

SHS Handbook 2018-2019

INDEX

| | | | |
|--|------------|--|-----------|
| Academic Probation Policy | 4 | Medication | 12 |
| Acceptable Use Guidelines..... | 4 | Mission Statement..... | 2 |
| Admission Policy | 4 | National Junior Honor Society | 12 |
| Asbestos Law | 5 | Non-Discriminatory Policy of Hiring and Admission | 2 |
| Attendance Requirements | 5 | Parent/School Relations..... | 13 |
| Behavior Expectations | 6 | Parent-Student Handbook Agreement Form | 20 |
| Birthday Celebrations..... | 7 | Parent-Teacher Organization | 14 |
| Books/Property | 7 | Philosophy..... | 2 |
| Bullying Policy | 7 | Physical Education..... | 14 |
| Cafeteria Rules | 7 | Playground Rules | 14 |
| Calendar/Newsletters | 7 | Prohibited Items..... | 15 |
| Criteria for Attendance | 8 | Religion Program | 15 |
| Curriculum | 8 | Reports to Parents | 15 |
| Dress Code | 8-9 | Retention Policy | 15 |
| Emergency Closing..... | 10 | Rights of Principal | 16 |
| Evaluation of Student Progress..... | 10 | School Board..... | 16 |
| Extra-Curricular Activities | 10 | School Counseling Program..... | 16 |
| Field Trips..... | 10 | School Insurance | 16 |
| Fingerprinting | 10 | Special Services | 17 |
| Grading Scale | 11 | Sports | 17 |
| Homework..... | 11 | Supervision and Safety Procedures | 17 |
| Honor Roll..... | 11 | Tuition and Fees..... | 18 |
| Illness..... | 12 | Use of Telephone | 18 |
| Lost/Forgotten Items..... | 12 | Use of Technological Devices | 19 |
| Lunch..... | 12 | Wrongful Conduct | 19 |

Sacred Heart Catholic School serves the children of:

- ❖ *Sacred Heart Parish, New Smyrna Beach*
- ❖ *St. Gerard Mission Parish, Edgewater*
- ❖ *Our Lady Star of the Sea Parish, New Smyrna Beach*
- ❖ *Church of the Epiphany, Port Orange*
- ❖ *Our Lady of Hope Parish, Port Orange*
- ❖ *Various non-Catholic denominations*

Forward

Dear Parents and Students:

It is the goal of Sacred Heart School to build a true Christian community that joins parents, the school staff, and the children together in a partnership of love and service. At the same time, this union has a legal dimension governed by the provisions of contract law. The purpose of this handbook of policies and regulations is to make clear what is expected of each party to this contract. To achieve our common goals, it is essential that all of us understand the commitment we have made by joining Sacred Heart Catholic School and that we work together to put these policies into practice.

Mission Statement

The mission of Sacred Heart Catholic School is to integrate Catholic faith and values with learning and life, treating each student as a unique child of God in a safe, supportive, and challenging academic environment.

Philosophy

The existence of Sacred Heart Catholic School rests in the belief that God is present in every person and that we are witnesses to that Presence in a loving faith-filled community.

Sacred Heart Catholic School is committed to the four-fold purpose of Catholic Christian education:

- To teach the gospel message revealed by Jesus and proclaimed by the Church.
- To build a community where Christian values are modeled and developed.
- To pray and worship together in order to foster a deep, personal relationship with Jesus.
- To practice the Christian call to service by meeting the direct needs of the global community and by promoting principles of peace and justice.

The purpose of Catholic education is to educate the total person in a vibrant Christian community where each individual is recognized and respected, and where religious values are central. To create such an environment, the faculty and staff promote and proclaim the teachings of Jesus as the basis for the values they teach and uphold. Through emphasis on academic excellence, the school strives to help all students achieve their full potential and become moral leaders committed to the social concerns of the times.

Academic Probation Policy

The goal of Sacred Heart Catholic School is that all students succeed. A student who is not displaying the necessary effort to be successful may be placed on academic probation after the teacher(s) and administrator agree that this is best for the student. The parent/guardian will be notified in writing of the academic probation, how the student can be removed from academic probation, the length of time of the probation, and the consequences if the student fails to get removed from academic probation in the specified time. A consequence may be requesting the student to withdraw from the school. Academic probation may be assigned for any of the following:

- Missing homework or class work assignments
- Late homework assignments
- Failing grades

Once a student goes on academic probation, he/she immediately forfeits the right to participate in all school voluntary extracurricular activities, such as participating in safety patrol, clubs, sports and dances. It is expected that students will use their extra time to complete assignments and/or prepare better for their classes. Once the student's academic standing improves and the probation is lifted, extracurricular activities will be reinstated. Terms outlined in academic probation may include weekly academic progress reports, conferences with parents/teachers/admin in addition to improving grades. Failure to abide by these terms may result on grade retention or withdrawal from Sacred Heart Catholic School.

Acceptable Use Guidelines

We are pleased to offer students at Sacred Heart School access to the Internet, to our school-wide internal network and intranet to enhance and support instruction, facilitate learning and promote educational excellence. The Internet will provide users with access to a wide range of information, people and institutions from around the world. Because the Internet is completely open and unedited, people from all walks of life place a limitless variety of educational material on it. Just like in the real world, there are knowledgeable people, wise people and helpful people, but there are also people who use the Internet for illicit and/or immoral purposes. For this reason, we employ a number of protections, as well as expectations, for our users.

- Please read the Student Technology Use Policy outlined in a separate document distributed at the beginning of the school year. Students and Parents must sign that they have read and will abide by the Technology Use Policy in order to use technology at Sacred Heart School.

Admission Policy/Non-Discrimination Policy

Sacred Heart Catholic School does not discriminate on the basis of race, sex, national or ethnic origin, or handicapping condition in the admission of students, employment of personnel, administration of educational policies, athletics, or other school programs.

- To enter Kindergarten, a child must be five years old by September 1.
- To enter First Grade, a child must have successfully completed Kindergarten and be six years old by September 1.
- A birth certificate and baptismal certificate (for Catholic students) must be presented at the time of registration.
- Transfer students must present a transcript of test scores and the most recent report card from the previous school.
- All incoming students must present proof that they have fully complied with Florida immunization laws and have up-to-date medical records.
- In determining the acceptance of new students into the school, preference will be given to brothers and sisters of children attending Sacred Heart Catholic School, to members of Sacred Heart or other Catholic parishes, and to those coming from other Catholic schools.
- To be eligible for tuition subsidies, all Catholic parents must be registered, active members of their respective parishes.
- All transfer students are admitted for a probationary period.
- Individual and specific probation criteria may be established at the discretion of the administration for transfer students.

Asbestos Law

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93 (g), the Management Plan for Asbestos Containing materials as developed by Law Engineering is available without restriction for your inspection at the school's administrative office. Updates of the Management Plans as defined by AHERA are also on file at the school administrative office. We ask that you make an appointment if you wish to review the plan.

Attendance Requirements

1. Florida law requires 180 student days annually, exclusive of holidays.
2. All students are expected to come to school on time every day. Students who are not in their classrooms when the 7:55 bell rings must sign in with office. Absence from school is detrimental to the student's progress, no matter what the reason. For very serious reasons, students may be excused from classes at the written request of their parents or guardians.
3. Parents are encouraged to schedule medical appointments so they do not interfere with the school day.
4. Anyone picking up a child from school for appointments or illness must report to the office to sign a release for the child's dismissal. Pre-K and Kindergarten students may be signed out in the kindergarten classroom.
5. If your child will be absent, please call or email the office to report them out for the day by 8:30 a.m. Parent notification may be done before and after business hours electronically or by phone by: sending an email lbuck@sacredheartcatholic.com or by calling 386-428-4732. Be sure to include the student's name and reason for absence. An email will be sent out for those students who are not in attendance and we have not heard from their parents.
6. Students with consecutive day prolonged absences may be asked to present a written excuse on the first day they return to class after the absence. This excuse should include the date(s) of absence and the reason for the absence.
7. Parents will be contacted when a pattern of tardiness occurs.
8. Family vacations which do not coincide with the school calendar are strongly discouraged. When absences like this are unavoidable, SHS will attempt to provide meaningful make up work and time for completion.
9. We request that parents of a student who will miss more than three (3) days because of a family outing sign a release form available from the office before the child leaves.
10. When students are absent from school, they are ineligible to participate in extra-curricular activities or official school functions on that day.
11. Excessive absence, (30) days or the equivalent of 30 days including tardiness, can be cause for student retention or withdrawal from Sacred Heart School.

Tardiness and Daily Arrival

As elementary school children cannot drive themselves to school, it is the parent's responsibility to get their children to school on time. Please make every effort to have your child at school by 7:55 a.m. The main school doors will be locked at 7:55 a.m. Students are considered tardy arriving after 7:55 a.m. A student who comes late to school not only misses Morning Prayer, important announcements, morning routines, and instructions, but also disrupts the class and may distract other students during instructional times. Any student late for school must have a responsible adult sign them in at the office and get a tardy pass.

Excused tardies will not count against a student. A doctor's note, stating that the child was at the doctor's office that morning is the only excused tardy. Ensuring on-time arrivals leaves plenty of room for unexpected emergencies. **Students with more than six unexcused tardies during a grading period will not be eligible for honor roll.** After the 12th tardy a parent conference with the principal is required. The tardy count does not restart each trimester. Four tardies equals one absence. If excessive tardiness continues, the administration may suspend the student or require the student to withdraw from Sacred Heart School.

Diocesan policy states that students who do not comply with the school's published punctuality policy may be suspended, be asked to withdraw, or required to withdraw.

Behavior Expectations

The school's philosophy of discipline aims to motivate students to develop positive attitudes towards self-discipline and responsible behavior so that students may attain their fullest potential. To help create a Christian school environment, attention must be given to:

- Practicing truths learned in religion.
- Showing respect for authority and for all persons, Playing and working well with others.
- Showing initiative and being dependable, taking pride in appearance by being well-groomed and in complete uniform.
- Working neatly and accurately, completing home and class assignments.
- Taking pride in the school by caring for books and school property, cooperating with school policies and regulations.

Parents are expected to help their children understand and follow school rules and to cooperate with the school when a child's behavior needs to be changed.

The following types of behavior are totally unacceptable:

1. Physical, verbal or written disrespect or threats toward school personnel or fellow students, whether in person or on the computer, whether in school or outside of school, which detrimentally impacts the reputation or learning environment of the school.
2. Use of abusive, profane or indecent language, gestures, or materials.
3. Acts of bullying or mistreating other students.
4. Persistent lack of cooperation in class.
5. Disregard of rules at school and/or school-sponsored activities.
6. Stealing or damaging of another's property, defacing or destroying of school property.
7. Use or possession in school of tobacco, alcohol or other drugs, weapons or weapon-like materials. The school administration reserves the right to search the person or the belongings of students when a reasonable suspicion exists that poses a threat to the general welfare of the school or a violation of school policy. This includes cellphones or other electronic devices.
8. Sexual harassment by any student on any other student by word or act, either subtle or overt.

When these unacceptable behaviors occur, one or several of the following procedures may be followed:

- Conference with the student
- Notification of parents or guardians
- Loss of privileges, Detention session or other appropriate action
- In-school or out-of-school suspension
- Permanent dismissal from this school

Children who frequently exemplify unchristian conduct and do not seem to benefit from the corrective measures employed will be excluded from attendance at this school. Final decisions regarding what disciplinary measures are taken are the decision of the school principal and her advisors.

ClassDojo

ClassDojo is a digital classroom management tool designed to help teachers improve student behavior and communicate more effectively with parents. Class Dojo improves classrooms by giving students positive feedback for skills and behaviors. ClassDojo positive points are encouraged and rewarded throughout the year in the classroom and school wide. ClassDojo 'dings', or needs work points, are documented and reviewed on a weekly basis and the following consequences are in place to encourage behavior modification or remediation.

0-2 Dojo Dings = Grace allowance, no consequence 3 Dings = 1 Monday silent lunch/recess detention 4-5 = 1 Week recess detention served at silent picnic table
6+ Dojo Dings = After school detention, request for parent meeting, intervention 25+ in one Trimester = Saturday Detention 8-12 noon

Students receiving multiple Monday detentions and weekly recess detentions will result in the request for a parent meeting. Further disciplinary action will be decided on an individual and as needed basis. Please refer to the Sports Eligibility Contract for information on how behavior effects participation in sports and other activities.

Birthday Celebrations

- On the occasion of a child's birthday, parents may send a small treat for distribution at lunchtime. The treat should be individually portioned and should not include gum, candy or perishable foods such as ice cream.
- Once a month, there is a dress-down day for all students having a birthday that month. The date is indicated on the monthly calendar. Students with summer birthdays will be included at the beginning or end of the school year.

Books/Property

To help keep their books and other school materials in good condition, all students are required to have and to use some type of carrying case. Textbooks and workbooks are to be kept covered and clearly identified. Children are financially responsible for the loss or damage of any books, equipment, or furniture. The same rule applies to damage caused to another student's property or clothing.

Bullying Policy

Bullying behavior is defined as:

- Name calling, teasing, taunting, ridiculing, racial or ethnic slurs, threatening and putting others down
 - Contacting others inappropriately with hands, feet, spit or other objects
 - Taking food, personal belongings, etc. without permission
 - Non-physical behavior such as isolating students from peers, dirty looks, glares, etc.
 - Disregard for school rules or instructions from supervisor
 - Behavior deemed inappropriate by staff or administration
1. Students reported for engaging in bullying behavior will be given age-appropriate consequences and an opportunity to improve.
 2. Students reported a second time will be referred to the principal for a conference and parents will be notified. Appropriate consequences will be administered.
 3. Repeated bullying behavior will result in a student, parent, Principal (or designee) conference to assess the pattern of behavior and implement a stricter plan for corrective intervention.
 4. Subsequent incidences will be evaluated based on the effort and cooperation of the student and parents.

Refusal by students or parents to cooperate with the disciplinary process and/or recommendations will result in automatic suspension and/or expulsion. The administration reserves the right to override the steps above and request a student to seek an alternate educational environment immediately.

Cafeteria Rules

Students are required to be respectful of supervisors, volunteers and other students, maintain self-control and an appropriate noise level in the cafeteria. Students are required to sit with their own class, stay seated during lunch, and throw away their trash/clean up their area before being released for recess.

Calendar/Newsletter

Please refer to the monthly calendar included with the handbook. Detailed information about activities appears on the school website and in the weekly school newsletter sent home by email or in the family folder. The family folder is sent home on Fridays and should return to school in a timely manner with the youngest child unless the family requests a different arrangement. Reading the newsletter and monitoring the school website are the best ways to keep informed about school activities.

Criteria for Attendance at Sacred Heart School

1. Catholic parents are registered in a Catholic Parish and are recommended by their pastor.
2. Catholic parents support their parish community by attending Mass regularly and by financially supporting the church through the use of the envelope system.
3. The family will attend at least four parent meetings and support special activities sponsored by the school or Parent Teacher Organization.
4. The family will give a minimum of twenty (20) hours of service to Sacred Heart Catholic School or Church. At least ten (10) of these hours must consist of direct support of the projects sponsored by the Parent Teacher Organization by serving as a volunteer worker.
5. The family will read and support all the regulations specified in the Parent/Student Handbook.
6. The family will pay tuition, fees, and fundraising obligations as described in the Sacred Heart Family Contract or tuition amounts agreed upon through consultation with the administration of the school or parish.

Curriculum

Sacred Heart Catholic School bases its curriculum on The National Common Core State Standards and the guidelines of the Orlando Diocese within a framework of Christian principles. Time allotments for the secular subjects follow the standards recommended by the Florida Catholic Conference, which is the accrediting agency for our school. To remain accredited, the school annually verifies its compliance with the required standards. The full curriculum can be viewed online at www.schools.orlandodiocese.org.

Dress Code

Sacred Heart Catholic School expects parents and students to cooperate in supporting all dress code requirements throughout the entire school year. The required school uniforms are purchased through Sunshine Wear for the 2018-2019 school year. www.landsend.com/school Code 900185067

BOY'S UNIFORMS:

- Blue and/or white knit shirt with SHS monogram purchased from Lands' End.
 - Navy polo shirt (for Middle School only)
- During extremely cold weather, a solid WHITE or NAVY turtleneck or long sleeved T-shirt may be worn under the uniform shirt.
- Navy blue walking shorts or navy blue cotton twill slacks purchased from Lands' End.
 - Khaki walking shorts for Middle School only.
- Solid black or white socks (no logos or accent colors).
- Sacred Heart sweatshirt purchased from the school or Lands' End. A solid navy blue sweatshirt may also be worn. No other sweater or sweatshirt may be worn in school, to church or on field trips. A Sacred Heart Catholic School uniform must be worn underneath any outerwear at all times.
- Boys in grades 5-8 are required to wear a solid, black, brown or navy belt with pants and shorts.

GIRL'S UNIFORMS:

- Plaid dress with SHS monogram purchased from Lands' End (Grades K - 1).
- Pleated plaid skirt (grades 6-8) or plaid skort (grades 2-5) worn with blue or white pique polo shirt with SHS monogram purchased from Lands' End. The skirt, skort or shorts may be no more than **three inches above the knees**. Skirts, skorts and shorts should have proper fit for both regular and PE uniforms.
 - Navy polo shirt (for Middle School only)
- During extremely cold weather, a solid WHITE or NAVY turtleneck or long sleeved T-shirt may be worn under the uniform shirt/blouse.
- Girls in grades 5-8 are required to wear a solid-colored black, brown or navy belt with pants and shorts.

Girl's Uniforms Continued on following page.

GIRL'S UNIFORMS CONTIUED:

- Solid black or white socks (no logos or accent colors). In cooler months, solid navy or white tights or knee socks may be worn.
- Sacred Heart sweatshirt or sweater purchased from the school or Lands' End. A solid navy blue sweatshirt or sweater may also be worn. No other sweater or sweatshirt may be worn in school, to church or on field trips. A Sacred Heart Catholic School uniform must be worn underneath any outerwear at all times.
- Girls are required to wear the plaid uniform skirt/dress on days when Mass is celebrated and days designated by the principal.

SHOES: Both boys and girls wear solid black athletic shoes no higher than the child's ankle. No white, gray or colored trim is allowed. Fad styles, as determined by the administration (i.e. boots, platform sneakers, shoes that light up, shoes with wheels, etc.), are not permitted. Laces must be solid black.

PE UNIFORMS: PE uniforms for grades 3-8 are purchased from Lands' End and worn on days when students attend PE classes. Only school PE uniforms can be worn on PE days. Spirit shirts may only be worn on Spirit Dress Thursday.

OTHER DRESS CODE REGULATIONS:

- Uniforms should be clean, neat, in good repair and have proper fit.
- Shirts and blouses are to be tucked in at all times in all grades; the only exception for girl's shirts intended to be left untucked.
- Students may wear a conservative or classic watch and a single chain with a cross or religious medal. Smart watches or athletic trackers are not permitted. Chokers or other medallions or necklaces may not be worn. Hair accessories should be solid school colored only with no pattern or design. A Lands' End headband may also be worn. Bands promoting awareness of a social concern may be worn with the approval of the principal. No more than one ring on each hand is permitted. Boys may not wear earrings in school or at any school-sponsored activity. Girls may wear one pair of post earrings in the earlobes, no dangling or hoop earrings.
- Neat haircuts in good taste are required. Hairstyles should not be distracting and always kept out of the eyes. No extreme hairstyles or hair colors are acceptable. Hair spray is not to be brought to school.
- Only clear nail polish may be worn in school. The nails are to be kept clean and neatly trimmed so that their length does not prevent full and safe participation in all school activities. No artificial nail, gels or acrylics may be worn. Administration may request removal of polish or artificial nails.
- Girls in grades 7 and 8 may wear moderate make-up. School administration reserves the right to determine what is "moderate."

NON-UNIFORM DAYS:

- Skirts and shorts must be no more than 3 inches above the knee.
- Backless, toeless, platform, or high-heeled shoes may not be worn (ie sandals, flip flops, etc).
- Hats, gloves or scarves may not be worn in class.
- Tank tops, bare-shouldered garments, tops/shirts that are excessively short, too small or excessively large are not permitted. Leggings or athletic wear tops and bottoms are not permitted.
- Make-up and jewelry rules stated above apply on non-uniform days.
- On designated dress-up days, no blue jeans or blue jean shorts or denim is permitted.
- On designated dress-down days, blue jeans and blue-jean shorts with proper fit are permitted that are no more than 3 inches above the knee, not ripped, torn or shredded. No denim with holes is allowed at any time.
- Students are not permitted to wear extreme styles of clothing (Goth, grunge, etc.)

If the clothing students wear is deemed inappropriate, parents will be required to bring other clothing; students dressed inappropriately may be denied non-uniform day privileges. The principal makes the final judgment regarding all dress code matters.

Emergency Closing

When dangerous weather conditions affect the entire area, the school will follow the directions of the Volusia County agencies responsible for public safety. Stay tuned to local radio and TV stations for information regarding school closings. When Volusia County Public Schools are closed for weather emergencies, Sacred Heart Catholic School is closed. Sacred Heart may, however, re-open before the public schools are able to open. While TV news programs may be contacted, they do not always make announcements as requested, so if Sacred Heart reopens earlier than Volusia County Schools, messages will be placed on the school's answering machine, the Sacred Heart website (sacredheartcatholic.com), and/or the Diocesan Schools website as soon as power and phone and Internet service are restored. Please do not call the Church office, rectory or convent. Please make sure your updated phone numbers have been submitted to the School office in case we need to contact you.

Evaluation of Student Progress

A variety of methods are used to assess student progress:

- Classwork, homework, quizzes, tests, oral or written projects/presentations, and alternative forms of assessment
- Participation, effort, conduct in addition to skills based assessments
- Standardized tests and student academic growth instruments are used throughout the school year.
- Individualized assessment may be arranged when specifically requested by parents and teachers. Psychological testing is available through Volusia County Public Schools or private professionals.

Also see “Grading Policy” and “Reports to Parents”.

Extra Curricular Activities

A varied program of after-school activities is available for students to explore and develop their talents. Activities may change from year to year. Notification of each year's slate of activities is sent home at the beginning of the year with all pertinent information. Parents make arrangements for participation directly through the activity's designated provider. Although the activities are conducted on the premises of Sacred Heart Catholic School, some of the activity providers act as independent contractors and are responsible for the content and administration of their own programs.

Field Trips

Educational field trips are used to enhance classroom instruction. Parents are expected to pay fees associated with field trips. To participate, a child must have the written permission of the parent, using only the form provided by the school. Telephone calls will not be accepted in lieu of proper forms. Because field trips are privileges afforded to students, participation may be denied to those students who fail to meet academic or behavioral requirements.

Fingerprinting of Diocesan Personnel and Volunteers

The Diocese of Orlando is committed to doing everything in its power to ensure the safety of the youth entrusted to its care. In accord with this policy, all prospective and existing employees of the diocese and all volunteers who work with children are required to have a criminal background check and undergo a fingerprint screening through the Diocese of Orlando. Instructions and a link are found on our website www.shseagles.org.

Grading Scale

The following grading scale is used for students in grades 3-8:

A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 0-59%

Students whose overall grade point average falls below a 2.0, or who are not exhibiting appropriate effort as evidenced by multiple missing or late assignments, will be placed on academic probation. (See Academic Probation Policy)

Homework

Beginning in Kindergarten, children are expected to do some homework each weekday night. The type and length of assignments will vary as the child advances grades.

Written homework will generally not be given on weekends or over holidays and vacations. There are times, however, when work may need to be assigned, especially at the middle school level, for various reasons. Occasionally projects may also be assigned over a period of several days, which may include a weekend or holiday. Consistent problems with missing homework may result in an incomplete grade for a class.

Honor Roll

1. Students in grades three through eight are eligible for honors according to the following guidelines:
 - Pastor's Honor Roll (All "A")
 - Principal's Honor Roll (All "A" and "B")
2. Major subjects used to determine the point average include: Religion, Math, Science, Social Studies, Reading, English/Language Arts and Media Arts.
3. Rubric for Pastor & Principal Honor Roll
4. Students with more than 6 tardies in any trimester will not be eligible for honor roll.

| Report Card Standard | Eligibility for the Pastor's Honor Roll | Eligibility for the Principal's Honor Roll |
|-----------------------|--|--|
| Academic Average | Grade of A in every subject | Grade of B or higher in every subject |
| Responsibility | Must Have Behavior Scale score of 1 | Must have behavior Scale score of 1 or 2 |
| Participation | Must have behavior Scale score of 1 or 2 | Must have behavior Scale score of 1 or 2 |
| Assignment Completion | Must have behavior Scale score of 1 | Must have behavior Scale score of 1 |
| Interpersonal Skills | Must have behavior Scale score of 1 | Must have behavior Scale score of 1 |

Illness

- Children who show signs of illness in the morning should be kept home, as should those having bad colds or coughs.
- The school should be notified by 8:30 A.M. each day a student will be absent.
- Parents or the person listed on the emergency form will be called if a child becomes ill at school or is injured. It is imperative that we have an up-to-date emergency form from every family no later than the first week of school. Parents are asked to notify the school immediately of changes of address or of home or work phone numbers that occur during the school year.
- Whoever arrives to take a sick or injured child home should first report to the office.
- Please call the office if your child contracts a contagious disease and consult with a doctor as to when he/she may return to school.
- For short-term illnesses, please do not call the school to request work for your child. A reasonable time period will be given to make up missing work when the child returns to school.
- Special arrangements will be made in the case of a prolonged absence resulting from illness or accident.
- State law requires that students present a written excuse (including the date(s) and reason for absence) on the first day they return to class.
- State law requires students absent from school 15 or more days to provide a doctor's verification for subsequent absences.

Lost/Forgotten Items

- All articles including lunchboxes, book bags, and uniforms, should be clearly marked with the owner's name.
- Lost and found items are kept in a specified place and may be claimed there by the owner.
- Lunches and other forgotten items should be brought to the office rather than delivered to the child's classroom, except for Kindergarten and Pre-K students.

Lunch & Food on Campus

Parents are asked to provide a nutritious food daily for their children; soda, candy, energy drinks, coffee drinks, glass containers and fast food lunches are not permitted. Hot lunches are provided daily through WT Café. Menus are provided monthly. Parents are requested to fund the lunch account online at the beginning of the school year and as needed thereafter. Parents will be notified by email when the account is getting low. Parents are responsible for paying for lunches provided to children. (See also section titled "Cafeteria Rules")

Medication

- Any type of medication (prescription or non-prescription) brought to school **MUST** be accompanied by the required authorization form obtained from the school and signed by a parent or guardian and the child's physician. This includes lozenges, cough drops, aspirin, ointments, etc. No medications will be dispensed by school personnel unless the authorization forms have been submitted.
- All prescribed medication should be sent to school in original containers with pharmacy labels.
- No form of medication is to be kept on the child's person or among his/her belongings. However, the child should carry medications for specific life-threatening illnesses such as asthma, after the proper authorization form has been submitted.
- Children should be clearly instructed by the parents as to when to go to the office to take their prescribed medicine under the supervision of school personnel.

National Junior Honor Society

Sacred Heart has a chapter of the National Junior Honor Societies. Participation in this organization is by invitation and based on a students' academic and behavioral record. The organization is designed to develop a student's potential in the areas of Leadership, Scholarship, Service and Citizenship, and the students take on a leadership role in planning and executing various student activities throughout the year.

Parent/School Relations

Parents' Role in Education

- We at Sacred Heart Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – spiritually, physically, mentally, emotionally, morally and psychologically. Your personal relationship with God, with each other and with the school and church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.
- Your child needs constant support from both parents and faculty in order to develop morally, intellectually, socially, culturally and physically. *Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach their potential.* It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.
- It is essential that a child take responsibility for grades earned and be accountable for homework, major tests, service projects and any work missed due to absence. Together let us begin this year with a commitment to partnership as we support one another in helping each child to become the best person he or she is capable of becoming.
- As parents in the educational process at Sacred Heart Catholic School, **we ask parents:**
 - To support the religious and educational goals of the school.
 - To support and cooperate with all school policies and procedures.
 - To ensure your student is familiar and complies with school policies and procedures as outlined in the Parent/Student Handbook.
 - To treat teachers/staff with respect and courtesy in discussing student issues.
 - To support and cooperate with the discipline policy of the school
 - To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day.
 - Is dressed according to the school dress code
 - Completes class assignments on time.
 - Has breakfast and lunch every day.
 - To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
 - To notify the School Office of any address change and/or important phone numbers.
 - To meet all financial obligations to the school.
 - To inform the school of any special situation regarding the student's well-being, safety, and/or health.
 - To complete and return to school promptly any requested information.
 - To read all school information.

Resolution of Conflict with Teachers

- Many problems grow out of simple misunderstandings and are often resolved when parents and teacher communicate directly. Out of Christian love for each other, parent-teacher contact is to occur before contact with the Principal is initiated. Only when parent-teacher contact has been ineffective are parents encouraged to confer about a teacher conflict with the Principal.
- We respectfully request that negative or hurtful conversation about teachers, staff, or students be avoided at all costs, as this is detrimental to all relationships in the school and not reflective of Catholic values. All personal conversations are to remain confidential and not reported on social media.

Parent Conduct

- Parents and guardians are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students and volunteers, whether on or off school grounds or at school-related events.
- Parents should demonstrate support of the school's and Diocesan educational mission, personnel, policies and procedures.
- Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events.
- Inappropriate behavior or failure to support the school policies and mission may result in the student's exclusion from the school.
- Unacceptable behaviors include, but are not limited to harassment, verbal abuse, assault or threats to the faculty, administration, staff, students and volunteers of the school.
- Parents should cooperate with school personnel and adhere to the diocesan or local policies and regulations.
- Parents will not interfere in matters of school administration or discipline.
- When, in the judgement of the principal and/or the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may require withdrawal of the children of the parent/guardian temporarily or permanently from Sacred Heart School.
- Please read and sign the Parent School Policy outlines in a separate document distributed at the beginning of the school year.

Parent-Teacher Organization (PTO)

All parents of children attending Sacred Heart Catholic School are members of the Parent-Teacher Organization (PTO) and are encouraged to actively support the PTO which serves as a vehicle of parent involvement in the School, fundraising, service and community-building. Parents are requested to participate in and support the various events sponsored by the PTO by volunteering their service. Parents are required to serve at least twenty (20) service hours to support the fundraising obligation of the PTO on behalf of the School. Families are also required to support the annual Dinner Auction by procuring \$250 in new items or gift certificates from area businesses, sell advertisements, and/or make a personal donation by the prescribed deadline.

Physical Education

A fully certified instructor conducts physical education classes at least two times weekly. Because physical education classes are a mandatory part of the school program, all students are expected to fully participate in each class. A written note from the parent is required for each time a child is to be excused from participating. A doctor's excuse is required for more than three consecutive classes of non-participation. Students in grades 3-8 are expected to be in regulation PE attire for class. Athletic shoes must be worn for these classes. Spirit shirts may only be worn on Spirit Dress Thursday.

Playground Rules

To make the playground enjoyable and safe for everyone and to protect school property, all students are to:

- Respect and obey adult supervisors promptly
- Speak and treat others with kindness
- Share playground equipment
- Avoid play that involves too much roughness, tackling, play fighting, jumping on one another, damaging clothing or equipment, etc.
- Refrain from throwing or kicking sand, stones, or other potentially harmful objects
- Refrain from using profane, obscene, or inappropriate language
- Play in the areas specified and take proper care of the play area and equipment.
- Use equipment in a responsible and safe manner, including refraining from hanging upside down from or jumping off equipment

For violations of these rules, one or more of the following actions will occur:

1. The child will receive a verbal reminder.
2. The child will lose playground privileges for a specific time.
3. The child will be sent to the principal and parents will be notified.
4. The child or his/her parents will be held financially responsible for deliberate damage caused or for that which results from behavior contrary to the school's code of conduct.

Prohibited Items

Possession or use of the following items by students is prohibited on school property and at school-sponsored events:

- Laser pointers, radios, iPods, CD/DVD/MP3 players, hand-held computers, personal electronic games and communication devices**(unless specifically designated for use by a teacher for a particular multi-media assignment.)
- Spray cans/bottles with hairspray, deodorant, perfume, etc.
- Skateboards, rollerblades
- Printed materials and clothing referring to tobacco, alcohol, drugs, the occult, containing violence, profanity, obscene language/pictures, or disrespect to any group of people.
- Tobacco of any kind, lighters, matches, drugs, drug paraphernalia and unauthorized medications
- Caps, firecrackers, guns (including water guns and toy guns), gun cartridges, bullets and B.B's
- Knives (including pocketknives), blades, or other sharp or potentially harmful objects

** (See section on Use of Phones concerning cell phone policy)

Religion Program

Prayer and religious instruction or participation in liturgical activities is offered daily. A minimum of a half-hour daily is devoted to religious instruction or to participation in a variety of liturgical or paraliturgical activities. Religious opportunities include daily classroom prayers, attendance at Mass, the Sacrament of Reconciliation, seasonal and Marian devotions, and prayer services. Service projects are also essential to the school's program. A special emphasis is placed on Christian behavior and living gospel values.

The religion program of the school is effective only to the extent that it is reinforced by parental example in the home and by a parent's close supervision of the child's leisure time activities. Family prayer, regular attendance at Sunday Mass or worship services, genuine Christian concern and support for the needy and service to the church and school are all integral parts of the religious formation of the child.

Reports to Parents

Report cards are issued three times a year in grades kindergarten through eight. Grades are updated weekly and always available online by accessing Parent Portal from the school's website. We believe it is the parents' responsibility to check student grades regularly. Formal parent-teacher conferences are scheduled as necessary, but parents are encouraged to confer with teachers whenever the need arises.

Parents are asked to be reasonable in their demands on teachers both as to the time and the frequency of reports about a child. During the school day, all business is conducted through the office. Teachers wish to give their full attention to parents and their concerns; however, responsibilities of teachers to supervise students, prepare for class, perform assigned duties, etc. demand their attention while students are on the campus, so please do not visit the classroom during the school day, just before school begins or right after school without an appointment. Teachers will gladly conference with parents, make phone calls, or communicate by other means if you make your request known through the school office.

Many problems grow out of simple misunderstandings and are often resolved when parents and teachers communicate directly. Only when this contact has not been effective are parents advised to confer with the principal by phone, e-mail, or by setting up an appointment for a conference.

Retention Policy

The following criteria are used to determine a child's eligibility for promotion to the next grade.

- The promotion of students in grades PK-2 will be decided by the teacher in conjunction with parents and principal.
- A student in Grades 3-8 receiving an "F" average for the year in two major subjects may be asked to repeat the grade or withdraw from the school. Summer school work will neither be required nor accepted as an alternative to retention.

- In grades 3-8, if the above criteria does not apply, but a child's teachers are convinced the student lacks the necessary academic background, study habits, maturity, or social development to reasonably warrant promotion to the next grade, the school will recommend retention. In this case only, parents may decide against retention. They will, however, be asked to sign a form verifying that they made this decision. This form, completed and signed, will become part of the student's records.
- When special circumstances warrant the suspension of these criteria, an administrative placement may be made.
- When a student transfers to another school, all pertinent information regarding grade placement as described in this policy will be sent to the new school.

Rights of Principal

The principal reserves the right to determine if misconduct or other concerns require alternate consequences. The principal may waive any disciplinary rule for just cause at her discretion. The principal also retains the right to amend the handbook policies and procedures for just cause and parents will be given prompt notification if changes are made.

School Board

In accord with Diocesan policy, the Sacred Heart School Board has been established to assist the Pastor and Principal in school decision-making. Any Sacred Heart parishioner may become an elected member of the Board. Interested parents of students attending Sacred Heart School are eligible to become appointed members of the Board. The PTO President or his/her designate is an appointed member of the School Board by virtue of his/her office as President. Committees of the School Board include Development, Finance, Facilities and Mission Effectiveness and are chaired by a member of the School Board. Members of these committees and subcommittees may include parents, parishioners, alumni, community members, and members of the Faculty and Staff of Sacred Heart Catholic School.

School Counseling Program

The school-counseling program aims to promote the holistic development of students including their academic, personal, social, spiritual and vocational growth. Program goals are realized through:

- Classroom guidance lessons presented by either the teacher, school counselor or both
- Individual counseling
- Group counseling
- Student appraisal
- Parent and teacher consultation
- Parent and teacher education

If the counselor believes that a child is in danger to himself or others, she will immediately notify the parents/guardians.

Some students may profit by sharing with their peers in counselor-led sessions. Group counseling allows students to share ideas about specific issues such as problem solving, study skills, managing feelings, or improving peer relationships. Parents are invited and encouraged to dialogue with the school counselor about any issue impacting the child's success and personal growth. Appointments can be made through the school office.

School Insurance

All students are covered by a supplemental accident insurance for school-sponsored activities. Part of the registration fee is used to cover the cost of this insurance plan, which is required, by the diocese. Claim forms are available from the office. No claims are paid until the family's primary insurer has completed its payments. If you do not have a primary insurer, please notify the company of this when you file a claim. During the first week of school, flyers explaining the school coverage are sent home with each child. The form also indicates how one may apply for a twenty-four hour plan paid by the family.

Special Services

- Computer instruction is provided for all students in grades kindergarten through eight on a weekly basis. In addition to those in the computer lab, computers are available for student use in the classrooms. Teachers integrate the use of technology in their instructional methods and encourage students' use of technology. Internet is offered with special filtering to protect student exposure to inappropriate material. Student curriculum includes specific lessons on Microsoft Office applications, educational software, and web-based programs, along with instruction on Internet use, navigation, etiquette and safety.
- Extended Day Care is available for a moderate fee. Parents may use this program on a daily basis or as the need arises. Students must be registered before attending and must maintain a good record of cooperation to remain in the program. Payments for the program must be kept current.
- Students who have been trained as altar servers (grades 4 and up) may assist at school Masses, parish funerals, and Sunday Masses.
- See also "National Junior Honor Society," "Physical Education", "Counseling Program", and "Sports."

Sports

Students have an opportunity to participate in various sports. Participation in the sports program encourages the development of teamwork, leadership, cooperation, and good sportsmanship. Students, coaches, and parents are required to fully support the league requirements for participation in the program. All adults and high school student helpers, assistant coaches and coaches are required to have a cleared VECHS (FBI) fingerprint check on file at the school before participating in practices and games. VECHS fingerprinting must be repeated every five (5) years. All participants in the sports program must make their own transportation arrangements for practices and games. Parents are expected to be prompt in picking up students after practice. Parents who take children to the games are responsible for the behavior and safety of these children.

Supervision and Safety Procedures

To assure the safety of each child, all parents are expected to cooperate fully with arrival and dismissal procedures.

1. Regular morning drop off begins at 7:30 a.m. Please do not drop off your student at school earlier than 7:30 a.m. since there is no supervision provided before this time.
2. Regular afternoon pick up is at 3:00 p.m. Students not picked up by 3:15 p.m. will be sent to the Extended Day Care Program. The parent will pay the cost of Extended Day Care. Students who are signed into the Extended Day and not picked up by 3:15 p.m. will be charged for that day.
3. During the school day and/or when students stay for extracurricular activities, they may not leave the campus without the written permission of their parents and approval from the office.
4. Children who stay for extracurricular activities on the school grounds will be supervised by the adult in charge of the activity for the duration of the activity. If the siblings of these students are not picked up at dismissal time, they will be sent to the Extended Day Care Program and their parents will be responsible for fees.
4. The school is not responsible for the supervision and/or safety of pre-school children who accompany their parents to school.
5. All visitors and volunteers must report to the office to receive a visitor's badge.

Tuition and Fees

To provide quality education at minimal cost to parents, the school is financially dependent upon tuition and fees, upon parish subsidies, and upon fund-raising projects. The prompt payment of tuition and fees is essential for the school to meet financial responsibilities.

1. Required annual fees for each student include:

- a.) Registration Fee: a NON-REFUNDABLE fee paid at the time of registration.
 - b.) Tuition: paid by one of three methods:
 - All at once: A 3% discount (on tuition only) is offered to those who pay in full by August 28. (There is no reduction after this date)
 - Two payments: August 15 and January 15 scheduled through FACTS Tuition Management.
 - Monthly: Payments are scheduled through the FACTS Tuition Management program.
 - c.) Family Fundraising Obligation: requirement of *each family* to sell advertising or obtain donations of goods, service or cash donations totaling a minimum of \$250 for the annual auction dinner. Donations must be contributed by the published deadline or the family assumes responsibility for the entire amount or remaining balance as a required fee.
- Delinquent Accounts:
 - a) Accounts are considered delinquent after the last day of the month. A late fee will be assessed on all accounts not paid before this date.
 - b) Accounts that remain delinquent past 60 days will result in termination of access to the parent portal site until the account is brought current.
 - c) Accounts that remain delinquent past 90 days are considered to be in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expenses incurred as a result of the collection will become the responsibility of the parent or guardian. Student may be excluded from school.
 - d) No student will receive a report card, diploma and no transcripts/student records will be sent for students whose tuition and other fees (Extended Day Care, band, lost books/materials, lunch expenses, etc.) are in arrears.
 - e) Students may not register/re-register in any Diocesan school the following year until all accounts are paid in full.
 - If the bank returns checks payable to Sacred Heart Catholic School, the payer will be responsible for penalty fees imposed by the bank. In addition, the School will assess a ten-dollar processing fee. In that case, the school may require that subsequent payments be made in cash.
 - A fifty dollar (\$50) processing fee will be required if the School is required to prepare invoices or other paperwork/contacts with Trusts, Foundations, or other organizations in order for the School to receive tuition/fee payments.

Use of Telephone

Students are permitted to use the office phone only in case of emergency. When calls are necessary, students are to obtain permission to use the telephone from both their classroom teacher and the school administrative assistant. **Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.** Students are not permitted to use cell phones during school hours or in Extended Day Care. If parents deem it necessary for their child to carry a cell phone, then the phone must remain turned off and in the book bag during school hours and at Extended Day Care. Failure to comply with these rules will result in confiscation of the cell phone. The school is not responsible for loss or damage to a cell phone. Parents are asked not to call the school office with messages for students, which could be taken care of with better planning or at another time. Only emergency messages will be delivered to students during the day. The school administration reserves the right to confiscate and search a student's phone and/or other technological device at any time as a result of reasonable suspicion of misconduct.

Use of Your Own Technological Device

The Sacred Heart Catholic School has recently adopted a Bring Your Own Device (BYOD) policy. This policy will allow students to bring many of their own technology devices to school for use in our classrooms. They will be allowed to incorporate the use of such items as iPads, Android tablets and E-Readers for educational purposes only. Similar to other personally owned items, the school is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school. A BYOD Policy letter and permission slip will be provided at the request of the student. Students may not bring devices without first obtaining permission from their teacher and the administration. Complete information about the BYOD policy is available in the main office.

Wrongful Conduct Policy

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children, and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children. To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this information is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice, Taking blood samples or performing any other medical procedure
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking, or encouraging smoking, on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer, or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that telltale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment, and the best Catholic education. Please contact the Principal if you have any concerns.



Parent-Student Handbook Agreement Form

1. We have read and discussed the Sacred Heart Catholic School Parent-Student Handbook, understand its contents, and agree to abide by and support its rules, regulations and responsibilities.
2. Diocesan Wrongful Conduct Policy (included in handbook)
We have read, discussed understand and agree to cooperate with the contents of the Diocesan wrongful Conduct Policy.
3. Photo/Video Permission-Consent, Waiver, Release
For and in consideration of benefits to be derived from the furtherance of the educational programs of the Dioceses of Orlando, I/We, the undersigned parent(s) or legal guardian(s) of the student(s) listed below, enrolled at Sacred Heart Catholic School, New Smyrna Beach, Florida, its agents, employees or duly authorized representatives to take photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes it may deem proper. In granting such permission I/We hereby relinquish and give to the Diocese of Orlando, Orlando Florida, all right, title and interest I/We may have in the finished pictures, negatives, reproductions or copies, and further waive any and all rights to approve the use of such photography, motion pictures, video or audio tapes and so release any and all claims of any nature whatsoever arisen for their use.
4. Permission for Individual and/or Group Counseling
I permit my child/children to participate in individual or group counseling sessions as described in the section "School Counseling Program". Note: If permission is *not* granted, kindly inform the principal in writing.

Students attending Sacred Heart Catholic School:

| | |
|-------------------|----------------------------|
| Print Name: _____ | Signature of Student _____ |
| Print Name: _____ | Signature of Student _____ |
| Print Name: _____ | Signature of Student _____ |
| Print Name: _____ | Signature of Student _____ |
| Print Name: _____ | Signature of Student _____ |

Signature(s) of Parent(s)/Guardian(s): _____

Please sign and return this form to the school office by August 25th.