – 7<sup>th</sup> Grade Boys:** White button-down collared shirt long or short sleeve depending on the weather with a red sleeveless vest monogrammed with Sacred Heart Catholic School Conroe in navy and block font. Navy flat front pants with a black or navy braided or smooth belt. **PK and K boys are not required to wear belts and may buy pants with elastic waists.** “Sunday” closed toe shoes in navy, black or natural/brown in color with navy or black crew socks. Boys may wear Sperry’s to Mass. No tennis shoes may be worn for Mass. (crew socks are socks that are above the ankle.)

**Mass Uniform for 8<sup>th</sup> Grade Boys:** White button-down collared shirt long or short sleeve depending on the weather with a navy sleeveless vest monogrammed with Sacred Heart Catholic School Conroe in white and block font. Khaki flat front pants with brown braided or smooth belt. “Sunday” closed toe shoes in either navy, black or natural/brown in color with navy, black or khaki crew socks. Boys may wear Sperry’s to Mass. No tennis shoes may be worn for Mass. (crew socks are socks that are above the ankle.)

**Non – Mass Attire for PK3 – 7<sup>th</sup> Grade Boys:** Red Polo’s long or short sleeve depending on student’s preference with monogram Sacred Heart Catholic School Conroe in navy and block font. Navy flat front shorts no higher than 2 inches above the knee or navy flat front pants worn with black or navy braided or smooth belt.

**PK – K boys are not required to wear belts and may buy pants with elastic waists.** Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) in addition to navy, black or natural/brown Sperry's. Boys may wear white crew socks (socks that are above the ankle) with shorts and navy or black crew socks with pants.

**Non – Mass Attire for 8<sup>th</sup> Grade Boys:** Navy Polo's long or short sleeve depending on student's preference with monogram Sacred Heart Catholic School Conroe in white and block font. Khaki flat front shorts no higher than 2 inches above the knee or khaki flat front pants worn with black, navy or khaki braided or smooth belt. Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) in addition to navy, black or natural/brown Sperry's. 8<sup>th</sup> grade boys may wear white crew socks (socks that above the ankle) with shorts and navy, black or khaki socks with pants.

**\*\*\*On PE days, all students are to wear tennis shoes or bring them to change into for PE class. PE shoes should be tennis shoes that have support and are for PE activities. Neon is not allowed on any tennis shoes worn at Sacred Heart Catholic School during school hours by any students. Tennis shoes must tie or Velcro securely to the foot.**

## **ACADEMIC POLICIES**

### **CURRICULUM AND GUIDELINES**

The Catholic School shall be distinguished by its unique curriculum which shall be designed to provide instruction not only in human knowledge and skills, but also in religious truths and Gospel values. Religion is the center of education in Catholic schools in the Archdiocese of Galveston/Houston. The religious dimension of the school extends throughout all subject areas and all school activities. Daily prayer, in addition to the weekly Mass and special liturgical celebrations provide a framework in which Gospel values can flourish.

Schools shall maintain a balanced curriculum that includes Religion, Language Arts (English-grammar and composition, reading, vocabulary, spelling, and handwriting), science (including inquiry-based investigations), social studies, fine arts, health, guidance, physical education, technology application and foreign language.

Curriculum - Standards and Instructional Resources the Archdiocese of Galveston-Houston has identified the Texas Essential Knowledge and Skills (TEKS) as the academic standards that serve as the foundation for curriculum development. Catholic identity is incorporated using the Catholic Curriculum Standards from the Cardinal Newman Society. We are committed to providing curriculum that is coherent, guaranteed, and viable so that our students are prepared for heaven, college, and career. The Curriculum Growth Continuum is an ongoing process for creating, revising, and updating the next generation of resources for schools to utilize as we strive to provide academic excellence for the students we serve. Archdiocesan Guidebooks specific to content areas and grounded on the premise of research-based best practices serve as a primary resource for schools in planning curriculum, instruction, and assessment that meet the needs and expectations of their unique school communities.

The use of Guidebooks ensures our Catholicity, raises the bar through rigor, and incorporates 21st Century Skills in classrooms across the Archdiocese.

It is the responsibility of the school principal to ensure that the instructional goals and objectives of the school are effectively developed, implemented, and evaluated by the faculty and staff through organization of the curriculum, the learning climate, and the educational experiences that provide for the personal growth and development of each student.

### **ARTIFICIAL INTELLIGENCE**

Artificial Intelligence is defined as the ability for a computer to think and learn. With AI, computers can perform tasks that are typically done by people, including processing language by perceiving and reasoning, problem-solving, learning, interacting with the environment and exercising creativity. The risk involved with artificial intelligence is also accompanied with new data privacy and security risks.

ZeroGPT, Turnitin.com and Grammarly are but a few programs that offer AI detection for teachers to use to check student work to see if AI has been used.

Students must maintain their academic integrity and are not allowed to use any type of artificial intelligence for any assignments. The use of AI will result in the student receiving consequences for his/her actions.

### **MISSED CLASS ASSIGNMENTS**

In an effort to promote responsibility in our students it is the responsibility of the student (beginning in 4<sup>th</sup> grade) to keep up with class assignments. Students with excused absences will make up any work missed.

- Students entering the school later in the day will make up work missed.
- Students absent on the day of a test will be expected to take the test the first day of returning to school.
- Students will be given an allowance of one school day for each day the student was absent to make up assigned work.
- On the day of an absence, class work/homework requests need to be emailed to the homeroom teacher. by 9:00 a.m. to allow sufficient time for teachers to collect work. If an email is not received by 9:00 a.m. the student will receive the work from the teacher the following day or upon returning to school.

### **HOMEWORK**

Assignments should reinforce skills previously taught, foster habits of independent study and meet the growth needs of students. 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> Grades and Middle School structure requires coordination of assignments to avoid excessive amounts of work.

PK – 5<sup>th</sup> Grades will be assigned homework Monday – Thursday and 6<sup>th</sup> – 8<sup>th</sup> Grades will be assigned homework Monday – Friday.

The approximate homework time allotment per night is:

PK	0 - 15 minutes
Grades K – 1 <sup>st</sup>	15 - 30 minutes
Grades 2 <sup>nd</sup> – 3 <sup>rd</sup>	30 - 45 minutes
Grades 4 <sup>th</sup> – 5 <sup>th</sup>	45 - 60 minutes
Grades 6 <sup>th</sup> – 8 <sup>th</sup>	60 – 90 minutes

Students may not bring backpacks to school with wheels.

### **REPORT CARDS AND PROGRESS REPORTS**

**Sacred Heart's grading period is reported in quarters; approximately every 45 days)**

Report cards are issued four times a year at the end of each quarter and Progress Reports are sent home at the midpoint of each quarter.

Report cards and records may be withheld when financial responsibilities to the school have not been met. These include but are not limited to tuition, Before and After School (ASAP) fees, library fines, payments for lost or damaged books, replacement cost of technology, etc.

### **PROMOTION AND RETENTION**

A student is promoted when all skills and objectives have been attained for a particular grade level. Social promotions and skipping of grade levels are prohibited by TCCB ED.

#### **Retention at the Elementary/Middle School Level**

Retention of a student is to be considered a last resort for students who do not meet the academic criteria for promotion. Any decision concerning retention must be made after considering all factors including:

- age of student
- maturity of student
- degree of deficiency in the students learning, as per grade level requirements
- achievement and instructional data



- review of academic interventions and
- any other special circumstances that have hindered academic progress for the student.

## STANDARDIZED TESTING

The Archdiocese has identified the following assessments as the standardized testing program for elementary schools. The Catholic Schools Office determines and publishes testing windows as part of the master calendar.

Grade Level	Assessment	Time of Year
Pre-K & K	No Requirements	
1 <sup>st</sup> Grade	NWEA <ul style="list-style-type: none"> <li>• *Reading Fluency with Dyslexia Screener</li> <li>• MAP Growth-Reading, Math</li> </ul>	3 Times a Year: Beginning, Middle, and End of Year based on NWEA assessment windows 3 Times a Year: Beginning, Middle, and End of Year based on ARCHGH assessment windows
2nd-3rd Grades	NWEA <ul style="list-style-type: none"> <li>• *Reading Fluency with Dyslexia Screener</li> <li>• MAP Growth-Reading, Math, Language</li> </ul>	3 Times a Year: Beginning, Middle, and End of Year based on NWEA assessment windows 3 Times a Year: Beginning, Middle, and End of Year based on ARCHGH assessment windows
4th-8th Grades	NWEA <ul style="list-style-type: none"> <li>• MAP Growth Reading, Math, Language</li> <li>• Science</li> </ul>	3 Times a Year: Beginning, Middle, and End of Year based on ARCHGH assessment windows 2 Times a Year: Beginning and End of Year based on ARCHGH assessment windows
5 <sup>th</sup> & 8 <sup>th</sup>	NCEA ACRE	End-of-Year
Professional Staff Members	NCEA IFG	End-of-Year (Every 3 years)
Reading Fluency should be assessed outside of the ARCHGH assessment windows.		

Evaluating the impact of faith formation and religious instruction requires educators to be attuned to the mission, goals, and strategies of sound catechesis. Students are assessed on the mastery of religious knowledge.

A standardized evaluation instrument is used to assess current catechetical and religious knowledge levels, which provides longitudinal and growth data. The evaluation instrument is administered to all professional personnel every three years. In addition, all professional personnel take classes to attain a Catechetical Certification/Renewal and non- Catholics receive a Catholic Knowledge Certificate.

### \*ARK – Assessment of Religious Knowledge

ARK is a reliable tool for assessing Catholic religious education programs and will be given once a year.

## ASSESSMENT AND GRADING

We believe that all students can learn and can demonstrate mastery through use of their God given gifts. Each school is responsible for assessment of student progress based upon curriculum standards adopted by the Archdiocese of Galveston-Houston. For grading in the Archdiocese to inform teaching and improve learning, consistency is necessary. Consistency in grading practices among schools ensures that grades are accurate, meaningful, and supportive of learning regardless of where a student may be enrolled.

It is important to assess students based on the expectations of the curriculum and clearly defined learning

criteria. Research shows that traditional methods of grading tend to measure students' short-term recall of information, rather than long-term understanding. As we shift our focus towards raising academic rigor, it is logical that we shift assessment and grading practices to support the development of long-term understanding and 21st Century skill acquisition. Teachers will collect authentic evidence of student achievement, not just what is easiest to measure. For this reason, a balanced process including assessment for learning (formative), as well as assessment of learning (summative) is utilized.

Formative assessments are designed to gauge student learning and understanding prior to and during the teaching of the content and to inform instructional decisions such as the need for re-teaching. They are used to identify needs, plan next steps, and provide students with feedback.

The purpose of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, formative assessments:

- a) help students identify their strengths and weaknesses,
- b) target areas that need work,
- c) help teachers recognize where students are struggling, and
- d) address problems immediately.

Summative assessments are designed to measure student learning and understanding at the conclusion of teaching the content. The purpose of summative assessment is to evaluate student learning at the end of an instructional unit (by comparing it against some standard or benchmark). Summative assignments are conducted after sufficient instruction, practice, and feedback are delivered, usually requiring students to demonstrate mastery of grade level content standards.

<b>Formative Assessment Examples</b>	<b>Summative Assessment Examples</b>
Informal teacher questions Conference with student Informal observation Rough drafts of written work Learning log (in process) Reflective journal (multiple entries) Mathematical problem-solving steps Practice science experiment Rehearsal of a presentation Working portfolio Practice checklists Practice rubrics (analytical) Graphic organizer Classwork Quiz Exit Ticket Self-evaluation Benchmark or interim test	Formal oral interview Conference with student Formal observation Final copy of written work Final learning log entries Mathematical final solution Final science experiment Final presentation End of unit project/product Showcase portfolio Final checklist Final rubric (analytical & holistic) Self-evaluation Teacher-made test Chapter test End of unit test Semester, mid-term, or final exams Standardized test

Students receive grades in grade levels 1st-8th for every subject taught. Grades are averaged and reported every quarter. (9 weeks) Progress reports are sent home mid-week of every quarter. Grades of 70% and above are passing grades. Students who have an academic average in any subject that is below 70% receive an F. The highest report card grade given is 100.

Weighting of grades is required in 1<sup>st</sup> -8<sup>th</sup> grades. Averages are calculated on a percentage basis for each type or category of assignment.

<b>Elementary (1<sup>st</sup>-5<sup>th</sup>)</b>	<b>Middle School (6<sup>th</sup>-8<sup>th</sup>)</b>
Formative Assessments – 40-60%	Formative Assessments – 30-50%
Summative Assessments – 30-50%	Summative Assessments – 40-60%
*Homework – <=10%	*Homework – <=10%

Weights are as followed:

**Elementary 1<sup>st</sup> -5<sup>th</sup>**

Formative 45%

Summative 55%

**Middle School 6<sup>th</sup> -8<sup>th</sup>**

Formative 45%

Summative 55%

**1<sup>st</sup> – 8<sup>th</sup> Grades**

Numerical grades are given on student report cards for all core subjects. The designated Evaluation Code is used for all other subjects and conduct grades.

**Core Subjects**

<b>Grade Levels</b>	<b>Format</b>	<b>Scale</b>	<b>Required for...</b>
1st-2nd	Numerical	A-F	Religion, Reading, English, Writing, Math
	Alpha	E-U	Science, Social Studies, Ancillary, Conduct
3rd -5th	Numerical	A-F	Religion, Reading, English, Writing, Writing, Math, Science, Social Studies, Spanish(5th)
	Alpha	E-U	Ancillary, Conduct
6th – 8th	Numerical	A-F	Religion, Reading, English, Writing, Math, Science, Social Studies, Spanish/Ancillary
	Alpha	E-U	Conduct

\* Spelling is graded as part of English (1st -4th grades)

**Elementary Grading Scale**

**ACADEMIC GRADES:**

**Early Childhood Grading Scale (Grades PK3 thru Kindergarten)**

NY Not Yet

S Sometimes

C Consistently

NA Not Assessed (Not used on K Report)

**Content Area Grading Scale (Grades 1st-8th)**

A 93-100

B 85-92

C 77-84

D 70-76

F 69 or Below

**ANCILLARY GRADING SCALES (Elementary 1<sup>st</sup> -5<sup>th</sup>)**

E Exceeds Expectations 93-100

S Satisfies Expectations 85-92

N Needs Improvement 77-84

U Unsatisfactory 69 or below

## **ANCILLARY GRADING SCALE (Middle School)**

A 93-100  
B 85-92  
C 77-84  
D 70-76  
F 69 or Below

## **CONDUCT (PK-8<sup>th</sup> Grades)**

E Exceeds Expectations  
S Satisfies Expectation  
N Needs Improvement  
U Unsatisfactory

## **CONDUCT GRADES**

Conduct is to be marked for each subject when multiple teachers teach the same grade. In case of a self-contained classroom, one grade is given for conduct. Conduct in Ancillary Classes should be reflected in weekly conduct grade. Specials' Teachers are responsible for contacting parent(s) about student(s) behavior in their perspective classes. The Evaluation Code of E, S, and N is to be used for Conduct Grades.

## **MID-TERM AND FINAL TESTS GRADES FOR CORE SUBJECTS**

6<sup>th</sup> – 8<sup>th</sup> Grades and 5<sup>th</sup> Grade Math and Science Only - Each Quarter Grading Period is 20% of the final yearly average. In addition, mid-term exams are 10%, final exams are 10% and together with each quarter the total is equal to 100%.

Ex.	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	Midterm	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Final	Yearly Average
	20%	20%	10%	20%	20%	10%	100%

## **CALCULATION OF FINAL AVERAGES ON REPORT CARDS/PERMANENT RECORD**

The Final Average will be calculated by averaging only the core subjects. Non-core grades will not be considered in the final average. This will add consistency from year to year when looking at a student's overall average and growth.

Report cards and Permanent Records will have number grades. A Permanent Record of grades is kept for each student in his/her Cumulative Folder housed in the office.

## **MODIFIED GRADES**

When the curriculum expectations are modified and a Catholic School Accommodation Plan specifies modifications, then the student's progress is transitioned to an individualized standard-based report.

## **CREDIT RECOVERY POLICY**

Middle school students must complete the minimum of 7 credits per year for each year 6-7-8 to graduate. Should a student receive an F as a final average, the student should be given an opportunity for credit recovery. The method used for credit recovery is determined by the school principal. Students should register at their local independent school district to take a credit recovery class.

## **CREDIT BY EXAMINATION**

TCCB ED allows students in grades 6<sup>th</sup> – 12<sup>th</sup> to earn credit for a course based on credit by examination (CBE). CBE is one method for students to demonstrate proficiency in grade level or course content and CBE's may be administered by the school or test provider of an assessment. A CBE can be taken either with no prior instruction or with prior instruction. Once a credit is earned, the student's grade for course will be reported as "CE" for credit earned by examination.

## GRADUATION

Graduation for 8th grade students is scheduled not more than five instructional days before the completion of the TCCBED required number of school days. Students are given information on the appropriate attire for graduation and all students are required to attend graduation practice in order to participate in the graduation ceremony. In the case of a severe violation of the school's policies, a student may lose the privilege of participating in graduation activities.

Graduation is held in the church during a school scheduled Mass with a reception in the Moran. Siblings of the graduates are excused from school activities to attend family graduation celebrations after the reception. Other activities planned by parents are held off campus.

Should a student in 8th grade fail a subject or end the school year with an incomplete score, he/she will participate in graduation activities. A completion certificate and transcript for the student will be issued only after successful completion of the course requirements to remove the incomplete or receiving a passing grade in summer school. In the event of non-payment of tuition and/or fees, lost items such as library books, textbooks, athletic uniforms, etc., Report Cards, Completion Certificates and other academic records will be held until accounts are settled.

## AWARDS

An award ceremony is held at the end of each quarter to acknowledge students who are receiving the A or AB Honor Roll Certificate and Accelerated Reader Points. Students achieving the following criteria for each category will be recognized.

- **A Honor Roll – all A's in all core subjects**
- **AB Honor Roll – all A's and B's in all core subjects and at least one A in a core subject has to be earned to be awarded the AB Honor Roll.**
- **Accelerated Reader Points: Student recognized who have received the most AR points for that quarter as well as the class that earned most points from K-2<sup>nd</sup>, 3<sup>rd</sup>-5<sup>th</sup> and 6<sup>th</sup>-8<sup>th</sup> grades.**
- **Light of Faith Award-presented at mass to 1 student in each grade level**

The end of year Award Ceremony will recognize those students who are receiving an Academic Award, Perfect Attendance Award and 4<sup>th</sup> quarter A or AB Honor Roll Award.

**Academic Award:** Final yearly average of 93 or above in all core subjects.

**Perfect Attendance:** No absences during the school year. Five (5) tardies is equal to 1 absence.

**A Honor Roll:** All A's in all core subjects

**AB Honor Roll:** All A's and B's in all core subjects and at least one A is received in a core subject.

## OUTSTANDING ACADEMIC STUDENT AWARD

At 8<sup>th</sup> Grade Graduation the Outstanding Student Award is presented to an Eighth-Grade student who has attained the highest grade point average. **The grade point average is an average of core subjects in 6<sup>th</sup> – 8<sup>th</sup> Grades and is obtained from the student's permanent record card.** The Principal will verify all calculations.

## SPECIAL NEEDS LEARNERS AND REFERRALS

Consistent with the contents of the Church document, To Teach as Jesus Did, and the Pastoral Statement of the U.S. Bishops, Persons with Disabilities, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, Sacred Heart Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for Sacred Heart Catholic Schools, the local district is Conroe ISD). This "Child Find" process must be conducted in consultation with private schools' representatives to ensure equitable access for private school students. In IDEA, these children are often referred

to as “parentally placed private school children with disabilities,” and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

### **LEGAL REFERENCES TO SERVICES**

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

### **SPECIAL SERVICES RECORDS**

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

### **CRITERIA FOR ACCEPTANCE**

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

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

### **Admissions for Students with Special Needs - New Students**

Parents must complete a Special Needs Information Disclosure Form and an Authorization for Release of Confidential Information/Records Form. Principals and other appropriate school personnel review current academic, social, medical, and psychological/diagnostic evaluations to determine if the applicant is qualified to enroll, with or without his or her disability. If the applicant is qualified for enrollment, the principal will then determine if reasonable adjustments can be made to the educational program which will accommodate the student’s needs. If eligibility for admission is determined, the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan.

### **Student Identification for Referral – Currently Enrolled Students**

If a student is identified by the teacher or parent as having difficulty with school tasks, academics, behaviors, and/or emotions he or she will discuss concerns with the parent and principal.

The principal appoints an educational team to review the child’s classroom observations and academic progress to determine if additional interventions are required or a psychological/diagnostic evaluation referral is recommended. The team may include the principal, classroom teacher, designated intervention specialist and any other school personnel that work with the student. If a psychological/diagnostic evaluation is recommended, then the principal and educational team will provide parents with referral information to the local school district and/or private agency.

Documentation for all referrals must be kept in the student’s file. The principal and the educational team will be responsible for gathering the following data and documentation:

- The student's current educational status including attendance records, grades, assessment data, and classroom observations,
- Previous educational interventions and strategies provided for the student and results,

- Documentation of recent vision and hearing screening,
- Updated general health history inventory, and
- Such other relevant information provided by the parents or teachers.

After all evaluations are completed by the local school district and/or private agency parents will be expected to disclose any pertinent information that may assist the Catholic School in determining the appropriate educational program for the child.

Principals and other appropriate school personnel will review the evaluation and determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. When accommodations are determined, the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan.

## **ACCOMMODATIONS**

The purpose of an accommodation is to provide the appropriate instruction according to the individual student's special needs. Accommodations are changes that enable a Catholic Schools Office of the 169 Revised April 2021 Archdiocese of Galveston-Houston student to fully access the subject matter. An accommodation does not alter the content, expectations, or standards, but rather adjusts instructional methods. When using accommodations, students are expected to meet the grade level standards set for all students. Accommodations do not alter grading of student progress and work. Students that have a Catholic Accommodation Plan (CAP) receive accommodations only.

As a result of a psychological/diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his or her educational program. Any student diagnosed with a disability and has received a thorough psychological/diagnostic evaluation from the local school district and/or a private agency may be eligible for an accommodated educational program.

However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with exceptional learning needs. Catholic Schools are only required to make minor adjustments to accommodate the delivery of instruction for success in the classroom. When accommodations are determined the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan. The Catholic School Accommodation Plan must be on file at the school and updated annually. The school will contact parents to schedule annual Catholic Accommodation Plan meetings.

The Catholic Schools Office reserves the right to access any student file as appropriate. Accommodations for a student may be noted on the progress report and report card but not on the permanent school record.

## **MODIFICATIONS**

Modifications are changes in what a student is expected to learn. They refer to changes made to curriculum expectations to meet the needs of the student. Modifications are made when the grade level expectations are beyond or below the student's level of ability. The changes are made to provide a student with the opportunity to participate meaningfully and productively, along with other students, in classroom and school learning experiences. Modifications include changes in instructional level, content, and performance criteria.

Catholic Schools strive to recognize and address the needs of all those who seek a Catholic education. Within the resources of each school, schools will offer services to eligible children with exceptional learning needs, when possible. However, private schools are not required to significantly alter their programs, lower, or substantially modify their standards to accommodate a child with special needs. Catholic schools are only required to make minor adjustments to accommodate eligible students. Modifications to a student's educational program are documented on the report card, progress report, and the cumulative permanent school record.

Any modifications made to a student's educational program must be requested from the Catholic Schools Office via special request.

## **STANDARDIZED ASSESSMENT FOR STUDENT WITH EXCEPTIONAL LEARNING NEEDS**

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocesan standardized assessment. Accommodations are provided to students who are diagnosed with a disability and have provided the school with a complete psychological/diagnostic student evaluation from a psychologist or diagnostician. A student must have a Catholic School Accommodation Plan on file with documented testing recommendations from the local school district or private agency to receive testing accommodations.

- Student Identification for Referral for Special Testing
- Re-evaluation for students with accommodation
- Waiver of Accommodation

## **GUIDANCE PROGRAM**

The mission of the Archdiocese of Galveston-Houston comprehensive developmental guidance program is to foster a student's spiritual, social, emotional, academic, and physical growth. It provides opportunities for all to learn and live creatively, and to relate to God, self, family, peers, and others responsibly. Through this program students will learn to manage their emotions, build self-awareness, maintain positive relationships, show empathy and understanding for others, and make decisions based on their faith. In supporting student social-emotional learning, The Archdiocese of Galveston-Houston has implemented The Collaborative for Academic, Social, and Emotional Learning (CASEL) Framework, the Disciple of Christ-Education in Virtue Framework and a Bullying Prevention Framework. CASEL fosters knowledge, skills, and mindsets across five areas of competence and multiple key settings to establish positive learning environments. The Disciple of Christ-Education in Virtue is steeped in a Catholic worldview and fosters cardinal and theological virtues formation.



## LIBRARY

Sacred Heart Catholic School is fortunate to have an ever-growing library and media center. The library is central to the school's total education mission. As such, the library program is fully integrated into the curriculum serving the school's educational goals and objectives. The principal works together with the librarian, teachers and students to ensure that the program contributes fully to the educational process of the school and meets the library standards of the Texas Catholic Education Department. The library offers both traditional resources and new technologies as teaching and learning tools. Care is taken to ensure that books in the collection are consistent with Catholic tradition and values.

Each class has a scheduled library time. Students are allowed to check out a specified number of books according to their grade level. Parents are urged to encourage reading and proper care of borrowed materials.

### LIBRARY FINES

- Books that are lost or completely defaced must be paid for.
- If a student pays for a lost library book and later finds the book the money will be returned.

Books may be purchased for birthdays or in memory of a loved one and donated to the school library in that person's honor. To donate, visit the Sacred Heart Library Book Club website ([www.btsb.com/sosl/sacredheartcatholicschool/](http://www.btsb.com/sosl/sacredheartcatholicschool/)), click on View Wishlist to select a title to donate to our library. Click on *Make a Donation*. Donate to honor your child's birthday, to honor a loved one, or to add great books to our library shelves our Eagle Readers will love to read! Be sure to choose a name plate for each title you donate! To celebrate your donation, your child will be the **FIRST** to check out the new book from our library.

## LUNCH

Students will bring lunch and snacks from home and must furnish utensils and condiments. Please help your child pack lunches low in fat, sodium, caffeine, sugar and dyes. Students should bring no more than one sweet each day. Carbonated drinks and gum are prohibited. For safety purposes, glass containers may not be used to pack lunches or drinks. Students are not permitted to share or exchange food during snack or lunch times.

Fast food may be brought in as a treat for birthdays, but not on a regular basis in place of forgotten lunches. Parents/guardians are invited to have lunch with their child on special occasions, but not daily. When you join us for lunch, please sign in at the school office to receive a nametag prior to going to the Moran. Safe Haven compliance is not required for out-of-town family members who will be here for a single visit and to join students for a birthday lunch or special treat. Visitors and students enjoy lunch together at designated guest tables. Other students remain with their classes. Visitors check out through the school office after lunch. We ask that you assist us by following procedures and implementing cafeteria expectations below while in the cafeteria and at guest tables. Visitors should refrain from interacting with or redirecting students other than their own.

### LUNCH EXPECTATION

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"><li>• Include others</li><li>• Use quiet voices</li><li>• Use good table manners</li><li>• Respect cafeteria staff</li><li>• Respect others' food &amp; space</li><li>• Follow adult directions</li><li>• Take turns &amp; wait patiently</li></ul>	<ul style="list-style-type: none"><li>• Eat your own food</li><li>• Sit in assigned area</li><li>• Use signals to leave seat</li><li>• Use your time wisely</li><li>• Clean your area, table &amp; floor</li><li>• Throw trash away when instructed</li></ul>	<ul style="list-style-type: none"><li>• Walk at all times</li><li>• Stay in line with hands, feet &amp; objects to self</li><li>• Report &amp; clean up spills &amp; messes</li><li>• Lights off - voices off</li></ul>

Lunchtime is an opportunity for students to develop friendships and independence. Our goal is to create a situation where children can socialize and enjoy their meal in an orderly environment.

## LUNCH/RECESS SCHEDULE

Grades	Lunch	Recess
Kinder - 2 <sup>nd</sup>	11:00 a.m. – 11:30 a.m.	11:30 a.m. – 11:55 a.m.
3 <sup>rd</sup> – 5 <sup>th</sup>	11:30 a.m. – 12:00 p.m.	11:00 a.m. – 11:25 a.m.
6 <sup>th</sup> – 8 <sup>th</sup>	12:05 p.m. – 12:25 p.m.	12:35 p.m. – 12:45 p.m.
PK	12:35 p.m. – 1:05 p.m.	Flex Times -10:30 a.m. – 11:00 a.m.

### PLAYGROUND SUPERVISION

Each school will have a written policy within their employee handbook that outlines how playground areas will be properly supervised and sufficiently enclosed to prevent students from sustaining foreseeable injuries and from leaving the playground area. Staff should refrain from distractions such as use of a cell phone, grading, etc. while supervising students.

### EXTENDED DAY PROGRAMS

#### AFTER SCHOOL ACTIVITIES PROGRAM (ASAP)

Sacred Heart Catholic School offers an extended day program to Sacred Heart students. The After School Activities Program (ASAP) is provided for use by parents whose working hours do not permit them to pick-up their students at dismissal times. The program is open from 3:30 p.m. to 6:00 p.m. Monday – Friday. ASAP is offered on days when school is in session, on early release days and staff development days. Families wishing to choose a two or three-day a week option must specify which day's students will be attending. This is necessary to ensure adequate adult supervision and to be prepared for activities each day.

Registration fee: There is a \$40.00 registration fee per child. Every child that stays for ASAP must be pre-registered. The form must be completely filled out, signed and include the registration fee attached. This fee is non-refundable.

ASAP is not prepared for drop-ins. If an emergency arises such that a family member is unable to pick up a student by 3:30 p.m., the parent must call the school office and ask for the student to be sent to ASAP. A fee will be charged for using ASAP.

**Fees for After School Care are all pro-rated based on required student days set by The Archdiocese of Galveston-Houston. Parents accept full responsibility for the payment of all tuition and fees if a student is dismissed or must leave during the school year.**

#### Tuition for ASAP

	Monthly Rate	Full Time Annual Rate
Monday-Friday	\$295.00 per month	\$2,000.00
Three days/week	\$195.00 per month	\$1,640.00
Two days a week	\$135.00 per month	

Emergency Drop-in Fee \$25.00 per day

**A \$45.00 FEE WILL BE LEVIED ON ALL RETURN CHECKS.**

The tuition is due on the first of the month and is non-refundable if the child is absent. Payment must be made online through FACTS. Financial policies apply as previously stated in the financial section.

Families must commit to using the ASAP program for three or five days per week from August to May to qualify for this rate. This commitment must be made in August.

Rules and regulations: ASAP is an extension of Sacred Heart Catholic School and adheres to the same procedures and regulations.

1. Dress Code
2. Behavior Expectations
3. Discipline

If a student enrolled in ASAP is present at school, he/she will attend ASAP unless the school is notified by the parent of a change to the normal routine.

Facilities used: After School Room, Playground and Gym.

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

Pick-up policies: Parents will park on the east side of the school by the Early Learning Center to pick up students attending ASAP. Parents will call ASAP at 936-521-5917 or 936-521-5921 and the students will be escorted to the locked gate to be signed out by parents. ***All students must be picked up by 6:00 p.m.*** If a student is late being picked up, the charge is \$1.00 per minute, starting at 6:00 p.m. (Sacred Heart Catholic School clock time). This fee will be added to your FACTS account.

No adult other than those listed on the ASAP form will be allowed to pick up a student from the program. If there is a change in a person picking up a student, ***ASAP must*** be notified. A request in writing concerning alternative pick-up arrangements shall be submitted to ASAP. Any adult picking up a student, other than parents, will be asked to show a valid driver's license.

Termination: ASAP services may be terminated for an individual student by the Principal. Written notice will be issued for the following:

- The abuse of ASAP hours (continual late pick-up).
- Non-payment of fees/tuition for the program. Tuition in arrears for one month will be grounds for termination.
- Failure of an adult or student to maintain a standard of conduct.

Any enrolled ASAP student who attends an after-school activity (Robotic Club, Scout meetings, dance, band, etc.) must first report to ASAP to sign in. Student(s) will then be escorted to the after-school activity and return to ASAP when the activity is complete.

## **CHILD ABUSE**

### **School Report of Suspected Abuse or Neglect**

Under Texas law, any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by anyone (including other children or adults) must promptly report the possible abuse or neglect to CPS. Additionally, all school employees and childcare personnel (including but not limited to teachers, aides, and before and aftercare workers) must make the required report as soon as possible, but within 48 hours of suspecting the abuse or neglect. The Catholic Schools Office should be notified after a report is made.

Reporting should be made to the Texas Department of Family Services hotline at 1-800- 252-5400, or via the website at <https://www.txabusehotline.org/Login/Default.aspx>.

# Become A Saint Guidelines

## Peacemakers

### Follow Directions

- † Shall Not Hit
- † Shall Not Show Disrespect
- † Shall Not Argue
- † Shall Not Tease
- † Shall Not Act Irresponsibly
- † Shall Not Lie
- † Shall Not Throw Tantrums
- † Shall Not Call Names
- † Shall Not Make Threats
- † Shall Not Whine
- † Shall Not Cheat
- † Shall Not Destroy Property
- † Shall Not Annoy Others
- † Shall Not Steal

## Peacebreakers

### Do Not... Follow Directions

- Hit
- Disrespect
- Argue
- Tease
- Act Irresponsibly
- Lie
- Throw Tantrums
- Call Names
- Threaten
- Whine
- Cheat
- Destroy Property
- Annoy Others
- Steal

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

*(Please have each individual student return a signed copy of the Saint Guidelines to their homeroom teacher)*

Parent Signature \_\_\_\_\_

## **DISCIPLINE**

When a student disturbs the teaching/learning environment of the school and/or is disruptive to others, school personnel will take appropriate action to promote the individual student's positive development and self-discipline. The primary consideration in all disciplinary decisions is the obligation of the school to maintain an acceptable learning environment and a safe place for students.

Discipline is an active teaching process which, at its best, helps students figure out how to cope with difficulties and make good choices. If a consequence is given it places the burden of responsibility on the student where it belongs and provides a supportive process. Discipline sets consistent, firm, and reasonable limits to behavior in line with student and group needs and with appropriate expectations of student and group behavior. It is the term used to describe the process of growing up and becoming productive members of society.

It is the role and the responsibility of parents, as the first and best educators of their children, as well as teachers, to facilitate this type of growth and development of children. One of the most important responsibilities of the Catholic School is the task of integrating faith and life to educate students to appreciate and practice good citizenship. Respect for the rights of others, honesty, good sportsmanship, cooperativeness, kindness, and a ready acceptance of other persons as equals are representative characteristics of the Catholic Christian way of life and good citizenship.

## **SCHOOL WIDE AND CLASSROOM DISCIPLINE PLANS**

Students are expected to maintain appropriate behavior while at school. Sacred Heart has a school wide discipline plan that provides for a safe and orderly environment where students can learn, and teachers can teach. Since the behavior of students in school-wide settings can affect the overall climate of the school and have an impact on classroom behavior, expectations for conduct in areas such as hallways, restrooms, playground, cafeteria and church are taught, modeled and practiced. We believe that all students can work towards and attain good conduct with Christ as their model. The school wide plan revolves around four (4) beliefs that students and staff strive to model each day. The following chart details the school wide expectations for behavior in relation to the four school beliefs.

Sacred Heart Catholic School faculty,  
staff and students work to...

- ✓ BE Respectful
- ✓ BE Responsible
- ✓ BE Safe &
- ✓ BE Christ-like

in all that we do.

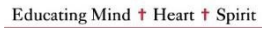
All teachers and staff are responsible for maintaining proper discipline on campus. Whether occurring within or outside the school, when behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student, volunteer or parent can be subject to the full range of disciplinary consequences, including expulsion, revocation of the volunteer's services, or being asked to withdraw the student from the school.

Parents and students must sign the Parent Student Handbook Acknowledgement Form. By doing so, they agree to read and follow rules and regulations set forth in the Parent Student Handbook. The principal retains the right to amend the policy book for just cause and the parents will be given prompt notification if changes are made.

**\*\*Refocus Forms and Principal Forms are given when undesired behavior occurs consistently on campus.**

## **Evaluation**

Evaluation by an outside agency may be recommended when a student repeatedly fails to respond to efforts made to correct behavior that is unacceptable or that interferes with the learning environment.



39



Educating Mind † Heart † Spirit

### **Principal Conference Form**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Teacher/Class:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Reason for Conference:**

- ☐ Refocus Forms previously given
- ☐ Hurting Others
- ☐ Extreme Disrespect (Defiant Behavior)
- ☐ Cheating/Stealing
- ☐ Destruction of Other's or School's Property
- ☐ Other

**What I did . . .**

**What I should have done . . .**

**What I will do in the future . . .**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Parent's Signature  
***Return signed form to principal.***

\_\_\_\_\_  
Date



## **STUDENT RIGHTS - SCHOOL ENVIRONMENT**

The Principal and/or other designated administrator will explore all complaints of bullying, harassment, or any other types of threatening behavior, whether verbal, written, or online according to the guidelines listed in this policy. All allegations of bullying, harassment, and/or other threatening behavior shall be taken seriously and addressed in a timely manner.

### **Bullying**

Sacred Heart implements the Bullying Prevention Framework and CASEL Framework to address bullying.

Bullying occurs when a student or group of students engages in ongoing written, verbal expression, or physical conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property, or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples: Bullying of a student may include, but is not limited to, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, ostracism, and cyber bullying.

### **Harassment**

Harassment may include, but is not limited to, offensive derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation, threatening or intimidating conduct, offensive jokes, name calling, slurs or rumors, physical aggression, or assault, display of graffiti, printed material, or computer-generated online material promoting racial, ethnic or other negative stereotypes, or other kinds of aggressive conduct such as theft or damage to property.

### **Reports of Bullying, Harassment, or other Threatening Behavior**

Reports of bullying, harassment, abuse, or other threatening behavior shall be made as soon as possible after the alleged act or knowledge of the alleged act occurs. Failure to promptly report may impair the administrator's ability to explore and address the prohibited conduct.

### **Harassment Policy**

Harassment is defined at Sacred Heart Catholic School, as any behavior that is sufficiently severe, persistent, or pervasive which adversely affects a student's education; or behavior that creates a hostile or abusive educational environment. The act of harassment is a direct violation of the Christian behaviors and values upheld in the school. Harassment involving students, school, parents, or visitors will be investigated and necessary action taken immediately. Depending on the nature of the harassment, each incident will be reviewed independently, and action taken may range from a disciplinary report to expulsion from the school and in some cases, legal action. Cyber-bullying is harassment using the internet and will be dealt with in the same manner as harassment done on school property.

## **SEXUAL HARASSMENT**

### **Prohibition of Sexual Harassment**

The Archdiocese prohibits sexual harassment. Sexual harassment is almost always a violation of the sixth commandment. Sexual harassment includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal or nonverbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary or unwanted touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, sexual innuendoes, obscene gestures, suggestive sounds, and physical assault.

No employee shall be subjected to explicit or implicit threats or an insinuation that refusal to submit to sexual advances will adversely affect employment, work status, performance evaluation, wages, advancement, assigned duties, work hours, or any other facet or condition of employment or career development. No school employee shall promise, imply or grant any preferential treatment in connection with another's engaging in sexual conduct or submitting to misconduct described in the preceding paragraph.

### **Reporting Sexual Harassment**

A school employee, volunteer, or contractor who has suffered sexual harassment should prepare a brief written statement explaining the alleged harassing conduct as soon as possible after it occurs. This written statement must be forwarded immediately by the Principal or Pastor to the Catholic Schools Office. The Archdiocese or its designee will investigate the complaint in a timely manner with the assistance of consultants, counsel, experts, Archdiocesan and parish personnel and/or any other person deemed appropriate. The Archdiocese and/or school will take prompt action as warranted once the results are obtained, the Archdiocese and/or school shall have discretion to appropriately respond as the facts may reveal.

To the extent that remedial action is appropriate, the complainant, the alleged harasser, the Pastor, the Principal, and other church personnel may be involved in working out a remedial plan of action, up to and including the termination of the accused's employment or other relationship with the school and/or Archdiocese. If the accused is not terminated, steps for implementing the remedial action will be put in writing and signed by appropriate individuals.

Retaliation is prohibited There will be no retaliation against anyone for reporting a concern regarding any type of discrimination or harassment. Retaliation against an employee for the good faith reporting of discrimination or harassment, or for participating in an investigation of discrimination or harassment, is a serious violation of this policy.

Acts of retaliation should immediately be reported to Human Resources. Further information is contained in the Archdiocese Sexual Misconduct Policy, located at <https://www.archgh.org/media/11094/agh-ethical-and-personal-policy-august-2018.pdf>.

Should anyone be a victim or a witness of harassment, the following steps should be taken:

- Immediately notify someone in authority, such as a teacher, administration or priest.
- After reporting the harassment/bullying, keep the information confidential.
- Write an account of what happened for future reference.

## **SEARCH & SEIZURE**

**SCHOOL OWNED PROPERTY AND EQUIPMENT** Employees and volunteers shall have no expectation of privacy in the use of school property and equipment. The school retains the right to conduct searches of school premises, property, and equipment, including school communication and information systems such as school-owned cell phones and computers.

### **SEARCH OF LOCKERS AND SEARCH AND CONFISCATION OF STUDENT BELONGINGS**

Lockers are school property and should be maintained by school authorities to protect the safety of all. A student assigned a locker might have exclusive use, but not proprietary rights versus the school. Personal belongings, including cell phones and digital devices on school property or at school events can be confiscated if they are deemed illegal, unsafe, material to an investigation, or disruptive to the operation of the school. School officials have the right to protect the health, welfare, and safety of students against alcohol and drugs, weapons, and other contraband materials.

## **PERSONAL PROPERTY**

Toys, CD players, laser pens, handheld computer games, iPods, iPads, electronic games, other electronic gadgets, etc. should not be brought to school. Inline skates, skateboards, and shoes with concealed inline wheels are prohibited on school property. The school is not responsible for damage, breakage, lost items, or liability for injury. If school personnel see students with personal property that should not be at school, items are confiscated and held until the end of the school day. Repeated incidents may require parents to come to school to retrieve the items from the teacher or administration.

Use of student cell phones to send or receive phone calls or text messages, access the Internet, take photographs or access any other application for which the phone is capable is prohibited during the school day. Cell phones must be turned off and not visible during the school day. Cell phones should be kept in backpacks or lockers. The use of cell phones in locker rooms and restroom areas at any time while at school is prohibited. The school is not responsible for cell phones that are damaged, lost or stolen. If school personnel see students with a cell phone, it is confiscated and given to administration. On the first incident students are required to meet with administration at the end of the day to retrieve their cell phone. The second incident requires that parents come to school to retrieve the cell phone from administration. Additional incidents and/or serious violations of cell phone regulations may result in a student losing the privilege of having a cell phone on campus. If administration suspects that a cell phone has been used in violation of guidelines, photos, call history, text messages, etc. may be viewed to see what is on the cell phone and any history on the cell.

Smartwatches are not allowed on campus unless necessary for medical reasons. A smartwatch is defined as any watch that can send/receive calls, texts or date and/or access the Internet. Smartwatches must be turned off and not visible during the school day. Smartwatches should be kept in backpacks or lockers. The use of smartwatches in locker rooms and restroom areas at any time while at school is prohibited. The school is not responsible for watches that are damaged, lost or stolen. If school personnel see students with a smartwatch, it is confiscated and given to administration. On the first incident students are required to meet with administration at the end of the day to retrieve their smartwatch. The second incident requires that parents come to school to retrieve the smartwatch from administration. Additional incidents and/or serious violations of smartwatch regulations may result in a student losing the privilege of having a smartwatch on campus. If administration suspects that a smartwatch has been used in violation of guidelines, photos, call history, text messages, etc. it may be viewed.

Animals should not be brought on campus without prior approval of administration and the classroom teacher since they can pose health and safety issues for students and staff, especially to those who have allergies or may have a fear of animals. This includes before and after school activities, athletic events and personal pickup during dismissal. Visiting animals must be on a leash or in a cage and always supervised by an adult.

## **SUSPENSION**

A student may be placed on suspension for up to four days for conduct that, in the Principal's judgment, warrants such action and merits suspension. Such conduct may take place on or off campus and may include, but is not limited to, serious violations of school rules and continued misconduct after a warning. The school is not required to suspend a student prior to more severe disciplinary action being taken, up to and including expulsions. *A suspension lasting five or more days requires the approval of the Superintendent of Catholic Schools and Chancellor and/Moderator of the Curia.*

### **In-School Suspension**

The student will be assigned to a supervised area where he/she will complete all assignments and will not attend his/her regular schedule. When a student is suspended, he/she must make up all work that is missed and all work will be graded, and partial credit given. The student will meet with Administration before returning to class following the suspension. An In-School Suspension Fee of \$100 is charged to families to secure a substitute teacher to supervise a student during in-school suspension. The fee and will be billed to the student's FACTS© account for every day of in-school suspension.

A student who has been suspended will not participate in any school or extracurricular activities beginning at the time of suspension and continuing as long as determined by administration.

## **EXPULSION**

Thus, while in many cases an administrative withdrawal or expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. *All expulsions must be approved by the Superintendent of Catholic Schools in consultation with the Chancellor and Moderator of the Curia.*

### **Home Study Program**

The Home Study Program may be appropriate when a student has been accused of a serious behavior infraction. Placing a student on a home study program allows the student to be removed immediately from the situation until the school has had time to explore the allegations, or legal proceedings against the student are resolved. Home study programs serve as a vehicle of fair treatment and due process. A Home Study Program may also be utilized when determined to be medically necessary.

## **POSSESSION OR USE OF CONTROLLED SUBSTANCES**

A student is subject to removal from class, suspension, expulsion and/or referred for prosecution if he or she:

- Possesses or uses a chemical substance.
- Sells or dispenses illegal drugs and narcotics (hard or soft drugs, alcohol, inhalers, marijuana or a controlled substance)
- Acts under the influence of an illegal drug-alcohol, narcotic, marijuana or controlled substance
- Misuses or overdoses on prescription or over-the-counter medication.

## **VAPING POLICY**

Smoking or using tobacco products including e-cigarettes at a school-related or school-sanctioned activity on or off school property is prohibited. If a student is caught vaping in school, he/she could face disciplinary action, including detention, suspension, or even expulsion

## COMMUNICATION

### SCHOOL OFFICE HOURS

Office hours are 7:45a.m. to 3:45a.m. on days when school is in session.

### WEBSITE

Important information regarding events, the school calendar, Parent Handbook and The Eagle's Nest will be posted and updated on the school website. Parents may sign in under the ParentWeb to view grades and other information for current school families. Please visit the website regularly at [www.shcstx.com](http://www.shcstx.com).

### WEEKLY FOLDERS

Elementary students will bring home a communication folder once a week. The folder will contain weekly work, quiz and test scores. Folders are to be signed and returned to the homeroom teacher the next school day.

### RENWEB

The Eagle's Nest (the school's newsletter), an electronic parent letter from the principal and the school website ([www.shcstx.com](http://www.shcstx.com)) is updated weekly. All parents are given a login for the parent portal section of the website and the Parent/Student Handbook will be posted online at the website. Parents and students are required to sign the Handbook Acknowledgment Form indicating that they have read all procedures, regulations and policies of Sacred Heart Catholic School as well as a Media Consent Form. The Handbook Acknowledgement and Media Consent Forms will be sent home to be returned to school with signatures. Forms may also be found in the Ren Web parent portal.

### CONFERENCES

There is a required Parent/Teacher Conference in the fall and a requested Parent/Teacher Conferences in March. Other conferences will be scheduled as the need arises throughout the year.

For information about academic work or the general conduct of a student, a conference may be scheduled before or after school hours. **Parent/Teacher conferences are designated ONLY for the Parents/Guardians of a current student and Teachers/Administration to be present.** It is requested that parents not interrupt any teaching moments or expect teachers to interrupt their normal class routines for such conferences. Teachers are not allowed to discuss other students or teachers in Parent/Teacher Conferences.

Whenever there is an important change in the routine at home, such as a serious illness, an emergency trip, a new baby, separation or divorce of parents or a death in the family, the Principal should be notified. A major change at home may affect the student at school. It is important to know when these changes occur so that faculty may respond appropriately with understanding and consideration.

#### Conference Guidelines:

- Parent/Teacher Conferences are held in the Fall for all students.
- Middle School conferences are held in the gym, all other grade conferences are held in classrooms.
- Students are required to attend Fall Parent/Teacher Conferences.
- Students will be present at other conferences only at the request of the teacher/parent.
- Telephone conferences are frequently unavoidable. If this is the only means of conferencing, please relay that information to the teacher(s).
- If a situation has not been resolved, a conference with the parents, teacher and principal is in order.

### SAFETY / EMERGENCY OPERATIONS PLAN

A Crisis Management Plan is in place. Students learn emergency procedures for various occurrences. Drills are conducted regularly at unannounced and varied times to reinforce these procedures.

### EMERGENCY SCHOOL CLOSING

In case of inclement weather Sacred Heart Catholic School will often follow the decision of Conroe Independent School District. Announcements will be made via the radio, Houston television stations and

the **IRIS** Alert System. **IRIS** allows Sacred Heart Catholic School to use phone numbers and email addresses to notify parents of emergency and non-emergency events.

Please add [alert@irisdispatch.com](mailto:alert@irisdispatch.com) to your address book so that these emails will not be filtered out as junk mail. In the event of an actual emergency an email will be sent immediately followed by a phone call to all phone numbers on file. The system is designed to call your cell, work, and home telephone numbers. Due to this emergency system, it is important to keep your contact information current.

### **CHANGE OF ADDRESS/EMERGENCY INFORMATION**

Parents need to log in to RenWeb to make any phone or physical address changes. All emergency card information **MUST** be kept current. Whether a child is not feeling well, or a serious accident occurs, parents or authorized persons should be able to be contacted at all times.

### **CONFLICTS/ISSUES**

When a parent has an issue/concern the following is the established order that meetings will follow.

- Parent/Teacher
- Parent/Principal
- Parent/Pastor
- Parent may appeal in writing to the Level Two Grievance Committee at the Catholic Schools Office or the Archdiocese of Galveston-Houston

## **PARENT/GUARDIAN GRIEVANCE PROCESS**

### **Purpose**

The purpose of this process is to provide parents/guardians of students enrolled in any parish or regional school within the Archdiocese of Galveston-Houston with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes through subsidiarity, at the lowest possible level, in a cooperative, conciliatory Christian atmosphere.

### **Scope**

The process is not intended to be adversarial in nature and neither party to the grievance shall be represented by Legal Counsel during any phase of the process. This process replaces all previous processes and statements regarding the institution and processing of complaints at both the local and Archdiocesan levels.

### **Exclusions**

A parent who has withdrawn their student from the school may not avail themselves of this grievance process.

During an investigation by local, state, or federal officials, a student will be placed on Student Extended Leave. These absences will be excused, and the student will have an opportunity to complete assignments without reduced credit during the leave. A parent/guardian may not avail themselves of the grievance process when a student is placed on Student Extended Leave.

## **PROCEDURAL ISSUE**

While the grievance process is designed to accommodate all parent disputes that may arise within the Archdiocese, it is understood that some situations require flexibility. Any issues regarding the use of Level One or Two of the grievance process as listed below, or the appropriate administrator at those levels, shall be resolved by the Archdiocesan Superintendent of Catholic Schools.

### **Level One- Informal Resolution/Conciliation (Campus)**

It is the intent of this policy to resolve parent/guardian complaints at the lowest possible administrative level and in a cooperative Christian atmosphere through subsidiarity. This process is not intended to be adversarial in nature. Prior to using the steps set forth below, the parent or guardian shall meet with the person with whom he/she is having a dispute. If the concern is not resolved, he/she should move to the person's direct supervisor in an effort to find resolution.

If the matter is not satisfactorily resolved with the person's direct supervisor, the parent should request a meeting with the Principal within five working (5) days. If the matter is not satisfactorily resolved with the Principal, the parent should request a meeting with the Pastor within five working (5) days. If the Pastor agrees with the Principal's decision, Pastor may decline to meet, and parent may then proceed directly to Level Two. If the Pastor agrees to meet, but the matter is not then settled satisfactorily, the parent may appeal the decision within seven (7) working days to the Level Two Grievance Committee.

### **Level Two - Grievance Committee (Catholic Schools Office)**

The Catholic Schools Office for the Archdiocese of Galveston-Houston has established a Grievance Committee for the purpose of hearing complaint appeals from Level One of the Parent Grievance Process. The committee reviewing the complaint will consist of an Assistant Superintendent from the Catholic Schools Office and two Archdiocesan Principals selected by the Superintendent of Catholic Schools or their designee. The following procedure shall then be utilized:

- The parent/guardian shall contact the Catholic Schools Office at 713-741-8704 to request the Level Two Appeal/Grievance Form within seven (7) working days of the Level One decision.
- The written appeal shall be submitted to the Level Two Grievance Committee within seven (7) working days following the parent/guardian's receipt of the Level Two Appeal/Grievance Form to submit their grievance in writing (using the form provided) to the Catholic Schools Office via an email addressed to [csogeneral@archgh.org](mailto:csogeneral@archgh.org) along with any additional materials or documentation the parent/guardian would like reviewed by the committee.
- The principal and pastor will receive a copy of the Level Two Appeal/Grievance Form and other attachments filed with the Catholic Schools Office. The principal and pastor will forward their response to the Level Two Grievance Committee within seven (7) working days of their receipt of the Level Two Appeal/Grievance Form submitted by the parent/guardian.
- The record for the Level Two Grievance Committee's consideration shall consist of all materials submitted by the parent/guardian and the written response provided by the pastor and principal. The committee has the discretion to accept or deny an appeal based on the evidence presented. If the appeal is denied, the decision rendered at Level One of the Parent Grievance Process will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.
- If the appeal is accepted for review, the Level Two Grievance Committee shall then schedule a conference with the parent/guardian and/or school administration, if necessary, within fifteen (15) working days from the date the written appeal is received. The committee will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the committee shall hear the appeal and review the materials presented, as well as any other information the committee deems relevant.
- In an Archdiocesan parish school, the Level Two Grievance Committee shall make a recommendation for decision to the pastor within seven (7) days after the scheduled conference has been held and a copy of the recommendation will be sent to the Archdiocesan Superintendent. The pastor may accept, reject or modify the Level Two Grievance Committee's recommendation. The pastor's decision will be communicated to the principal, parent/guardian and Superintendent within seven (7) working days upon receiving the Level Two Grievance Committee's recommendation.
- If the Pastor does not issue a written decision within the seven (7) working day limit, that will be deemed as acceptance of the committee's recommendation who will then communicate the decision to the parent/guardian, principal, pastor and Superintendent of Catholic Schools.
- In an Archdiocesan regional school, the Level Two Grievance Committee shall make a recommendation to the Archdiocesan Superintendent. The Archdiocesan Superintendent may accept, reject or modify the committee's recommendation. The Archdiocesan Superintendent's decision will be communicated to the principal and parent/guardian within seven (7) working days upon receiving the Level Two Grievance Committee's recommendation. If the Archdiocesan Superintendent does not issue a written decision within the seven (7) working days limit, that will be deemed an acceptance of the committee's recommendation. The Level Two Grievance Committee will then communicate the decision to parent/guardian and principal.

- Decisions at Level Two reached by the pastor (parish schools) and Superintendent of Catholic Schools (regional schools) are final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

### **Appeal and Review of Expulsions and Extended Suspensions (Archdiocesan Superintendent of Catholic Schools)**

A parent/guardian may appeal directly to the Archdiocesan Superintendent when the issue is concerning an expulsion, administrative withdrawal or a discipline issue involving suspension (in or out of school) of a student from classes for more than five (5) consecutive school days.- In such cases, the following procedure shall be utilized:

- A written appeal shall be submitted to the Archdiocesan Superintendent within five (5) working days following the parent/guardian's notification of expulsion or suspension lasting more than five (5) consecutive school days.
- The record for the appeal to the Archdiocesan Superintendent shall consist of a written statement setting forth with specificity the reason(s) for the parent/guardian's dissatisfaction with the decision to expel or suspend the student for more than five (5) consecutive days. It will also consist of information provided by the principal including, but not limited to the student's probationary status, disciplinary record, and/or behavior plan.
- In consultation with the Chancellor/Moderator of the Curia for the Archdiocese of Galveston-Houston, the Archdiocesan Superintendent has the discretion to accept or deny any appeal based on the evidence presented. If the appeal is denied, the decision rendered by the Principal and Pastor will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.
- If the Archdiocesan Superintendent accepts the appeal for review, he/she shall then schedule a conference with the parent/guardian within ten (10) working days from the date the written appeal is received. The Superintendent will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the Superintendent will hear the appeal and review the materials presented provided as a matter of record.
- The Archdiocesan Superintendent shall make a recommendation for decision to the Chancellor and Moderator of the Curia within five (5) working days after the scheduled conference has been held, and a copy of the recommendation shall be forwarded to the parent/guardian.
- The Chancellor and Moderator of the Curia, in consultation with the Archbishop, may accept, reject, or modify the Archdiocesan Superintendent's recommendation, or take any other action he deems appropriate. The Chancellor and Moderator of the Curia's decision will be communicated in writing to the parent/guardian within fifteen (15) working days of receipt of the Archdiocesan Superintendent's recommendation, and shall be final for all purposes.
- No provision of this process shall be understood to limit the ecclesial authority of the Chancellor and Moderator of the Curia and/or Archbishop. The Chancellor/Moderator of the Curia and/or Archbishop may, in their sole discretion, choose to intervene in this process at any stage if they deem it necessary.

### **Computation of Time**

The time limits of the complaint process shall be based on working days, i.e., Monday through Friday. If any of the timeline falls on school holidays or breaks; the timeline shall be extended to add the corresponding number of working days to the timeline. Time limits may require flexibility and, if necessary, may be modified at the discretion of the Catholic Schools Office.



## TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

Sacred Heart Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement.

### WHAT IS EXPECTED?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing any technology resources. The students are never expected to access, keep or send/communicate anything that they would not want their parents or teachers to see.

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

### INTERNET AND EMAIL

Access to the Internet will enable students to explore thousands of libraries, databases, museums and other repositories of information. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages.

To continue to keep your child in a safe and academically driven atmosphere with minimal distractions Students may **NOT** access any personal email and/or other accounts other than their school-issued Google account from their Chromebook.

### ELECTRONIC COMMUNICATION – Texting & Posting

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

### CYBER-BULLYING

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

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

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

## **CELL PHONES AND ELECTRONIC DEVICES**

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

Parents or other family members choosing to call or text students during school hours (7:45 a.m.-3:45 p.m.) are strictly prohibited. Be aware that if a cell phone "goes off" during school hours, it will be confiscated. Messages of an emergency nature will be relayed to students through the front office. Parent cell phones and pagers must be turned off or put on vibrate while on the school campus and attending school activities.

## **SOCIAL NETWORKING**

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

## **SACRED HEART LEARNING PLATFORMS**

Grades 5-8 use Google Classroom as their learning platform. Google Classroom helps both teachers and students organize assignments, boost collaboration, as well as fostering better communication skills.

## **Ethical Use of Internet, Other Technologies and Electronic Devices**

It is the policy of the Archdiocese of Galveston/Houston, Catholic Schools Office and Sacred Heart to require the ethical use of the internet and related technologies by all employees, volunteers and students. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Violations of the above regulations and policies will result in some form of disciplinary action(s). Final dispensations will be determined by Sacred Heart Catholic School.

*Any violation that is determined to be illegal may result in criminal prosecution. Individuals will be held financially responsible for costs incurred as a result of an act of intentional vandalism or damage to software, computers, or related hardware.*

## **GRADE 5<sup>TH</sup>-8<sup>TH</sup> - APPROPRIATE CHROMEBOOK USAGE**

**Chromebooks in the classroom: 1 to 1 Google Chromebook-** The teacher is the instructional leader and determines when and how the classroom Chromebooks are to be used.

### **TECHNOLOGY GUIDELINES**

- Do not use technology to harm other students or their work.
- Do not damage the network or any technological resource in any way.
- Do not interfere with the school's network or daily operation by accessing any personal non-issued school accounts.
- Do not violate copyright laws.
- Do not view, send, distribute or display offensive or bullying messages or images.
- Do not share your passwords/personal information or in any way obtain another person's password/personal information.
- Do not waste technology resources such as cloud-based storage or printing supplies.
- Do not trespass in another's folders, work or files.
- Games are not allowed to be played on Chromebooks.
- Do not create your own (students) google classrooms.
- Do not stream YouTube videos for anything else other than educational needs as directed by the instructor.
- Wireless headphones are not allowed.
- Do not attempt to circumvent network filters or security in any way.

- BE PREPARED to be held accountable for your actions and for the loss of privileges if the appropriate use of technology is abused.
- Notify an adult immediately, if by accident, you encounter materials which violate the Rules of Appropriate Use.
- Using materials found online and using them as your own is plagiarism and is strictly prohibited.

#### **Grade 4<sup>TH</sup> - APPROPRIATE CHROMEBOOK USAGE**

Each 4<sup>th</sup> grade student will be issued a Chromebook that will travel with him/her from class to class as part of the school's curriculum. Each Chromebook will be left at school and charged overnight in the designated charging stations. Each student is responsible for recharging his/her Chromebook.

***Chromebooks in the classroom: 1 to 1 Google Chromebook*** - The teacher is the instructional leader and determines when and how the classroom Chromebooks are to be used.

- Personal devices may NOT be brought to school.
- A Chromebook will be assigned to each individual 4th grade student.
- All Chromebooks have been barcoded and will be tracked this way.
- 4th Grade students are required to carry the Chromebook in a Chromebook case that they have purchased.
- **Chromebooks are not allowed to be stored or transported in students' backpacks.**
- Students will use Chromebooks integrated into daily lessons, research and presentation of projects.
- There will be NO video, photos or voice recordings to be taken of anyone or anything unless it is part of assignment that has been approved by their teachers. Students are not allowed to post images of any student or staff member. Distribution of unauthorized media may result in disciplinary action. NO EXCEPTIONS.
- **No social media** is to be brought up, logged into or uploaded to any Chromebook (ex. Facebook, Instagram, Twitter, Snap Chat, TikTok or anything else similar).
- Students are not allowed to share or borrow each other's Chromebook. If something were to happen or damages occur to the Chromebook, then the student responsible would be the one that the Chromebook is checked out to according to the barcode.
- Google accounts have been set up for each 4th Grade student and will be managed through Google Management Console. Email has been turned off with each Google account.
- Students at Sacred Heart Catholic School have access to a student wireless network. It is the responsibility of each student to know how to connect to the Sacred Heart Catholic School Student wi- fi network.
- Chromebooks will be checked at random times to make sure guidelines are being followed.
- Games are not allowed to be played on Chromebooks.
- Do not create your own (students) google classrooms.
- Do not stream YouTube videos for anything else other than educational needs as directed by the instructor.
- Wireless headphones are not allowed.

#### **K- 3<sup>rd</sup> – APPROPRIATE CHROMEBOOK USAGE**

Chromebooks are used in centers for grades, K-3<sup>rd</sup> and the same technology guidelines apply for these grades.

- Students will only use computer equipment with supervision and permission of a teacher.
- Students will use computer equipment with care.
- Students will follow school behavior rules when using technology.
- Students will use appropriate language at all times.
- Students will respect the privacy of other users' files, accounts and passwords by not opening, using or changing someone else's files.
- Students will not share their passwords with other students.
- Students will only use Internet sites that have been approved by the teacher.
- Students will stop and tell an adult if any inappropriate Internet sites are reached.
- Students will not share their personal information on the Internet.
- Students will only use the computer for academics.
- Students do not have e-mail.

## **PARENTAL INVOLVEMENT**

### **SCHOOL VISITORS**

All parents and visitors are buzzed into the main gate of the school and then buzzed into the front doors leading to the lobby of the school. For the safety of our students and faculty/staff all visitors must check in at the office first. Guests provide their driver's licenses that is run through the Raptor Program and once cleared are issued a school badge to be worn while on the campus. If a visitor is found without a pass will be escorted to the front office by school personnel immediately.

Parents and other persons shall confer with teachers after school or at other appointed times so as not to interrupt class instruction. Visitors visiting the school campus with children not enrolled in the school must keep them in their presence as not to interrupt the school day. Parents may not interrupt the school day to speak with a teacher or student during class or dismissal time. If a student is leaving early, the parent must sign the student out in the school office.

### **ADVISORY SCHOOL COUNCIL**

The School Board Advisory Committee (SAC) is comprised of the Pastor and the principal along with 7-11 members elected by the process of discernment or appointed by the pastor. The representatives consist of parents of students attending Sacred Heart Catholic School, alumni parents and parishioners with no children at the school.

### **PARENT-TEACHER ORGANIZATION (PTO)**

The Sacred Heart Catholic School PTO is a network of parents who are actively involved in supporting and building school community through fund-raisers and special events at school. Every parent is encouraged to become involved with PTO to foster collaboration in educational and social endeavors.

### **BOOSTER CLUB**

This organization consists of parents and supporters of the Sacred Heart Catholic School Athletic Program that is part of the Greater Houston Catholic Athletic Association (GHCAA). GHCAA seeks to enhance the total development of students through organized, cooperative competition in a Catholic Christian environment. While challenging students to work to the best of their abilities, the Association focuses upon the concepts of teaching Catholic values, fair play, fellowship, teamwork and sportsmanship.

### **OKTOBERFEST**

Oktoberfest is a day of family fun including games, activities, prizes, and food. Most importantly, we hope to secure a spot on your calendar for a fantastic family day of fun while supporting our school.

### **GALA**

An adult night with dinner, and live/silent auction.

### **SACRED HEART CATHOLIC SCHOOL GOLF CLASSIC**

The Golf Classic is held in the spring to enhance the athletic department with equipment, supplies and other needs to assist student athletes.

### **ANNUAL FUND**

Annual Fund is the cornerstone of Sacred Heart Catholic School. Each year, parents, faculty and staff, board members, parishioners, grandparents and friends of Sacred Heart impact the lives of our students by contributing to the Annual Fund. Annual Fund contributions are essential to the operation of the school and are tax-deductible for the donor. These funds help fill the gap in the operating budget and provide extras for the students that are not covered by tuition and other fees.

### **STEPS FOR STUDENTS**

Steps for Students is an annual archdiocesan-wide event where all school and parish communities can come together as one to support Catholic education. All funds pledged to Sacred Heart Conroe remain with Sacred Heart Conroe. This day of family fun includes a 5k Family Fun Run.

## **VOLUNTEER HOURS**

Having a student join our community always involves the parents in several meaningful ways. Parents volunteer at various events, help teachers, volunteer in classrooms, work at fundraising events, help with teacher luncheons, etc. Parents usually find these activities both rewarding and enriching; they become part of Sacred Heart's extended family and make lifelong friends. Volunteering not only enhances your child's education, but also makes you a part of it. The faculty and staff are greatly appreciative and supportive of our volunteers' contributions. **15 share hours or \$25 per hour are required from each family. Raptor software will track all visitors as well as parent volunteer hours.**

**\*\*All volunteers are required to take the CMG Connect (formerly Safe Haven) workshop online. GMC Connect will assist to ensure that all employees, volunteers, and parents who are in position of trust with children are trained to recognized behavior patterns of potential abuses and provide pro-active measures for preventing abuse in any context. The original course expires every 5 years and a refresher course needs to be taken 6 weeks prior renewal date. Visit <https://galvestonhouston.cmgconnect.org/> For more information, please contact Samantha Miller at [smiller@shcstx.org](mailto:smiller@shcstx.org).**

## **FUNDRAISING**

All fundraising is done under the supervision of the principal and school pastor. The following guidelines will be used as ancillary funds are raised.

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

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

## **HEALTH**

Students in all schools of Texas Catholic Conference Education Department must comply with all required immunizations as set forth by the Texas Department of State Health Services. All immunizations should be completed by the first day of attendance. Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. Pharmacy vaccination records maybe accepted from any US pharmacy so long as the records are sent directly to the school from the pharmacy. **The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the state of Texas, including the physician's number.**

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

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

**Immunization records are required to be written in English.**

## **IMMUNIZATION CHECKLIST**

All new students to Sacred Heart Catholic School must furnish a copy of their immunization record to the

school nurse before they can enter on the first day of school. Please check for any missing immunizations that are on this list.

- Complete immunization record (day, month, and year) with physician validation
- A copy of the Birth Certificate is required for all students.
- Diphtheria/Tetanus/Pertussis containing vaccine, age 3 and 4 years: 4 doses
- Diphtheria/Tetanus/Pertussis containing vaccine, Kindergarten entry 5 doses required, one dose on or after 4<sup>th</sup> birthday unless the 4<sup>th</sup> dose was given on or after the 4<sup>th</sup> birthday
- Entry, grades 7<sup>th</sup> – are required to have one booster of Tetanus/Diphtheria/Pertussis containing vaccine, if at least 5 years have passed since the last dose of a Tetanus-containing vaccine or when the 5 year interval has lapsed (Tdap)
- Entry, grades 8<sup>th</sup> – 12<sup>th</sup>, one dose Tdap booster when 10 years have passed since the last dose
- Hepatitis A, 2 doses, 1<sup>st</sup> dose is to be given on or after age 1 for children in grades PK-5<sup>th</sup>
- Hepatitis A, 2<sup>nd</sup> dose is to be given a minimum of 6 months after the 1<sup>st</sup> dose, grades PK-5<sup>th</sup>
- Hepatitis B, 3 doses required for all student's grades PK-12<sup>th</sup>
- HibCV, minimum 1 dose required for students younger than 5 years after 15 months or a primary series with a booster on or after age 1
- Meningococcal, 1 dose for students for entry into grades 7<sup>th</sup>-12<sup>th</sup>
- MMR (1 dose) is required for student's ages 3 and 4 years: 1<sup>st</sup> dose on or after age 1
- MMR – 2 doses for students in grades K-5<sup>th</sup> (1<sup>st</sup> dose on or after age 1)
- MMR/M – 2 doses measles containing vaccine and 1 dose of Rubella and Mumps students in grades 6<sup>th</sup>-12<sup>th</sup>
- Pneumococcal – minimum 1 dose required for students 59 months and younger, given after age 2 (unless a primary series was received as an infant with a booster given after age 1)
- Polio, students ages 3 and 4: 3 doses required
- Polio, Kindergarten entry, 4 doses required, one dose on or after 4<sup>th</sup> birthday unless the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday. (Required for grades K-12<sup>th</sup>)
- Varicella vaccine, 1 dose required for student's age 3 & 4 and grade 6, (2 doses if given after age 13)
- Varicella, 2 doses required for students in grades Kindergarten, 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12

## 2023 - 2024 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38.

### IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level												Notes	
	Grades K - 6 <sup>th</sup>						Grade 7 <sup>th</sup>	Grades 8 <sup>th</sup> - 12 <sup>th</sup>						
	K	1	2	3	4	5	6	7	8	9	10	11		12
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap)	5 doses or 4 doses						3 dose primary series and 1 booster dose of Tdap / Td <i>within the last 5 years</i>	3 dose primary series and 1 booster dose of Tdap / Td <i>within the last 10 years</i>						<b>For K – 6<sup>th</sup> grade:</b> 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4 <sup>th</sup> birthday. However, 4 doses meet the requirement if the 4 <sup>th</sup> dose was received on or after the 4 <sup>th</sup> birthday. <sup>1</sup> For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4 <sup>th</sup> birthday. <sup>1</sup> <b>For 7<sup>th</sup> grade:</b> 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine.* <b>For 8<sup>th</sup> – 12<sup>th</sup> grade:</b> 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine.* *Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
Polio							4 doses or 3 doses							<b>For K – 12<sup>th</sup> grade:</b> 4 doses of polio; 1 dose must be received on or after the 4 <sup>th</sup> birthday. <sup>1</sup> However, 3 doses meet the requirement if the 3 <sup>rd</sup> dose was received on or after the 4 <sup>th</sup> birthday. <sup>1</sup>
Measles, Mumps, and Rubella <sup>2</sup> (MMR)							2 doses							<b>For K – 12<sup>th</sup> grade:</b> 2 doses are required, with the 1 <sup>st</sup> dose received on or after the 1 <sup>st</sup> birthday. <sup>1</sup> Students vaccinated prior to 2009 with 2 doses of measles and 1 dose each of rubella and mumps satisfy this requirement.
Hepatitis B <sup>2</sup>							3 doses							For students aged 11 – 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax <sup>®</sup> ) was received. Dosage (10 mcg /1.0 mL) and type of vaccine (Recombivax <sup>®</sup> ) must be clearly documented. If Recombivax <sup>®</sup> was not the vaccine received, a 3-dose series is required.
Varicella <sup>2,3</sup>							2 doses							<b>For K – 12<sup>th</sup> grade:</b> 2 doses are required, with the 1 <sup>st</sup> dose received on or after the 1 <sup>st</sup> birthday. <sup>1</sup>
Meningococcal (MCV4)								1 dose						<b>For 7<sup>th</sup> – 12<sup>th</sup> grade,</b> 1 dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11 <sup>th</sup> birthday. <b>NOTE:</b> If a student received the vaccine at 10 years of age, this will satisfy the requirement.
Hepatitis A <sup>2</sup>							2 doses							<b>For K – 12<sup>th</sup> grade:</b> 2 doses are required, with the 1 <sup>st</sup> dose received on or after the 1 <sup>st</sup> birthday. <sup>1</sup>

**NOTE:** Shaded area indicates that the vaccine is not required for the respective grade.

↓ Notes on the back page, please turn over. ↓

Rev. 02/2023

- <sup>1</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.
- <sup>2</sup> Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.
- <sup>3</sup> Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

#### **Exemptions**

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [www.dshs.texas.gov/immunize/school/exemptions.aspx](http://www.dshs.texas.gov/immunize/school/exemptions.aspx). The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

#### **Provisional Enrollment**

All immunizations must be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. Student must not be overdue for the next dose in a series to be considered provisional. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, students in foster care, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

#### **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.



Texas Department of State Health Services • Immunizations • MC-1946 • P. O. Box 149347 • Austin, TX 78714-9347 • (800) 252-9152

Stock No. 6-14

Rev. 02/2023



## **INSURANCE**

Information on the program is sent home at the beginning of the school year. Supplemental coverage, if obtained by the parents, is paid by the parents. This is not a primary insurance.

## **SICKNESS**

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

EXCLUSION GUIDELINES	RETURN TO SCHOOL GUIDELINES
Oral temperature of 100 degrees or above	Fever free for 24 hours.
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours.
Marked drowsiness or malaise	Symptom free.
Sore throat, acute cold, or persistent cough	Symptom free.
Red, inflamed, or discharging eyes	Written physician release.
Wound, skin and soft tissue infections	Exclude until redness is contained and covered with a clean dry bandage.
Swollen glands around jaws, ears, and neck	Written physician release.
Suspected scabies or impetigo	After treatment has begun.
Any skin lesion in the weeping stage	Covered and diagnosed as non – infectious.
Earache	Symptom free.
Pediculosis (head lice)	After one treatment of medicated shampoo and returning to school, the child will be checked by clinic personnel. Child must be nit free. Child will be re-checked again by clinic personnel in 7-10 days.
Other symptoms suggestive of acute illness	Written physician release

Other than emergencies, the student will be attended to in the clinic and allowed to return to the classroom. All families will fill out an Emergency Information Form at the beginning of each new school year. All phone numbers and emergency contacts MUST be kept up to date. Whether a student is not feeling well, or a serious accident occurs, parents or authorized persons should be able to be reached at all times. Please inform the school office of any changes in this information throughout the school year.

## **COMMUNICABLE DISEASE CONTROL MEASURE**

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

## **MEDICATIONS IN SCHOOL**

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

## **Permission and Instructions for Giving Medication**

Medication is considered to be “by mouth”, inhalers, ointments and other external preparation, cough syrup, cough drops, sore throat lozenges and all medications that can be purchased over the counter with or without a physician’s order.

## **SCHEDULED AND AS NEEDED (PRN) MEDICATION PERMISSION**

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

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

## **ANNUAL STUDENT SCREENINGS**

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

### **VISION AND HEARING**

- **4 years old by Sept. 1**
- **Any first-time entrants**
- **Grades K-5<sup>th</sup> and 7<sup>th</sup>**

### **SPINAL**

**All students in 6<sup>th</sup> Grade**

## **CAR SEATS**

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

## GENERAL INFORMATION

### FIELD TRIPS

Field trips serve the instructional program by utilizing educational resources of the community to supplement classroom work. Parents must sign a field trip permission form allowing their child to participate. Students must return this proper form; no other form will be accepted. **NO phone permissions are allowed, and no exceptions will be made.** If a parent does not want their child to participate, the school should be notified in writing. Students not participating in the field trip will be expected to attend school that day and participate in an alternative planned activity or receive a zero for the day's participation grade.

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

The Archdiocese has guidelines for adults driving on field trips which may change at the discretion of the Archdiocese or the Administration:

- The driver must be 21 years of age.
- The driver must have a copy of a valid and current driver's license on file in the school office.
- The driver must read and complete the *Ethical and Personal Conduct Policies* booklet.
- The driver must complete the *Volunteer Drivers* form.
- The vehicle must have a valid and current registration and a copy on file in the school office.
- The vehicle must have valid and current license plates.
- The vehicle must be insured for the following minimum limits:
  - \$100,000 per person / \$300,000 per occurrence.
- A copy of the current proof of insurance must be on file in the school office.

### EIGHT GRADE FIELD TRIP TO WASHINGTON, D.C.

The 8<sup>th</sup> Grade students travel to Washington, D.C. in the spring as part of the curriculum. Students are responsible for paying the activity fee. To help defray the cost of the trip, students are allowed to have Sacred Heart "mini fundraisers." (bake sales, car washes, garage sale, etc.) All funds collected by this group shall be deposited into an authorized account for this activity and funds will be evenly divided amongst all students participating in each fundraiser. One check will be sent to the travel agency for all monies earned. Each student will be responsible for any remaining balance. No check will be written to any individual for any monies fundraised.

### PARTY POLICY

Sacred Heart Catholic School celebrates two holidays each year with classroom parties - Christmas and Mardi Gras. The Room Parent will contact the teacher in advance to discuss the party guidelines and parent responsibilities. Appropriate Halloween costumes (no blood or gore) may be worn on Halloween Day for PK-5<sup>th</sup> grade. Middle school students may wear jeans and an appropriate Halloween shirt. Valentine's may be exchanged on Valentine's Day and all students may wear jeans and Valentine's shirt.

### BIRTHDAYS

Each student's birthday is recognized over the intercom at morning assembly. If a student brings birthday treats for the class they will be distributed and eaten at lunch. Invitations to private parties/birthday parties may not be distributed at school UNLESS each member of the class receives an invitation. The only exception is if the party is only for one gender, then each girl or each boy in the homeroom class receives an invitation. The student should consult the teacher

before distributing invitations. Invitations sent to school that do not comply with the above rules will be sent home for distribution by mail.

### **YEARBOOK AND SCHOOL PICTURES**

Yearbook and class pictures are taken in the fall of the school year. Mass uniforms are required for these pictures and all students are photographed for the yearbook. An individual picture day is scheduled in the spring for casual photos. Parents have the option of purchasing pictures as well as the yearbook.

### **STUDENT ARTICLES FORGOTTEN AT SCHOOL**

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

### **LOST AND FOUND**

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

### **SAFETY / EMERGENCY OPERATIONS PLAN**

A Crisis Management Plan is in place. Students learn emergency procedures for various occurrences. Drills are conducted regularly at unannounced and varied times to reinforce these procedures.

### **USE OF SCHOOL GROUNDS AND FACILITIES**

School grounds and facilities are supervised from 7:30 a.m. to 3:45 p.m. by school personnel on days when school is in session. Supervision for athletic practices, extracurricular programs and other activities, such as parish-sponsored programs, are the responsibility of the heads of these programs or organizations. Students are not allowed on school grounds or in school facilities unsupervised. Students found on school property outside of authorized periods are subject to disciplinary action. Non-student trespassers will be asked to leave the campus. If trespassers do not leave, local police may be called to remove them. Before or after school use of school grounds and facilities requires approval of school administration and the parish facilities department.

### **EXTRA-CURRICULAR ACTIVITIES**

Sacred Heart offers a wide range of extracurricular programs and activities to meet the interest of students. Attendance at school is required on the day of an extracurricular activity to participate. Siblings of students registered in extra-curricular activities may not attend the activity. The school makes no provisions for supervision of siblings for after school activities. Additional programs and activities are added as interests develop, and resources become available

**Late policy:** If a student is picked up later than the designated time for any of the below activities, he/she will be taken to the After School Care Program and parents will be billed a \$5 per minute late fee. In addition, the student may not be allowed to continue participating in the program if tardiness continues.

### **ATHLETICS**

Sacred Heart belongs to the GHCAA (Galveston-Houston Catholic Athletic Association) and competes in soccer, volleyball, basketball and track. Coaches are employed by Sacred Heart and must be Safe Haven certified. Participation in a sport requires a serious commitment. Academic and behavior requirements must be met for eligibility. Any student with a grade below a 70% on a progress report or report card will not be eligible to participate in the program including participating in practice or games until the failing grade returns to a passing grade. Grades will be checked every two weeks. Attendance at school is required on the day of an extracurricular activity in order to participate. Parents are responsible for transportation to and from games and some off-campus practices. A fee is charged per student per sport for participation. The Athletics Program is under the direction of the school's Athletic Director. A separate Athletics Handbook is provided to all athletes.

**Altar Servers:** Catholic boys and girls in grades 4th – 8<sup>th</sup> are eligible to participate in the Altar Server program. Sacred Heart Parish coordinates this program. Please contact the church office for more information.

**Student Council:** The Student Council is the governing body of Sacred Heart Catholic School. Student Council is open to students in 5<sup>th</sup> – 8<sup>th</sup> grades. Officers are selected from 7<sup>th</sup> and 8<sup>th</sup> grades and 6<sup>th</sup> – 8<sup>th</sup> grades have two student representatives.

**National Honor Society:** The National Honor Society at Sacred Heart Catholic School. Student Council is open to 7<sup>th</sup>-8<sup>th</sup> grade students who maintain a 90% overall grade point average and who are good role models to the other students in their academics, behavior and who abide by the handbook regulations and all school rules.

**Robotics:** Students in 2<sup>nd</sup> – 8<sup>th</sup> grades may be in Robotics. The club meets every Monday after school and middle school students meet during elective time.

**Dance:** PK – 4<sup>th</sup> Grade students may take ballet/jazz lessons after school. The PK – 1<sup>st</sup> grade class is on Tuesdays and the 2<sup>nd</sup> – 4<sup>th</sup> grade class is on Wednesdays. A fee is charged for this activity.

**Camp Kappe:** The home of the School of Environmental Education (S.E.E.), which is an accredited school offering a supplemental education program to parochial school students. S.E.E. provides a four-day outdoor experience of God's gift of nature while studying life cycles, food chains, the environment's effect on man, man's effect on environment, conservation of resources, etc. It offers hands-on experience with farm animals and gardening along with many other exciting adventures in outdoor education. Each year our fifth-grade students attend this school for four days in Plantersville, Texas. Camp Kappe is part of the 5<sup>th</sup> grade science curriculum.

**Scouts:** There are various levels of Boy Scouts and Girls Scouts associated with Sacred Heart Catholic Parish. Scouts is not a Sacred Heart Catholic School sponsored activity; therefore, the school is not kept informed of troop and pack happenings. Please call the parish office for more information.

**Cheerleading:** Open to 5<sup>th</sup> – 8<sup>th</sup> grade girls.



Educating Mind + Heart + Spirit

## Parent/Student Handbook Acknowledgment

School Year 2023-2024

The Parent/Student Handbook for the school year is posted on the website, [www.shcstx.com](http://www.shcstx.com) under the Parent tab. Parents are expected to read and discuss the handbook with their child(ren).

Initial each line below:

\_\_\_\_\_ I will read and refer to the Parent/Student Handbook.  
\_\_\_\_\_ I will follow the policies and procedures in the Parent/Student Handbook.  
\_\_\_\_\_ I will seek clarification from the Principal for any policies and procedures if unclear.

\_\_\_\_\_  
Parent/Family Printed Name

\_\_\_\_\_  
Student (s) Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# Sacred Heart Catholic School

## 2023-2024 School Calendar

August						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	M	Tu	W	Th	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

In service
Holiday
Weather Day
Noon Dismissal
Students Return to School

May						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**First Day of School** – Aug. 15 Noon Dismissal  
**Last Day of School** – May 22 Noon Dismissal

### Grading Periods

1<sup>st</sup> Quarter August 15 – October 17  
 2<sup>nd</sup> Quarter October 18 – January 9  
 3<sup>rd</sup> Quarter January 10 – March 20  
 4<sup>th</sup> Quarter March 21 – May 22

### Student Holidays

Labor Day September 4  
 Thanksgiving Holiday November 20-24  
 Christmas Holiday December 18- Jan. 2  
 MLK Day January 15  
 Spring Break March 11-15  
 Easter Break March 29 – April 1  
 Memorial Day May 27

### Teacher In service Days:

August 4, 8-11, 14 October 6  
 January 2, February 19, May 23

### Parent-Teacher Conference Days

September 28 and September 29  
 February 16

### Weather Days

May 24, 28

### NO ASAP (After School Care)

December 15  
 May 22

### Important Dates

New Parent Orientation – 8/10/23  
 Back to School Picnic – 8/13/23  
 Back to School Night – 8/31/23  
 Pottery Day – 9/21/23  
 Oktoberfest Children's Festival – 10/21/23  
 Oktoberfest Dinner/Auction – 11/11/23  
 Saints' Day Parade – 11/1/2023  
 Veterans' Day Program – 11/9/23  
 Pajama Day – 11/29/23  
 Christmas Program – 12/14/23  
 Mother/Son Bowling – 1/14/24  
 Science Fair – 1/18/24  
 Catholic Schools Week – 1/29-2/2/24  
 Father/Daughter Dance – 2/3/24  
 STEPS for Students (Houston) – 2/10/24  
 Mardi Gras Parade/Parties -2/13/24  
 Ash Wednesday – 2/14/24  
 SHCS Golf Tournament – 4/25/24  
 May Crowning – 5/3/24  
 Mother's Day Tea – 5/8/24  
 Sports Banquet – 5/9/24  
 1<sup>st</sup> Communion – 5/10/24  
 8<sup>th</sup> Grade Graduation – 5/17/24  
 Kindergarten Graduation – 5/22/24



**FIELD TRIP DAY PERMISSION**  
**Catholic Schools Office**  
 Archdiocese of Galveston-Houston

STUDENT: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GRADE: \_\_\_\_\_  
 SCHOOL: \_\_\_\_\_  
 DESCRIPTION OF FIELD TRIP: \_\_\_\_\_  
 DESTINATION: \_\_\_\_\_  
 DATE: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_ AM / PM RETURN TIME: \_\_\_\_\_ AM / PM  
 NUMBER OF SUPERVISOR #: \_\_\_\_\_ NUMBER OF STUDENTS: \_\_\_\_\_  
 MODE OF TRANSPORTATION: ☐ Bus service ☐ Rental vehicle ☐ Parent vehicle ☐ Other: \_\_\_\_\_  
 FIELD TRIP OBJECTIVE: \_\_\_\_\_  
 SPECIFIC MATERIALS TO BE BROUGHT: \_\_\_\_\_

**INSTRUCTIONS FOR STUDENTS:**

1. Follow teacher directions.
2. Stay with the group at all times.
3. Follow school code of conduct.

**EMERGENCY INFORMATION**

PHYSICIAN NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 INSURANCE CARRIER: \_\_\_\_\_ POLICY #: \_\_\_\_\_ GROUP#: \_\_\_\_\_  
☐ I do not carry medical insurance at this time.  
 PREFERRED HOSPITAL: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 FATHER/GUARDIAN NAME: \_\_\_\_\_ MOTHER/GUARDIAN NAME: \_\_\_\_\_  
 CELL PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
 WORK PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**PERMISSION**

By signing this form, I \_\_\_\_\_ certify that I request and give permission for my child to attend this field trip. I have been given the details above, and I release and hold harmless the school and any and all of its employees from any and all liability for any and all harm arising to my/our child as a result of this trip, and waive any claims against them.

I, \_\_\_\_\_, do hereby authorize school administration to render first aid for illness or injury to my child named above. In the event of a medical emergency, I authorize school administration to have my child transported to the nearest hospital /emergency care center for emergency medical or surgical treatment and to contact my child's physician and any of the emergency contacts listed above. I further authorize the release of the above medical information to all medical personnel providing treatment. I agree to be solely responsible for the payment of all expenses incurred in such an emergency.

I do hereby release, hold harmless and indemnify the Most Reverend Daniel Cardinal DiNardo, of the Archdiocese of Galveston-Houston and his successors in office, the Diocese of Galveston-Houston, \_\_\_\_\_ School and any other of their officers, agents, employees or representatives ("Released Parties") from any and all liability, claims, losses or expenses arising from personal injury, death, or loss of or damage to property arising from any medical treatment received and/or transportation to the nearest hospital/emergency care center.

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_





”

### **MEDIA/PUBLICITY RELEASE AND AUTHORIZATION FOR CHILD/CHILDREN**

I hereby grant permission to the Archdiocese of Galveston - Houston, the Catholic Schools Office (hereinafter referred to as AGH/Sacred Heart Catholic School my campus based Catholic School, its successors and assigns and those acting under its permission or upon their authority, or pursuant to their request, the unqualified right and permission to photograph, interview, reproduce, publish, or circulate or otherwise use, my child/children's name(s) and any photographic/digital reproduction or other likeness of my child/children. It is my understanding this photographic/digital reproduction or portions thereof will be used for public view. I agree to allow my child to participate in this project without financial remuneration and the consideration for this Release is my desire and intent to assist AGH. I further understand this releases AGH from any future claims or liabilities arising from the use of said photographic/digital image. This authorization and release applies to any medium of advertising/publicity, including the Internet, for an unlimited period of time.

1) Child's name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

2) Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

3) Child's name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

If needed, please attach additional forms for additional children.

A photostatic copy hereof shall be considered as effective and valid as the original.

\_\_\_\_\_  
Signature of Parent or Authorized Guardian

\_\_\_\_\_  
Driver's License number & State

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## TECHNOLOGY ACCEPTABLE USE POLICY (TAUP): GRADE K – 3<sup>rd</sup>

At Sacred Heart Catholic School, Chromebooks, Tablets, iPad's, and other digital equipment are available for students use to:

- Enhance learning
- Improve research skills
- Learn typing, word processing and multi-media skills
- Educate students for the future

The use of technological equipment is a privilege. Securly is our third-party URL monitoring system in place for internet browsing safety. Students should know that the use of the computer network is not private, and files and Internet activity are monitored.

### EXPECATIONS

- Students will only use computer equipment with supervision and permission of a teacher.
- Students will use computer equipment with care.
- Students will follow school behavior rules when using technology.
- Students will use appropriate language at all times.
- Students will respect the privacy of other users' files, accounts and passwords by not opening, using or changing someone else's files.
- Students will not share their passwords with other students.
- Students will only use Internet sites that have been approved by the teacher.
- Students will stop and tell an adult if any inappropriate Internet sites are reached.
- Students will not share their personal information on the Internet.
- Students will only use the computer for academics.
- Students do not have e-mail.

### CONSEQUENCES FOR NOT FOLLOWING EXPECATIONS

- Not able to use computer equipment and materials at school.
- Be required to write a letter explaining what they did wrong
- Repeating or intentionally violating the rules may result in longer periods or permanent loss of technological privileges.

\_\_\_\_\_ has read and understands the guidelines of the Technology  
Student Name and Acceptable Use Policy.

I have read and agree to the terms and conditions of the Chromebook Agreement.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



## Grade 4 - APPROPRIATE CHROMEBOOK USAGE

Each 4<sup>th</sup> grade student will be issued a Chromebook that will travel with him/her from class to class as part of the school's curriculum. Each Chromebook will be left at school and charged overnight in the designated charging stations. Each student is responsible for recharging his/her Chromebook.

***Chromebooks in the classroom: 1 to 1 Google Chromebook*** - The teacher is the instructional leader and determines when and how the classroom Chromebooks are to be used.

### TECHNOLOGY GUIDELINES

- Personal devices may NOT be brought to school.
- A Chromebook will be assigned to each individual 4<sup>th</sup> grade student.
- All Chromebooks have been barcoded and will be tracked this way.
- 4<sup>th</sup> Grade students are required to carry the Chromebook in a Chromebook they have purchased.  
**Chromebooks are not allowed to be stored or transported in students' backpacks.**
- Students will use Chromebooks integrated into daily lessons, research and presentation of projects.
- There will be NO video, photos or voice recordings to be taken of anyone or anything unless it is part of assignment that has been approved by their teachers. Students are not allowed to post images of any student or staff member. Distribution of unauthorized media may result in disciplinary action. NO EXCEPTIONS.
- **No social media** is to be brought up, logged into or uploaded to any Chromebook (ex. Facebook, Instagram, Twitter, Snap Chat, TikTok or anything else similar).
- Students are not allowed to share or borrow each other's Chromebook. If something were to happen or damages occur to the Chromebook, then the student responsible would be the one that the Chromebook is checked out to according to the barcode.
- Google accounts have been set up for each 4<sup>th</sup> Grade student and will be managed through Google Management Console. Email has been turned off with each Google account.
- Students at Sacred Heart Catholic School have access to a student wireless network. It is the responsibility of each student to know how to connect to the Sacred Heart Catholic School Student wi-fi network.
- Chromebooks will be checked at random times to make sure guidelines are being followed.
- Games are not allowed to be played on Chromebooks.
- Do not create your own (students) google classrooms.
- Do not stream YouTube videos for anything else other than educational needs as directed by the instructor.
- Wireless headphones are not allowed.

### ARTIFICIAL INTELLIGENCE

Artificial Intelligence is defined as the ability for a computer to think and learn. With AI, computers can perform tasks that are typically done by people, including processing language by perceiving and reasoning, problem-solving, learning, interacting with the environment and exercising creativity. The risk involved with artificial intelligence is also accompanied with new data privacy and security risks.

ZeroGPT, Turnitin.com and Grammarly are but a few programs that offer AI detection for teachers to use to check student work to see if AI has been used.

Students must maintain their academic integrity and are not allowed to use any type of artificial intelligence for any assignments. The use of AI will result in the student receiving consequences for his/her actions.

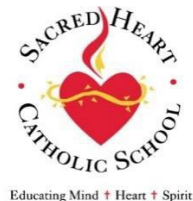
## **Technology and Acceptable Use Policy (TAUP) and Chromebook Agreement**

\_\_\_\_\_ has read and understands the guidelines of the Technology  
**Student Name** and Acceptable Use Policy.

\_\_\_\_\_ has my permission to check out a Chromebook from Sacred Heart  
**Student Name** Catholic School. I have read and agree to the terms and  
conditions of the Chromebook Agreement.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**



## **Grades 5<sup>th</sup>-8<sup>th</sup> - APPROPRIATE CHROMEBOOK USAGE**

Students are required to purchase a Chromebook before the beginning of the 2022-2023 school year. At this time, I, \_\_\_\_\_, am giving Sacred Heart Catholic School guardianship of the Chromebook purchased through the school's website. Listed below are the guidelines my child and I have read, reviewed, and agree to. If a rule is broken each student will be dealt with on an individual basis and will receive a consequence that is equivalent to the infraction. For example, a possible consequence could be suspension from using technology for a certain amount of time. A parent signature indicates that you understand the appropriate Chromebook usage guidelines.

(Parents Name)

### **TECHNOLOGY GUIDELINES**

- Do not use technology to harm other students or their work.
- Do not damage the network or any technological resource in any way.
- Do not interfere with the school's network or daily operation by accessing any personal non-issued school accounts.
- Do not violate copyright laws.
- Do not view, send, distribute or display offensive or bullying messages or images.
- Do not share your passwords/personal information or in any way obtain another person's password/personal information.
- Do not waste technology resources such as cloud-based storage or printing supplies.
- Do not trespass in another's folders, work or files.
- Games are not allowed to be played on Chromebooks.
- Do not create your own (students) google classrooms.
- Do not stream YouTube videos for anything else other than educational needs as directed by the instructor.
- Wireless headphones are not allowed.
- Do not attempt to circumvent network filters or security in any way.
- BE PREPARED to be held accountable for your actions and for the loss of privileges if the appropriate use of technology is abused.
- Notify an adult immediately, if by accident, you encounter materials which violate the Rules of Appropriate Use.
- Using materials found online and using them as your own is plagiarism and is strictly prohibited.

### **ARTIFICIAL INTELLIGENCE**

Artificial Intelligence is defined as the ability for a computer to think and learn. With AI, computers can perform tasks that are typically done by people, including processing language by perceiving and reasoning, problem-solving, learning, interacting with the environment and exercising creativity. The risk involved with artificial intelligence is also accompanied with new data privacy and security risks.

ZeroGPT, Turnitin.com and Grammarly are but a few programs that offer AI detection for teachers to use to check student work to see if AI has been used.

Students must maintain their academic integrity and are not allowed to use any type of artificial intelligence for any assignments. The use of AI will result in the student receiving consequences for his/her actions.

### **Technology and Acceptable Use Policy (TAUP) and Chromebook Agreement**

\_\_\_\_\_ has read and understands the guidelines of the Technology  
**Student Name** and Acceptable Use Policy.

I have read and agree to the terms and conditions of the Chromebook Agreement.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Dat**

## ON-CAMPUS REQUIREMENTS FOR...



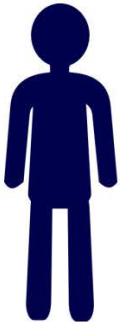
### LAB-CONFIRMED COVID INDIVIDUAL

1. Fever-free for 24 hours without fever-reducing medication **AND**;
2. Symptoms have ceased (e.g., cough, shortness of breath) **AND**;
3. At least 5 days have passed since symptoms first appeared.

May return to school on day 6 if symptoms have ceased.

If symptoms ceased before 5 days, you may return with a negative COVID test.

### COVID/FLU/COLD SYMPTOMS



If the individual has COVID/FLU/COLD symptoms and is not feeling well they should stay home until symptoms cease. Individuals are recommended to seek a medical provider to review their symptoms.

#### Symptoms:

Fever

Body aches

Congestion/Runny nose

Nausea/Vomiting

Chills

Sore throat

Headache

Fatigue

Shortness of breath

#### TCCB ED GUIDELINES:

SYMPTOM	RETURN TO SCHOOL GUIDELINE
FEVER	Fever free for 24 hours without fever-suppressing medications.
VOMITING/NAUSEA	Symptom-free for 24 hours
DIARRHEA	Diarrhea free for 24 hours without the use of diarrhea-suppressing medication. Diarrhea is 3 or more episodes of loose stool in a 24-hour period.

### CLOSE CONTACT OR EXPOSURE TO A LAB-CONFIRMED COVID POSITIVE INDIVIDUAL

Individuals who have had close contact with or were exposed to someone who is lab-confirmed COVID-positive should monitor themselves for symptoms.

