



**SERVICE • JUSTICE • COMPASSION**

**670 College Street  
Hollister, CA 95023**

**2023 – 2024**

**-Family Handbook-  
(Preschool — Grade 8)**

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**[www.sacredheartschool.org](http://www.sacredheartschool.org)**

*The Sacred Heart Parish School Family Handbook serves as a guide for our entire school community; parents, students, staff. Sacred Heart Parish School policies, standards, and administrative operations are included. The Principal retains the right to amend or waive provisions of this handbook for just cause. Parents will be given notification of changes made. We ask that you read this handbook carefully and keep it for reference during the 2023-2024 school year.*

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## **MISSION STATEMENT**

Sacred Heart Parish School, in ministry with the Parish, is committed to service, justice, and compassion. Together, with our families and our Parish, we are dedicated to the pursuit of academic excellence, the achievement of individual potential, and fostering a culture of high expectations and moral values.

## **SCHOOL PHILOSOPHY**

Sacred Heart Parish School, founded in 1891, provides a safe, faith filled environment, enriched with Catholic traditions for students. Educators, students, and parents are dedicated to the pursuit of academic excellence, the achievement of individual potential, and a culture of high expectations. Guided by gospel values, Sacred Heart Parish School cultivates a commitment to service, justice, and compassion.

## **STUDENT LEARNING EXPECTATIONS**

Sacred Heart Parish School students are on **FIRE** and show it by:

### **Faith**

- Actively participate in Mass, religious studies and Catholic traditions
- Using different types of prayer to show reverence for God's creation, self, and others
- Having a basic knowledge of the teachings, doctrine, and practices of the Catholic Church

### **Intelligence**

- Showing grade level proficiency in core subjects
- Using technology responsibly as a tool for learning
- Using study skills wisely

### **Responsible Citizenship**

- Reaching out to serve others
- Demonstrating self control and responsible behavior
- Knowing that individual choices impact the world socially and environmentally

### **Effective Communicator**

- Effectively present ideas with confidence and poise in a variety of situations
- Expressing written thoughts clearly, using correct grammar and mechanics in diverse forms and for different purpose
- Utilizing technology effectively

## **HONOR CODE**

As a Sacred Heart Parish School student,  
I will show respect for myself, others and all things at all times.  
I will contribute to the learning environment.  
I will follow school and classroom procedures.  
I will show integrity and honor in all my endeavors.  
I will treat everyone I meet with kindness, and help others to grow in God's love.

## ACCREDITATION

Sacred Heart Parish School is fully accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

## NON-DISCRIMINATION POLICY

Sacred Heart Parish School, in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. Sacred Heart Parish School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs. While Sacred Heart Parish School does not discriminate against students with special needs, a full range of services may not be available.

## ADMISSION PROCEDURES

Every person, as a child of God, has equal dignity and an inalienable right to an education. Therefore, **no qualified student will be denied admission to Sacred Heart Parish School on the basis of sex, race, color, national origin or disability condition** (if, with reasonable accommodation on the part of the school, the handicapped person can be accommodated).

Sacred Heart Parish School reserves the right to refuse admission to any student whose educational needs cannot be met by Sacred Heart Parish School. We reserve the right to deny admission to any individual/family who we feel will not benefit from our educational program.

## ADMISSION PROCESS

### Step 1: Apply

To begin the Admission process at Sacred Heart Parish School, a new student must complete and submit to the Registrar the following documents for the school year for which they are applying:

- Completed Family Application;
- Completed Registration Form;
- Payment of the non-refundable Registration Fee;
- Admission Contract signed;
- Satisfactory progress from previous school as documented by official academic transcripts from the two years prior, with the exception of Kindergarten applicants;
- Copies of birth, baptismal and First Communion certificates for Catholic Students; birth certificates (non-Catholic students only);
- Medical requirements for students must be met according to the standards set forth by the State Of California including all immunizations and TB tests;
- Physician's health form—a physical exam must be performed.
- A letter of recommendation from the current teacher.

### Step 2: Student Evaluation

A placement test will be scheduled for the incoming student. During the student evaluation, a teacher may inquire as to a student's spiritual and social maturity as well as administer academic testing. The purpose of the Student Evaluation is for placement purposes as well as to identify any grade level differentiations with the current Sacred Heart Parish School standards.

### Step 3: Submission to Principal

Upon completion of the Student Evaluation and the entire admission package for the incoming student will be submitted to the Principal for a determination regarding admission.

### Step 4: Family Interview

Principal will review the student evaluation, and discuss the school's mission and philosophy and parent handbook.

### Step 5:

Upon acceptance of the student, the parents will sign a permission form, which allows Sacred Heart Parish School to contact the previous school for:

- A copy of the Cumulative Record (CUM) folder from the prior school
- A copy of the student's standardized test results

### Priority of Admittance

SHPS is a Catholic school. Our goal is to educate and support parents as partners in the intellectual and spiritual development of their children. Students are accepted on the basis of meeting all admission requirements, availability of space, and the ability to progress and achieve within our curriculum and programs.

For students and families meeting all SHPS admission requirements, preference for admission will be given to applicants and returning students in the following order:

1. Continuing students of currently enrolled families of Preschool through Junior High.
2. Siblings of currently enrolled families.
3. Children of alumni.
4. New students who, *at the time of application*, are already registered with Sacred Heart / St. Benedict's Church, Immaculate Conception Church and Mission San Juan Bautista, in order of received (completed) applications.
5. Other new students in order of the date of filed applications.

The school administration reserves the right to deny or accept admission to any student not satisfying the entrance/continuation requirements.

### Admission Requirements for Students

1. Students entering Transitional Kindergarten (TK) must be four (4) by September 1st and be developmentally ready for the program offered. A teacher interview and testing may be necessary to determine if the student is ready.
2. To be considered for Kindergarten, the student must be five (5) years old by September 1<sup>st</sup> and be developmentally ready for the program offered. A teacher interview and testing will be necessary to determine if the student is ready.
3. A new student enrolling into first grade must have reached the age of six (6) years by September 1 of the current school year in which the student enters first grade.
4. Immunization record—must be signed by the child's physician. Children must have received **5 doses of DPT/DT** (diphtheria, tetanus and pertussis or whooping cough vaccine) or only 4 doses if 3<sup>rd</sup> dose was on or after 4<sup>th</sup> birthday for ages 4 - 6; **4 doses of Polio Vaccine** or 3 doses if 3<sup>rd</sup>

dose was on or after 4<sup>th</sup> birthday for ages 4 - 6; and **2 doses of MMR** (measles, mumps and rubella vaccine) with both doses being after 1<sup>st</sup> birthday; and **3 doses of Hepatitis B** vaccine. Students must have received the **Varicella (chickenpox) vaccine** or have had the disease. All new students must submit evidence of **freedom from active tuberculosis** (documentation of a negative intradermal tuberculin test is acceptable). **Effective July 1, 1999**, a new state law (AB 381) requires that children entering 7<sup>th</sup> grade have the three-shot series of Hepatitis B vaccine and a second dose of measles-containing vaccine (usually given as MMR). The proposed regulations also contain a recommendation for a tetanus-diphtheria (Td) booster before 7<sup>th</sup> grade entry for children who have not had one in the past five (5) years. This requirement applies to all students entering, advancing to, transferring into and/or repeating 7<sup>th</sup> grade. Students who have not complied with the requirements will not be allowed to enter 7<sup>th</sup> grade. We will require a current copy of your child's "**California School Immunization Record**" which you should be able to obtain from your child's physician.

5. Physical Examinations- California State Code requires all students entering Preschool and Kindergarten to have a complete physical with an up to date report of immunization. Students entering preschool and seventh (7<sup>th</sup>) grade must have proof of Hepatitis B immunizations.

Acceptance of a student into Sacred Heart Parish School means that the family of the student is also accepted into our school community. Students, along with their families, are expected to reinforce the Christian community at our school. No one will be admitted who, in the judgment of the administration, will not have his/her needs met at Sacred Heart Parish School.

*Parents and guardians are required to inform themselves thoroughly regarding all of the regulations as set forth in the Sacred Heart Parish School Family Handbook, particularly in the areas of faith development, school philosophy, discipline, family responsibilities and financial obligation of the parents/guardians.*

## **Requirements for Continued Enrollment**

Students are admitted to Sacred Heart Parish School on a year-to-year basis.

For continued admittance, currently enrolled students must:

- Demonstrate an academic ability to achieve satisfactory progress within our curriculum.
- Demonstrate good character that reinforces the school's mission, philosophy and goals as well as behavior patterns which would not be a disruptive influence in the school.
- Update immunization and health records.
- Each student must have a newly completed emergency card on file in the school office.
- This card must have the names of two adults other than parents who can be called in the event of an emergency.
- Family agreement forms.
- Pay registration fee (non-refundable unless not admitted by the School).
- All fees must be paid and all tuition payments must be current.
- Sign Agreement Forms for Family Handbook, Harassment, Acceptable Use Form for Technology and Honor Code.

### Statement of Christian Principles:

All schools in the Diocese of Monterey are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required



to behave in accordance with these principles. These Christian principles include but are not limited to the following:

1. Parents, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Students, parents, family members and friends must act and speak with integrity, respect for others and always use good manners and a cooperative and helpful tone of voice.
3. Students, parents and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or staff member or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others not directly involved in the area of concern. Such channels of communication are considered divisive and not calculated to lead to a resolution of the issue in the most respectful and Christ-centered manner.
4. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or a staff member, not to the child or the child's parents.

Parents, guardians or other responsible adults who violate these Christian principals may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its sole discretion.

#### Statement of Parent Responsibilities

1. Support the educational, social and spiritual development of your child:
  - a. Uphold the school's policies and rules
  - b. Make sure that your child is responsible for completing homework assignments in a timely manner;
  - c. Ensure that your child is ready for school each day by being appropriately dressed, having a nutritious lunch and all necessary supplies
  - d. Hold your child responsible by not bringing items he/she forgot to school;
  - e. Involve yourself in the spiritual life of the school.
2. Respect the school calendar and hours:
  - a. Ensuring that your child arrives on time for school each day
  - b. Calling in if your child is sick
  - c. Scheduling vacations around the school calendar rather than during school periods.

3. Work cooperatively with your child's teacher and the principal
  - a. Be judicious in speaking with your child or allowing your child to overhear conversations that are negative about the school, the teacher, the principal or another student.
  - b. Be available for conferences or meetings with your child's teacher.
  - c. Read all communications that come from the school.

## **Class Size**

Sacred Heart Parish School believes that the classroom, as the primary site of student learning, must be an environment that encourages academic achievement, spiritual and personal growth, proper interpersonal interaction and behavior. Factors contributing to creating such an environment include the number of student's and the student/staff ratio. SHPS targets a maximum class size of 25 students for K through 8<sup>th</sup> grades. However, when this guideline would prevent students in grades TK through 8<sup>th</sup> from receiving a Catholic education, class size may be expanded at the discretion of the SHPS administration, within the Diocese of Monterey guidelines, provided there are sufficient resources to serve the students. Classes with more than 25 students will have a qualified, full-time, paid instructional assistant when possible. The maximum class size for preschool and TK is set in compliance with California state mandates.

Each year, the administration evaluates the expected number of students enrolled in each class and the ability to provide qualified staff (teachers, aides, and administrative staff). This evaluation takes into account (but is not limited to) the following:

- a. Fiscal impact of increasing or decreasing number of classes on school budget, e.g. tuition from students and expenses required to provide instruction.
- b. Availability of physical space and classroom facilities for the number of students in a classroom.
- c. Availability of qualified teacher candidates and required administrative staff.
- d. General academic level and maturity of the class under consideration.

## **Fees**

All fees are due at the time of registration. Children will not be admitted until all fees are paid and all tuition payments are current. Registration fees are non-refundable.

## **Privacy Notice**

Sacred Heart Parish School reserves the right to put family information in the annual roster for use by the school and to use student photos in the yearbook, on brochures, and on the SHPS website unless we are advised in writing to the contrary. A form is also included in the registration packet each family has to sign and turn in before school begins each year.

## **Student Records**

Student records (CUM file) are kept secure in a locked file. Access to these files is limited to authorized staff. Student information will never be given over the telephone.

Parents or legal guardians may have access to their child's CUM records. A written, dated and signed request must be submitted to the principal requesting access to the file. The school has 5 days to comply with requests, but will make every effort to comply in a timely manner. The review will take place in the principal's office with the principal present.

The school will not permit access or release of records to any other person or agency without the written authorization of parent or legal guardian. The exception would be records subpoenaed or requested by court order.

### **Non-Custodial Parents**

In the absence of a court order to the contrary, the school will provide noncustodial parents with access to academic records and other school-related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Personal Information Release**

Addresses and phone numbers of students and parents will only be released to authorized school personnel for the purposes of conducting school business. Information will not be released for any other reason.

## **ATTENDANCE, ABSENCES, TARDINESS**

### **Absentee Procedures**

Parents/guardians are required to phone the school office before 8:00 a.m. to report student absence. If the office staff is not notified by 8:00 a.m., parents/guardians will be contacted to verify the absence.

Children who are excessively absent (more than 3 days “unexcused”) experience difficulty in school. For every day a child misses it is like missing 2 days of instruction. If a child is out longer than three (3) consecutive days, the child may be required to have a written note from the doctor depending on the illness before re-admittance can occur. Students must be free of a fever and symptoms for 24 hours before returning to school.

Unexcused absences include, but are not limited to, family vacation or personal days and to be determined by Office Staff. Parents are encouraged not to take family vacations during school sessions.

For any absences, students have one day per each day absent to make up all work after their return. Tests and assessments will be given upon student’s return to school. No work will be given prior to a student’s absence from school. Parents may request missing work after two (2) days of the child’s absence due to illness (excluding family vacations). Missing work will be available on the morning of the third absence.

\*COVID and/or other infectious diseases safety procedures, quarantine, and isolation situations will be evaluated on a case by case basis. Please also see the most recent COVID safety plan guidelines.

“Excessive absences or tardies, even if necessary and excused, may be grounds for decreased credit or disciplinary action. *Any student who misses ten (10) days of school during any trimester will be subject to possible retention, after a review of the situation by the Principal and pursuant to local school policy/procedures. (Diocesan Policy #5310)*

The school registrar will notify families of excessive absences after seven missed days of school during a trimester.

### **Tardiness**

Students are required to be with their class by 7:50 a.m. A five-minute warning (7:45 a.m.) bell will ring so that students may prepare themselves for morning announcements. All play equipment, backpacks and bathroom breaks must be taken care of before 7:50 a.m. If a student arrives while prayer and/or flag salute is in progress he/she must stand still until the prayer/flag salute is over. All tardies after 7:50am-8:10am will need to enter campus through the black gate and check in with the registrar for a tardy slip. Students who arrive late after 8:10am for school must go to the office for a tardy slip. A tardy implies that a student is not present with their class for morning assembly. Eight (8) unexcused tardies within a Trimester will result in a lunch detention with the registrar for habitual tardiness. Further tardies in a trimester will result in a meeting with the principal. Tardies are excused only if a reasonable hardship would have been inflicted on the family in order to get the student to school on time.

## **School Releases/Medical Appointments**

No student may leave school without authorization. Students are released during school hours into the custody of parents or authorized adults only (as indicated on Family Emergency Card). Safety is always of utmost concern; therefore, personal identification will need to be verified by the office staff prior to the release of a student to the parents or authorized adults. Medical appointments are excused tardies and absences. A note from the doctor/dentist's office must verify the appointment and provided to the school office registrar. Early release for any reason must have an authorized signature on the release form prior to the student leaving the school grounds. An unexcused release prior to 3:00 p.m. will be considered a half-day's absence.

## **PARENTS AS PRIMARY EDUCATORS**

### **Faith Formation of Children**

Parents are the primary educators of their children. Therefore, we believe Catholic and non-Catholic parents/guardians need to be open and in full agreement with the spiritual and religious education program, which includes required attendance by all students in religion classes, school Masses and other liturgical services.

### **Appointments with the Principal**

Appointments with the principal may be scheduled through the school office. Please allow 24 business hours for principal response.

### **Grievance Procedures**

*"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over (Matthew 18:15).*

The purpose of this Scriptural-based procedure is to accommodate reconciliation, communication, and the strengthening of our school community. Equitable solutions to problems affecting students' welfare are best achieved by handling problems at the most immediate level before appealing to a higher authority.

**A parent/teacher/staff conference should always be the first level of this procedure. If an agreeable solution cannot be reached at this level, then a parent-teacher/staff-principal conference may be arranged.**

These procedures will be kept as confidential as possible. All parties will observe respectful appropriate forms of communication, and keep in mind the overall goal of strengthening the school community. In such incidents, we reserve the right to interpret school rules and guidelines based on our knowledge of

truth and justice. The ultimate goal is the student's well-being and provision of an optimal learning environment.

## **Change of Address, Telephone, or Email**

It is imperative that you notify the school office immediately if there is a change of address, telephone number, or email.

## **School Supplies**

All students must have a book bag. Book bags may not obstruct passageways in the classrooms or in the corridors. Prior to the start of each year, the school will send home a list of school supplies students are required to have for each class. Students are required to have school supplies available at all times. It is important for students to practice being responsible. Students will not be able to call home for forgotten supplies during a school day. Students will not be able to access any classroom 30 mins after the end of the school day.

## **Text Books**

It is important that each child respect and take care of all school property. Reimbursement is required for lost or damaged books. Dropping or defacing textbooks will result in an automatic detention. It is important for students to practice being responsible. Students will not be able to call home for forgotten textbooks or homework during a school day.

## **Class Parties**

All class parties (holidays and special events) must be coordinated with the teacher(s) involved. These class parties are to be supervised by the teacher(s) involved. Party time is to be kept to a minimum, not to exceed 30 minutes. Parties should only consist of individually wrapped treats. Individual goodie bags or favors are allowed and will be passed out at the end of the school day. School-wide parties are held on Epiphany and Valentine's Day. Sacred Heart Parish School does not sponsor private, student parties. Our school will allow invitations to be passed out in class only if all the girls, all the boys or the entire class is invited.

## **Birthday Treats**

We know that your student's birthday is a special day, and you are welcome to bring treats to celebrate. The treats do not need to be food. Small school supplies, pencils, are a fun and useful gift. Teachers and staff ask for compliance with the birthday treat policy.

Birthday treats are required to be coordinated with the teacher(s) involved. Notification to let the teacher know must occur 24 hours in advance. Birthday treats are to be dropped off in the office and are provided to the class at morning snack, lunch times, or at the end of the day. Birthday treats must be individually wrapped and must be in compliance with current safety guidelines.

## **Extended Care Services**

Extended Care after school is provided for regularly enrolled students, TK through eighth grade. Extended Care operates **only on days when school is in session unless otherwise designated**. Extended Care provides structured play, rest/snack periods, supervised homework, crafts, and care in a safe, familiar environment. Complete information on extended care fees and program policies are contained in the "Extended Care Program Guidelines" available through the school office. *If interested, please obtain the additional information at the Main Office.*

The hours will be Monday through Friday after school until 5:00pm. The Extended Care Registration Fee is \$100 per family, and the regular hourly rate of \$10. If a family is not registered and drops in to extended care, the hourly rate will be \$15. The program includes snacks and enrichment activities and will be billed through FACTS starting in August. Please notify the office if you would like to register for the Extended Care program 2022-2023. The first day of Extended Care is Thursday, August 18.

Late Pick-Up Fee: \$1.00 per minute after 5:01p.m. Families will be charged a minimum of one hour.

ANY UNATTENDED STUDENT OF SACRED HEART PARISH SCHOOL WILL BE SIGNED INTO THE PROGRAM IF THEY ARE ON THE SCHOOL PREMISES AFTER 3:15PM ON NORMAL SCHOOL DAYS, 2:15 PM ON WEDNESDAYS, AND 12:45 P.M. ON MINIMUM DAYS.

**Extended Care expectations:**

1. The discipline policy in this Family Handbook is also applicable to Extended Care.
2. Students are required to help clean up the Extended Care areas and to assist with keeping the environment orderly.
3. Extended Care cannot accommodate sick children. Therefore, as during the school day, parents will be called should illness or injury occur. State law requires that a child who becomes ill should be separated from classmates until someone comes for them.
4. Students who have been taken from school for non-school activities, for example Scouts and birthday parties may not re-enter Extended Care that day.
5. No child is allowed to leave the premises alone or with any non-parent minor (anyone under 18) unless written permission is given by parents to the principal, releasing the school from any liability.

**Student Responsibilities:**

1. Students are expected to report to the Extended Care area promptly and be signed in by Extended Care staff.
2. Students who are enrolled in after-school activities or the sports program must sign into Extended Care while waiting for their activity and after their activity ends. Students may not remain on the school property unless supervised.
3. It is the student's responsibility to have with them all materials necessary to complete homework assignments. The Extended Care staff has no access to Sacred Heart Parish School classrooms. Students cannot return to class for forgotten assignments or materials.

**Parent Responsibilities:**

1. Parents must pick up their children by 5:00 p.m. sharp. A late fee of \$1.00 per minute is charged after 5:01p.m.
2. Parents, or others authorized to pick the child up, must sign the student's 'time sheet' and note the correct pick-up time. Note: If the time of pick-up is not noted you will be billed for the maximum hours for that day.
3. A child may be picked up by someone other than the persons listed on the emergency card, only if the parent writes or faxes a signed note stating the name of the child, the person designated to pick up the child, and the date/time of pick up. Note: A telephone call or verbal message will not be accepted under any circumstances. It is the responsibility of the parent/guardian to inform the 'alternate' that he/she will be expected to show a picture ID/driver's license to Extended Care staff prior to release of the student.
4. For emergencies, call the school office at (831) 637-4157 or the after hours cell phone.

**Lunch and Snack Guidelines**

Sacred Heart encourages healthy foods and drinks for snack and lunch to promote a positive learning environment.

Call the office for lunchtime and daily schedules. Students may not leave the premises during this time without the written authorization from the parents/guardians and knowledge of the homeroom teacher and the school office. If parents choose to bring lunch, they are requested to deliver it to the office. The lunch must be labeled and the student must be aware that the lunch is being dropped off. Students who forget their lunch may call home during morning recess. Forgotten lunches are to be dropped off at the school office. Please **DO NOT** bring forgotten lunches directly to the classroom. **Students are not allowed to bring glass containers of any kind to school.**

Lunches should be sent to school for lunch and classroom snacks. Please make sure the student's name is on their lunch box. Refrigeration and microwaves are not available to students.

**No sodas, energy and sugar-filled drinks, coffee, etc. are allowed. Fast-food and candy are strongly discouraged.** Exceptions may be made for class parties with prior arrangements with the teacher.

#### **Lunch and Snack Guidelines for Students**

Students eat lunch in the lunch area under supervision. Students are expected to follow lunch area rules as explained by teachers and stated herein:

1. Each student will get his/her lunch and sit at a table.
2. Students will keep hands and feet to themselves. This includes bothering other student's possessions and lunches.
3. Students should clean up after themselves. This includes the table, bench and floor.
4. When the student's area is completely clean, students will wait for the lunch area supervisor to excuse them.
5. Students may not share their food due to allergies and sanitation reasons.
6. Disruptive students will be given one warning and then moved to a table by themselves.
7. Continued non-compliance may result in a conduct referral.

#### **Health and Hygiene of Child(ren)**

Parents are naturally held accountable in caring for their child(ren)'s good health and hygiene practices. Continual neglect of good health and/or hygiene practices which constitute a hazard to other students; e.g., nausea, running a temperature, hacking cough, lice, pink eye, impetigo, or other communicable diseases or conditions, including the constant re-occurrences of these, can result in expulsion. **(Diocesan Policy #5621)**

Any absence of five (5) consecutive days or more may require a doctor's release for the child to return to school.

Children who are injured in off-campus incidents (cuts, bruises, sprains, etc.) must have the injury attended to before they arrive at school the following day. The school will not treat injuries that occur off-campus. Parents will be called to do so. A change of a Band-Aid, applications of calamine lotion are a few of the exceptions the office staff will attend to.

Children are expected to report to school ready to learn. This means having had breakfast and being properly groomed: bathed with clean hair brushed or combed in an acceptable manner; clean clothes so as not to be offensive to others or to embarrass the student or any school employee who would feel the need

to address the hygiene issue. The school office does not always have replacement clothing and you may be called in the event clean clothing is needed.

Please also see the most recent COVID safety plan guidelines.

## **Lost and Found**

Clearly mark all belongings with student names. Sacred Heart Parish School assumes no responsibility for lost, misplaced or stolen items. Clothing found around the school is placed in the Lost and Found. Unclaimed articles are donated to the Uniform Exchange.

Loss of textbooks, clothing and other essential items should be reported immediately to the homeroom teacher. Small items (jewelry, glasses, etc.), when found, should be turned in to the school office.

## **Home-School Communication**

The principal and teachers, and the parent community are expected to respect each other as professional and primary educators. Parents and school staff work together to promote a meaningful home-school partnership by striving to maintain open communication and interactive support.

### **Open, effective school staff communication includes, but is not limited to:**

- Our Family Handbook
- Weekly PULSE/Information Bulletins
- Academic Progress Reports
- Report Cards
- Conduct Notices
- Back to School Night
- Class Orientations
- Open House
- Science Fair
- Student Injury and Illness Notices
- School and Classroom Newsletters/Websites
- Beehively
- Parent/Teacher Conferences
- Phone calls as needed
- Second Grade Reconciliation
- First Eucharist meetings

## **School Pictures**

Pictures are taken during the fall of the school year.

## **School Visits**

Anyone wishing to visit the school, please contact the school office. Safety protocols and procedures apply.

## ***PULSE* Bulletin**

Sacred Heart Parish School values electronic communication and utilizes Beehively. Information for the ***PULSE*** should be submitted to Dr. McKenna by noon, on Monday prior to being sent out on Tuesday morning. All notices in the ***PULSE*** must have the authorization of the principal. If electronic email is not available to you, please contact the office for other arrangements.



## **School Logo / Branding**

The school logos-heart/banner logo and Spartan head logo-are the only logos approved by the principal for school use. The use of the school logos by various school groups and parents groups must be approved by the principal prior to use.

For the 8th grade sweatshirts, the heart/banner school logo must be on the front of the sweatshirt, while the back of the sweatshirt may be student designed. The 8th grade sweatshirt design must be approved by the principal prior to screen-printing.

## **Telephone Use**

Cell phones are allowed on campus but must be turned off and kept in the student's homeroom class during school hours. Cell phones may not be used between 7:30 a.m. and 3:15 p.m. After 3:15pm, students may only use cell phones with permission and under the direction of a teacher. If a student is found with a cell phone on their person during school hours the phone will be confiscated and a conduct referral will be issued. The parent/guardian must retrieve the cell phone from the school office. Use of cell phones by students on field trips is under the discretion of the teacher.

## **TRANSFERS OUT OF SCHOOL**

### **Parental Request**

Parents are asked to notify the school office two (2) weeks in advance of the child's last day of attendance. The student must return all school property in good condition. Payment will be required for any lost or damaged textbooks, library books, or other school property.

Withdrawal of a student for any purpose will require a parent meeting, payment of tuition until the end of the trimester, and payment of all yearly fees. If a child is expelled from Sacred Heart, no tuition is refunded.

Records transfer will only be processed upon a written request from the district or private school where the student intends to enroll.

### **Administrative Request**

Students clearly unable to benefit from the school by reason of academic ability, serious emotional instability or students with conspicuously uncooperative or destructive attitudes may be required to transfer.

### **Withdrawal Based on Parental Behavior**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is broken. Parental/guardian/family member actions that negatively impact the school may also be cause for the family being required to withdraw from the school. Such actions include, but are not limited to, the following: actions that cause negative publicity to the school and/or its personnel; parent disregard of rules and procedures, and/or school community and hostile behavior or actions toward the school, its personnel, and/or school community; or parent disregard of the rules of good sportsmanship.

In addition, Section 5750 of the Administrative Handbook of the Diocese of Monterey states:

1. “Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period or not more than 10 days, or both” (Education Code, Section 44811).
2. “Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his duties, by means of a threat that such threat could be carried out, is guilty of a public offense punishable as follows:
  - a) Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000) or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
  - b) If such person has been previously convicted of a violation of this section such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison”.
3. *“As used in this section, ‘directly communicated’ includes, but is not limited to, a communication to the recipient of the threat by telephone, text messaging, electronic mail, letter, or in person” (Penal Code Section 71)*

## **CURRICULUM AND INSTRUCTION**

Student learning and student outcomes, which focus on norm based and standards-based assessments are vital to the educational process. These aspects of the educational process are all interwoven into our curriculum at Sacred Heart Parish School. Such enlightenment integrates the spiritual understanding of Catholic educational philosophy within a learner-centered, Christian, values-based curricular design.

The curriculum used at Sacred Heart Parish School is carefully selected from a variety of Christian and secular publishers including, Benziger, Loyola Press, Harcourt Brace Social Studies, Holt Science and Technology, Mystery Science, McGraw Hill Wonders and StudySync, Houghton Mifflin Go Math and Algebra, Zaner Bloser Handwriting, Handwriting Without Tears, Step up to Writing, and St. Mary’s Press. Teachers follow the curriculum guidelines of the Diocese of Monterey, which is based on the Common Core State Standards. The curriculum for Grades TK-8 includes Literature/Reading, Language Arts, Math, Science, Social Studies, Religion, Music, Art, Spanish, Technology and Physical Education.

### **Testing**

All schools in the Diocese of Monterey including Sacred Heart Parish School, will be participating in the Renaissance STAR 360 assessment in the Fall, Winter, and Spring.

## **TECHNOLOGY GUIDELINES**

The focus of the iPad program at Sacred Heart Parish School is to provide tools and resources to the 21st century learner. The use of the school’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by Sacred Heart Parish School is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled at Sacred Heart.

**Parent/Guardian Responsibilities**

1. Talk to your children about values and the standards that your children should follow on the use of the internet.
2. In order for our 1:1 program to be a success, parental involvement and oversight is necessary to ensure appropriate usage of the device outside of school.
3. Parents are expected to monitor student activity at home

**School Responsibilities**

1. Provide internet and Email access to its students.
2. Filtering: The internet is intended to provide a wide range of information in a trusting environment. Sacred Heart believes that appropriate use of the internet is best achieved through a communal effort involving teachers, parents and students. To this end, the school has taken steps to restrict student access to known objectionable sites. However, it is impossible to control all materials on a global network, and the school cannot reasonably prevent all inappropriate uses. High standards of conduct are necessary and expected on the part of the student. Sacred Heart is not responsible for the accuracy or quality of information that students obtain through the internet. Filters on home networks are not likely to be as comprehensive as the school's system.

**Student Responsibilities**

1. Using iPads in a responsible and ethical manner.
2. Obeying general school rules concerning behavior and communication that apply to iPad.
3. Using all technology resources in an appropriate manner so as to not damage school equipment.
4. Helping Sacred Heart Parish School protect the iPad by contacting the Technology Director about any security problems they may encounter.
5. Monitoring all activity on their account(s).
6. Always turning off and securing the iPad after they are done working to protect their work and information.

**Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Using anonymous and/or false communications or messaging services-ex: MSN Messenger, Yahoo Messenger, ICQ, etc.
- Modifying the operating system of this device.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Using the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Giving out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, email, etc.
- Transmitting or accessing materials that are obscene, offensive, threatening, hateful, or otherwise intended to harass or demean recipients.

**Legal Propriety**

- Students will comply with trademark and copyright laws and all license agreements.
- Plagiarism from any source is forbidden.

### **Receiving Your iPad**

Parents and students must sign and return the Student Pledge document before the iPad can be issued to their child. iPads will be distributed at the iPad Orientation. A mandatory iPad Orientation will take place during the first week of the school year.

### **General Precautions**

- The iPad is school property and all users will follow Sacred Heart Parish School policy
- Students are responsible for keeping their iPad in good working order
- The protective cases provided with iPads have sufficient padding to protect the iPad. iPads should always be within the protective case.
- iPads must have the students name on the back on the school-provided tape, no other writing or stickers should be applied by the student
- If a student transfers out of Sacred Heart Parish School during the school year, the iPad will be returned at that time. If the iPad or accessories are not returned or are returned damaged, the family will be billed for repairs and/or replacement.

### **General Rules for iPad Use**

- Do not remove the school applied asset tag
- Settings on the iPad should not be changed in any manner by the student
- No Apps shall be downloaded from the App store. All Apps will be sent directly to the student's iPad by the Technology Director or the teacher

### **Sound, Music, Games, Pictures, or Programs**

- Sound must be muted at all times unless permission has been given by a teacher
- Earbuds may be used only when permission has been given by a teacher
- Internet Games are not allowed on the iPad unless directed by a teacher
- Music should only be accessed if permission is given by a teacher
- Students are not to store personal photographs of themselves or others for non-educational purposes
- Any video recording is not allowed unless it is being used in a project

### **Disciplinary Actions**

Actions that violate any of the items in the Monterey Diocese Acceptable Use Policy or the Sacred Heart Parent/Student Handbook

### **Overall Student Expectations:**

- Students are responsible for the care and safekeeping of their iPads. It is expected that students will immediately report damage or loss to the Technology Coordinator.
- The iPads are the property of Sacred Heart and will be issued to students to support and enhance the educational objectives of the school. All iPad activity is subject to monitoring by Sacred Heart staff, who can inspect and/or confiscate any student's iPad at any time without prior notice. This includes the right to alter, add or delete installed software and applications.
- Using the camera to photograph or record anyone, student or teacher, without his/her express permission is prohibited. Permission will be granted for educational purposes only.
- Accessing or distributing any material that is inappropriate, disrespectful or obscene is prohibited.
- As always, students are expected to demonstrate responsible and ethical behavior consistent with the mission and philosophy of our school.
- Failure to comply with these policies and procedures will result in disciplinary consequences.

- Break time and lunch are times for socializing with peers, and devices may not be used at these times.

#### **iPad Care:**

- Use care when using cords and cables to prevent damage
- iPads should not be left unattended (an unlocked car, a friend's house, etc)
- On school grounds, unattended iPads will be immediately collected and given to the Technology Coordinator. A conduct referral may be issued to the student.
- Your iPad should remain in the case provided by the school
- Keep your iPad away from food, drink, water and other liquids
- The screen is made of glass, and rough handling of the iPad (throwing down backpack, bumping into locker or floor, pressure from book or body weight, etc) can easily break the device.
- Only clean the iPad with a soft, dry cloth
- Do not expose the iPad to extreme heat or cold
- Students are not permitted to repair, alter, modify or replace iPads without express permission from the Sacred Heart Technology Director
- Our mobile device management app is included on each iPad and must not be removed.
- Parents/Student are responsible for any cost incurred to repair a damaged iPad. Responsibility also pertains to replacing the iPad power block, charging cable, and iPad case.

#### **Using Your iPad at School:**

**iPads left at home:** If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student leaves their iPad at home, they will be subject to disciplinary action and will not be able to call home.

**iPads in for repair:** Students may be issued “loaner” iPads when their assigned iPad is undergoing repairs if a “loaner” iPad is available.

**Charging:** iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations of this policy will result in disciplinary action. Students are still responsible for completing the class work even if their iPad is not charged. Portable battery device may be brought from home.

**Backups:** Technology Coordinator will teach students how to backup their files and manage their storage space. It is the student's responsibility to make sure all files are regularly backed up to iCloud. Each student will have 5 gigabytes of iCloud storage. This storage is to be used for schoolwork only. Students may save work directly to the iPad. It is recommended students use their Google Drive account for their file storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

**Apple ID:** An Apple ID is a username for all things Apple. This ID will allow the school to push out iPad apps to student devices and enable iCloud data storage for each student. Apple ID's are not owned by the school, so it will be the responsibility of the parent with the student to set up and maintain the ID. Students under the age of 13 are not allowed to set up an Apple ID on their own. According to Apple terms of service this account must be set up with a parent and shared with the student. The student will be responsible for knowing the username/email and password associated with the account, and will share it with the school in order to receive and activate the iPad.

**Passwords:** The iPads will be password protected. During orientation, each student will choose an iPad password. This password will be kept on record by the Technology Director and shared with parents. This

may not be changed without school permission. Students are prohibited from sharing this password with anyone else except their parents and teachers. Students are responsible for knowing all passwords associated with their iPads.

**Usage before and after school on school grounds:** Usage at these times is permitted for educational purposes only and with permission from the extended-care supervisor.

**Email:** The school will be providing a “sacredheartschool.org” email account for each student. These email accounts are provided as a means for communicating with teachers and peers and are for educational use only. We encourage parents to talk to students about email and retain the student’s password. Students are prohibited from setting up additional email accounts on the iPads.

**Email Passwords:** Sacred Heart will provide a password to each student for his/her email account.

**Monitoring:** Student email is monitored.

## ACADEMIC AND CONDUCT AWARDS

Sacred Heart’s students are encouraged to seek both academic and personal excellence by developing their full spiritual, intellectual, emotional and physical potential. Each year the school will recognize students who demonstrate outstanding performance with the following awards:

### “Christ is Alive” Recognition

This award may be given to students who are recognized as proclaiming the “**Good News**” with their Christian conduct.

### Honor Roll

Each academic trimester students who merit either “**First**”, “**Second**” and/or “**Achievement**” Honors will be recognized at the Honor Roll Assembly.

Students in Grades 5-8 who distinguish themselves academically will be considered for inclusion on the Trimester Honor Roll. Specific criteria are as follows:

- grade-point-average of 3.10 - 3.39 (Second Honors) or 3.40 – 4.00 (First Honors);
- no unsatisfied in effort or conduct
- no "incomplete" grades or "failing" grades;
- no more than 7 unexcused absences or 10 unexcused tardies per trimester;

### Achievement Honors

Students in Grades 5-8 may also earn Achievement Honors, an affirmation that their grades have improved substantially since the last grading period. Criteria for Achievement Honors is as follows:

- a student’s grades must exceed the grades of the preceding trimester in at least two subjects *or maintain all A’s*;
- the student can only have gone down one half step in only one subject.
- the student may have no grades of F on the report card

## Grade Reporting to Parents/Guardians

Report cards are given out three times per year. For first through eighth grade students progress will be reported by report cards, progress reports, and conferences. Grades will be available for viewing online through Beehively for grades fourth through eighth.

Preschool and TK assessments are given twice a year.

### Progress Reports

Grades TK-8 Progress Reports will be sent home with students in the middle of each trimester. Progress reports are a snapshot in time and provide an opportunity for students to raise their grades before the formal report card is issued. Teachers of grades 5-8 will meet weekly with students to review their grades. ***Students in grades 5 through 8 who participate in extracurricular activities (activities included but not limited to, student council, social events, and sports activities) must have and maintain a GPA of 2.0 or above to participate in the activity.***

Parents are to sign and return the progress report envelope.

### Report Cards

Report cards are issued three times per year. ***Students in grades 5 through 8 who participate in extracurricular activities (activities included but not limited to, student council, social events, and sports activities) must have and maintain a GPA of 2.0 or above to participate in the activity.***

Parents are to sign and return the Report Card envelope.

### Grading System

The following grading scale has been approved by the Diocese of Monterey for academic subjects:

**Students in Preschool and TK** are evaluated on the basis of academic, social, physical and language development. The grading key is listed on the report cards.

**Students in Grades K-3** are evaluated according to their performance on a skill-based continuum. These marks are not comparable to “letter” grades, but are designed to reflect whether or not a child is developmentally ready, able or willing to complete the task described. The grading key is listed on the report cards.

1	97-100%	Outstanding	3	74-78%	Satisfactory
1-	94-96%	Outstanding	3-	70-73%	Satisfactory
2+	90-93%	Good	4+	68-69%	Improvement Needed
2	86-89%	Good	4	65-67%	Improvement Needed
2-	83-85%	Good	4-	63-64%	Improvement Needed
3+	79-82%	Satisfactory	5	0-62%	Unsatisfactory

**Students in Grades 4 – 8** are graded according to the scale used by the Diocese of Monterey:

Letter Grade	Numerical Grade		Letter Grade	Numerical Grade		Letter Grade	Numerical Grade		Letter Grade	Numerical Grade
A	97-100%		B	86-89%		C	74-78%		D	65-67%
A-	94-96%		B-	83-85%		C-	70-73%		D-	63-64%
B+	90-93%		C+	79-82%		D+	68-69%		F	62% or below

The values of the respective grades on the report card are as follows:

- 1 or "A" This is an unusual grade. It is reserved for the very highest quality of work that must include excellence in careful preparation, accuracy, and content.
- 2 or "B" This is highly commendable, and indicates that the student is doing above average, quality work. Industry, interest and perseverance will earn such a grade.
- 3 or "C" This is a satisfactory grade. It is a commendable grade for those working to ability and for those applying a high degree of effort and interest to their learning.
- 4 or "D" This grade indicates below average achievement, a lack of effort, or lack of improvement if the student is to pass the subject.
- 5 or "F" This is a failing grade. It indicates unsatisfactory scholarship, effort, and/or progress. It is never given to a student who is working to the best of his/her ability.

## Activity Eligibility and Probation

Sacred Heart is proud to include its students in extracurricular activities as Christian witnesses to the entire community. All who are involved are expected to apply and demonstrate Christian values of courteous behavior, fair play, and adherence to all rules and established regulations.

Participation in extracurricular activities is a privilege extended only to students who maintain satisfactory levels of achievement in academic subjects and conduct. Students on academic probation or disciplinary probation are ineligible for extracurricular activities. Absence from school for any part of the school day on the day of the activity (verified medical appointments, shadowing at another school, or funeral services accepted) will prohibit extracurricular participation in that activity on that day.

Students of Sacred Heart Parish School are expected to honor the following rules when participating in any extracurricular activity:

- Acceptance of decisions of those in authority
- Adherence to decent and respectable standards of language
- Refrain from inappropriate and/or aggressive verbal or physical behavior
- Dress and grooming appropriate to school guidelines
- Overall high standards of behavior.

Failure to comply with these rules will result in partial or complete removal from that activity by either the adult supervisor in charge or the school administration.

### Academic Probation (Grades 4-8)

If a student's academic achievement falls below two D's or an F, below a 2.0 (C) average and/or a 74% in Religious Studies for any grading period, he/she will be placed on academic probation. Students failing to



maintain a 2.0 (C) average at the time progress reports and/or report cards are issued will be placed on academic probation for the remainder of the trimester. At the next grading period, students who have raised their grade point average (2.0 or better) will be removed from academic probation. If not, they will remain on probation and may be asked to acquire special remedial assistance. If satisfactory progress is not achieved and maintained, teachers, principal, and parents, through discussion, may wish to reconsider the child's enrollment at Sacred Heart Parish School.

Students who have a current Individualized Education Program (IEPs) and/or are involved with Student Success Team (SST) placement will be discussed at the discretion of the school's administrator after being reviewed on an individual basis.

A student in Kindergarten – Third grade may be put on Academic Probation if the teacher deems it necessary.

### **Parent-Teacher Conferences**

School sponsored parent-teacher conferences are scheduled during the fall to discuss the progress of the child. The fall conferences are formal conferences for all parents (TK through Eighth grade). Conferences, if desired, may be scheduled with teachers of P.E., Music, Spanish, and/or STEM. Throughout the school year, the teacher or parent may request additional conferences. Preschool conferences are held once a year in October and February.

## **Promotion Policy**

*Promotion of students to succeeding grade levels will be based upon the following criteria:*

- The student will have satisfied the grade's work and be correspondingly mature enough to be promoted to the next grade. (Diocesan Handbook 6470.5)*
- Students in eighth grade are required to achieve a satisfactory cumulative grade point average of 2.0 (C) in order to graduate. Students unable to meet criteria, will receive a Certificate of Attendance.*

### **Graduation Celebrations**

School graduation celebrations are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation may not be allowed to participate in celebrations.

## **EXTRA CURRICULAR ACTIVITIES**

### **After School Sports**

The After School Sports Program at Sacred Heart Parish School is designed to "...enhance the character and fitness of a Christian student-athlete, teach fair play and good sportsmanship, cooperation with others, loyalty to obligations, and respect for authority, while building a positive self-image and a high regard for the value and dignity of others." Complete after school sports policies are outlined within "Sacred Heart Parish School After School Athletics Program Guidelines."

### **Athletic Standards**

Participation in athletics is an earned privilege and not a right for grades sixth through eighth. In addition to meeting a certain level of skill achievement and team play, student athletes must meet and maintain the following levels of character and academic achievement.

Students in grades 5 through 8 who participate in extracurricular activities (activities included but not limited to, student council, social events, and sports activities) must have and maintain a GPA of 2.0 or above to participate in the activity.

We highly recommend students have an annual physical examination by his/her personal physician, at his/her expense, before participation in school athletics.

Athletes must remember that they take on a difficult academic challenge simply because of the many hours involved with the team. They must plan accordingly, take initiative and be personally responsible. Students who have academic or disciplinary obligations must fulfill them before attending practices. Detentions or suspensions conflicting with games/practices take precedence over athletic/extracurricular events.

Generally, a student who does not attend school the day of the extracurricular activity will not participate in the athletics activity that day (with the exception of verified medical appointments, shadowing at another school, or funeral services).

Should a student not meet any of the above standards he/she will be classified as ineligible.

### **Event Supervision and Sportsmanship**

Home volleyball and basketball games are held in the Sacred Heart Parish School O'Reilly Gymnasium. Parents/guardians, or a consenting adult, must supervise their children who are attending games. Students must stay in the gym during the athletic events. Courteous, respectful behavior is expected of all Sacred Heart Parish School students, and the Discipline Policy is still in effect during school-sponsored events. Sacred Heart Parish School reserves the right to ask those who do not comply with these guidelines to leave the premises.

### **Coaching Staff**

For the safety and welfare of our students, it is mandatory that all coaches at Sacred Heart Parish School are fingerprinted and screened by LiveScan, complete the Virtus Training, the Defensive Driver Training, and adhere to the Volunteer Guidelines. In addition to the Volunteer Guidelines, it is imperative coaches remain with students until all have been picked-up by a parent or guardian. Coaches are required to maintain a roster of student players along with parent/guardian contact information.

### **Athletic Schedule**

Currently the following activities are offerings of Sacred Heart's After School Sports Program:

#### **Junior High Sports (Grades Sixth, Seventh, and Eighth)**

Fall Sports:

Girls Volleyball

Boys Flag Football

Winter Sports:

Boys and Girls Basketball

Boys and Girls Soccer

Spring Sports:

Co-ed Cross Country

Co-ed Track

## Co-ed Volleyball

### Student Organizations

Sacred Heart seeks to be a place where students can develop spiritually, academically, socially, physically, and emotionally. They also learn to serve others. Therefore, Sacred Heart offers Athletics and Service Projects. All students participate in a variety of extracurricular activities within the school community (**Preschool – 8**).

Additional ways of sharing the love of Christ are encouraged, for example: community service, area beautification projects, canned food collection, leadership development, parish Mass preparation, host school functions, Student Council, speech competition, spelling bee, faith partners, science fair, invention convention, Christmas Program, Talent Show and spirit week activities.

### Student Council

#### Eligibility

1. Students must have attended Sacred Heart Parish School the previous academic year (First grade is the exception) and must maintain satisfactory grades in academics, conduct, and effort.
2. Requirements for various Student council Office Positions

#### Athletics

- 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade in upcoming year
- C (2.0) Average, with no grade lower than a C
- Conduct and Effort Grades 3 or better

#### Finance

- 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade in upcoming year
- C (2.0) Average, with no grade lower than a C **and** a B in Math
- Conduct and Effort Grades 3 or better

#### President and Vice President

- 7<sup>th</sup> or 8<sup>th</sup> grade in upcoming year
- B (3.0) Average, with no grade lower than a C
- Conduct and Effort Grades 3 or better
- Must maintain a “B” average all year

#### Publicity

- 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade in upcoming year
- C (2.0) Average, with no grade lower than a C
- Conduct and Effort Grades 3 or better

#### Records

- 7<sup>th</sup>, or 8<sup>th</sup> grade in upcoming year
- B (3.0) Average, with no grade lower than a C **and** a B in English
- Conduct and Effort Grades 3 or better

#### Religious Activities

- 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade in upcoming year
- C (2.0) Average, with no grade lower than a C
- Conduct and Effort Grades 3 or better

### **Spirit**

- 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade in upcoming year
- C (2.0) Average, with no grade lower than a C
- Conduct and Effort Grades 3 or better

3. Parents/guardians must pay their registration for the following year prior to submitting an application for a Student Council office.

4. Student Council members are required to attend a meeting once a week. Class Representatives are also required to attend a meeting once a week.

5. If a student is in an extracurricular activity (Student Council, sports), they must serve detention first, before they can play in a game or participate in a Student Council activity on the same day.

Duties – Students bring suggestions, opinions, and requests of the school to discuss during these meetings.

Assembly – Assemblies are planned and implemented by Student Council and include prayer, the flag salute, Honor Code, announcements, awards, skits, singing, and a focus on character building, etc. Parents are invited to assemblies.

Governance – Students can create change in their school and community through this forum. The Student Council is made up of fifth through eighth grade students elected by their peers, and each grade has elected class representatives.

### **Performing Arts Productions**

In addition to productions included in our curriculum (Christmas plays, Stations of the Cross, etc.), the school produces a talent show as an extracurricular activity.

### **Choir**

Under the supervision of the Choir Director, the school choir leads singing for both school and parish events. They may also serve other local community ceremonies.

### **Robotics**

Under the supervision of the Robotics Advisor, the robotics team (3<sup>rd</sup>-5<sup>th</sup>) and (6<sup>th</sup>-8<sup>th</sup>) practice and compete in tournaments around the bay area.

### **Use of School Building/Properties**

Sacred Heart Parish School is private property. Individuals and/or groups are forbidden to use our buildings or school grounds without prior approval. Those interested in using our school property must contact the school and the parish office. Tuition fees do not cover use of school facilities after school hours.

### **FIELD TRIPS**

As part of the instructional program a field trip may be taken to enhance learning. A notice will be sent out prior to each field trip. Fees may be charged to cover expenses. No refunds will be given if the student or parent/chaperone does not attend the field trip. If parents/guardians do not want their child to participate in a field trip, the student may be provided with an alternative educational activity at school.

For the safety of our children, all students participating on field trips must be buckled into a seat belt. **SEAT BELTS MUST BE WORN AT ALL TIMES BY VOLUNTEERS, TEACHERS, AND STUDENTS.** Children under the age of 8 and/or 80 pounds or less **MUST** be secured in a booster seat. Children 12 years old and younger must sit in the back of the vehicle. **CHILDREN WILL NOT BE DOUBLE BELTED IN CARS.**

Annually all drivers must fill out a Volunteer Driver Application with a copy of auto insurance coverage, a copy of their current driver's license, copy of the Defensive Driver Training certificate, and complete the Virtus training prior to being assigned as a field trip driver. If you are chaperoning, please abide by the Sacred Heart Chaperone Guidelines provided to you by the office, which requires all volunteers to be fingerprinted. If volunteering for preschool field trips, you also need to have received a TB test

**\*NO CHILDREN OTHER THAN THOSE INVOLVED IN THE FIELD TRIP ARE ALLOWED.** Siblings may not attend Field Trips.

**Use of cell phones by students on field trips is under the discretion of the teacher.**

### **Permission Slips/Emergency Backpack**

All required paperwork/forms must be completed and turned into the office prior to the due date of the permission slips. Permission slips/emergency backpack(s) must be taken on field trips and be in the possession of the teacher.

### **Expulsion from Field Trips**

All school rules are in effect on every field trip. Students may be sent back to school for serious problems at the parents' expense.

## **HOMEWORK**

### **Homework Assignment Policy**

Sacred Heart considers homework to be purposeful, directed, and a reinforcement of classroom learning. With few exceptions, homework will not be assigned over these extended holidays: Christmas, Easter, and Thanksgiving. For late assignments, faculty will take points off or give zeros. Teachers may keep students in from recess, call parents/guardians, or give detentions for chronic late, missing or incomplete assignments.

Homework is assigned in Grades K through 8. Long-range projects and assignments may be given from time to time, as well. The purpose of homework is to reinforce and expand upon lessons taught in the classroom. In addition, it is designed to help develop responsibility, organizational skills, and good study habits. Reading aloud or silently each night for a minimum of 20 minutes is expected every night. Research overwhelmingly supports this practice as one of the top indicators of success in school and life.

Written assignments, while comprising the bulk of homework, are not the only criteria for nightly study and it is important to help students remember the following:

- Review is important. Older students should review class notes as part of the homework assignment. Doing so on a regular basis decreases "test anxiety;"

- Planning ahead for long-range assignments is integral to the homework process. Organizing tasks in advance, or one at a time, keeps a student from feeling overwhelmed as the due date for the project draws closer.

The amount of homework given nightly varies from grade to grade but general guidelines are:

- Grades K-2                      20-30 minutes
- Grades 3-5                     45-60 minutes
- Grades 6-8                     60-90 minutes

#### **Responsibilities of Parents:**

1. Set a regular, uninterrupted study time each day
2. Establish a quiet, well-lit study area
3. Monitor student's organization and daily list of assignments in their planners and/or school's website's homework corner
4. Help students work to find the answer, not just get it done
5. Be supportive when the student gets frustrated with difficult assignments
6. Contact teacher to stay well informed about the student's learning progress

#### **Responsibilities of Students:**

1. Grades 1-8 will write assignments in a planner
2. Students will check their assignments online through the school's website nightly
3. Be sure all assignments are clear, do not be afraid to ask questions if necessary
4. Set aside a regular time for studying
5. Find a quiet, well-lit study area
6. Work on homework independently whenever possible, so that it reflects student's ability
7. Produce quality work
8. Turn in work on time to avoid a late penalty at the discretion of the teacher.

### **Missed Assignments Due to Illness**

Homework assignments are posted to the school web page per grade by your child's teacher. For students in grades 1-8, it is best to check Beehively as your first point of contact and check in with the teacher. Please do not ask the teacher for work to pick up when your child is ill. Please keep in mind all teachers' plans and assignments are subject to change.

## **SAFE/DISCIPLINED ENVIRONMENT**

### **Harassment and Bullying**

The school is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and take appropriate steps to ensure that substantiated bullying or harassment stops.

Substantiated acts of harassment, bullying, or hazing by a student will result in appropriate disciplinary action up to and including dismissal of the student. The disciplinary action will be in proportion to the severity of the case and will be calculated to make the harassment or bullying stop. Students who report false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

#### **Harassment**

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to:

- a. Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person
- b. Physical Harassment: Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement
- c. Visual Harassment: Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)
- d. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

### **Bullying**

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. It can include the following behaviors:

- a. Teasing
- b. Name calling, taunting
- c. Threatening
- d. Purposely leaving someone out
- e. Telling other children not to be friends with someone
- f. Spreading rumors about someone
- g. Breaking someone's things

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. Usually there is an actual or perceived power imbalance between the bully and the victim. Such power imbalance may include differences in physical size or strength or access to embarrassing information.

In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

1. Sending inappropriate texts, emails, or instant messages
2. Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
3. Using someone else's username to spread rumors or lies about another person

### **Conduct Records**

Sacred Heart Parish School strives to create an emotionally and physically secure campus community. Initiative is rewarded, self-control is fostered, and personal responsibility for one's actions is encouraged. Positive moral training enables students to make appropriate choices in a nurturing climate.

### **Conduct Cards (Virtual or Hard copy)**

Students in grades 5-8 will be issued a new card each week. If a student loses his or her card, a conduct referral will be issued. Students will receive a conduct referral for every 3 marks on their card per week (excluding bathroom marks).

DR	Disrespectful	DT	Damaging Textbooks
√	Disruptive in class	TV	Misuse of Technology
OT	Off task	UB	Unsafe behavior
O	Out of Uniform	NP	Not following rules
UN	Unprepared for class	BR	Bathroom visit

### **Conduct Referral**

A *Conduct Referral* (CR) signed by a teacher/supervisor may be given to students who commit the following acts of misconduct including but not limited to:

- Failure to observe school rules
- Running in hall, classroom, and courtyard
- Disrespectful to an adult
- Annoying behavior in class and to others
- Hitting another student
- Rude/discourteous
- Restless/inattentive
- Biting (depending on severity)
- Excessive talking/loudness
- Late to class

Examples include but are not limited to:

- Class behavior, which interferes with the learning of others (talking out of turn, throwing objects, unnecessary movement in the classroom, etc.)
- Being on school grounds unsupervised
- Playing ball or running in the hallways or courtyard
- Playing, loitering, or eating in the restrooms
- Bike riding, roller skating/roller blading, or skateboarding on school grounds
- Playing or loitering in an unsupervised area (behind school, hallways, designated areas and lunch tables)
- Chewing gum, littering on school grounds
- Inappropriate behavior at lunch tables



- Use of all electronic devices including but not limited to headphones, air pods/earbuds, and any type of electronic game, gadget, or cell phone on school grounds during school hours. Cell phones are turned off and stored in students' backpacks. Cell phones for calls/text messaging may be used before 7:45a.m. and after 3:15p.m., under the supervision of a teacher/supervisor only. Any other electronic devices used on campus must follow the "Technology Guidelines" section of this handbook and be approved by teacher/supervisor prior to use.
- Eating in unauthorized areas
- "Violation of Dress Code" (uniform or alternative) given upon third violation, and all subsequent dress code violation notices. *See "Uniform Dress Code" section of this handbook.*
- Students are required to be with their class by 7:50 a.m. A five-minute warning (7:45 a.m.) bell will ring so that students may prepare themselves for morning announcements. All play equipment, backpacks and bathroom breaks must be taken care of before 7:50 a.m. If a student arrives while prayer and/or flag salute is in progress he/she must stand still until the prayer/flag salute is over. Students who arrive late for school must go to the office for a tardy slip. A tardy implies that a student is not present with their class in their class line prior to dismissal to classroom. Ten (10) unexcused tardies within a Trimester will result in a detention with the principal for habitual tardiness. Tardies are excused only if a reasonable hardship would have been inflicted on the family in order to get the student to school on time.
- Excessive rough play or reckless behavior
- Failure to report to, or misconduct during detention
- Misuse of classroom supplies and/or materials
- Other forms of conduct inconsistent with Sacred Heart Parish School standards of student behavior or contrary to the reasonable, peaceful order and safety of the school community.

When a student receives a **Conduct Referral**, the parent may receive a phone call or email to explain the infraction. Then, the student must take the slip home for parent/guardian signature and return it to the classroom teacher the next day. The signature indicates that the school has notified the parent/guardian. Refusal by parents/guardians to sign the conduct referral will not invalidate the referral since the referrals are authorized by Sacred Heart Parish School. Five (5) Conduct Referrals over a period of one trimester will constitute a Disciplinary Referral and/or seven (7) Conduct Referrals within a school year will constitute a Disciplinary Referral.

Students will serve detention on the assigned day plus any additional disciplinary procedures deemed warranted by the school administration.

### **Sports/games**

If a student is in an extracurricular activity (Student Council, sports), they must serve detention first, before they can participate in the activity on the same day.

### **Disciplinary Referral**

A Disciplinary Referral (DR), signed by the teacher/supervisor, will be given to students who commit the following serious acts of misconduct, included but not limited to:

- Cutting class
- Excessive tardiness
- Left grounds without permission
- Annoying behavior in class and to others
- Destruction to school property
- Littering
- Rude/discourteous

- Excessive talking
- Unacceptable language
- Fighting
- Disruptive/uncooperative
- **Biting (depending on severity)**

Students may be suspended and/or expelled for a single major infraction as defined below.

- **Truancy:** Leaving school grounds or absence from class without permission
- **Habitual Misconduct:** Five (5) or more Conduct Referrals in one Trimester or seven (7) or more Conduct Referrals in a school year
- **Assault/Battery:** Deliberate harmful or offensive touching of another. Instigating or participating in a fight, unless clearly in self-defense. (All parties involved in a fight will be suspended immediately)
- **Insubordination:** Flagrant disrespect or defiance of school administrators, teachers or supervisors. Deliberate disruption of school activities
- **Chronic Disruption:** Repeated disruptions within the learning environment
- **Harassment:** a continual pattern of promoting conflict, intimidation, or threatening others; a continual pattern of encouraging/taunting others to misconduct; a continual pattern of teasing or taunting another for any reason.
- **Sexual Harassment:** See Diocesan Policy.
- **Vulgarity:** Use of language and/or violent or sexual illustrations intended to ridicule or demoralize others. Committing an obscene act or gesture, or engaging in habitual profanity.
- **Dangerous Behavior:** Extreme reckless behavior which endangers self or others; any student at any time found on the roof possessing, selling, or furnishing any knife, explosive or dangerous object at school or at a school activity off school grounds regardless of day or time. Potentially dangerous items brought for school use must be checked in with the classroom teacher.
- **Substance Abuse:** Use, sale, or possession of narcotics, hallucinogens or drugs, alcohol, tobacco, vaping, or any substance deemed harmful. (May be grounds for expulsion.) Children are not allowed to carry any kind of medication (prescription and/or over-the-counter drug) on their person during the school day. Neither prescription medication nor over the counter medication is allowed to be stored in desks or backpacks. *See “Medications for Students” section of this handbook*
- **Abuse of Property:** Causing or attempting to cause damage to school/private property; graffiti on school property; hanging on the basketball rims; stealing or attempting to steal school/private property.
- **Serious Misconduct:** Other forms of conduct seriously inconsistent with Sacred Heart's standards of student behavior or contrary to the reasonable, peaceful order, and safety of the school community.

- **Cheating and Plagiarism:** Cheating is the act of obtaining or attempting to obtain credit for academic work by use of any dishonest, deceptive or fraudulent means. Plagiarism is the act of taking ideas, words, or specific substance of another and offering this as one's own, without giving credit to the source, including electronic source material.

### **Consequences of Cheating or Plagiarism**

A teacher who has sound reason to suspect cheating or plagiarism will take the following actions:

- Issue a Disciplinary Referral
- Failure/reduction of the grade earned on the work
- Require that work be repeated
- Notify the parents/guardians of the offense.

### **Disciplinary Referrals are retained and carried forward.**

When a student receives a **Disciplinary Referral**, the parent(s) will receive a phone call to explain the infraction. On a first offense the student may be suspended and placed on two weeks probation. Prior to the student re-admittance, the student and parent may meet with the principal.

- Second Disciplinary Referral: suspension, meeting with parents, four weeks' probation.
- Third Disciplinary Referral: suspension, meeting with parents, four weeks' probation. May result in a possible expulsion.

More than one Disciplinary Referral within a school year may require an individual contract and/or meeting with a counselor.

Refusal by parents/guardians to sign a Disciplinary Referral will not invalidate the referral since Disciplinary Referrals are authorized by Sacred Heart Parish School.

## **Consequences for Inappropriate Conduct**

### **Detention System**

Students in grades K-8 who receive either a Conduct Referral or Disciplinary Referral are required to serve a thirty (30) minute detention. Students will serve detention on the assigned day plus any additional disciplinary actions deemed warranted by the school administration.

There will be detention after school with the teacher or staff, with the exception of teacher staff days.

*Detentions will not be rescheduled unless the student has a medical appointment, a funeral or it poses an unreasonable hardship on the family. In this case, a notice (eg. a written note, email, or phone call) from the parent requesting a detention to be rescheduled must be signed by the parent and turned in to the teacher who assigned the detention. The request must be approved by the teacher and a new date will be assigned. Should a student not appear for their assigned detention date a second **Conduct Referral** will be issued by the Administration.*

### **Disciplinary Probation**

Students on disciplinary probation may be ineligible for extracurricular activities.

### **Disciplinary Suspension**

Students involved in any major infraction(s) of the Sacred Heart Parish School Honor Code and Family Handbook may be suspended from the school for a period of time determined by the principal. It is at the Student Success Team's and/or the Administration's discretion that suspensions may vary from 1-4 days depending on the nature and seriousness of the misconduct.

In-House suspensions may be given at the discretion of the principal. Parents will be contacted prior to the start of any suspension. Schoolwork must be completed during the suspension. A child will receive a zero for any incomplete work.

### **Disciplinary Expulsion**

Expulsion is an extreme, but sometimes necessary, disciplinary measure for the common good. In accordance with Diocesan Policy and California Educational Codes, students may be expelled by the principal and the Canonical Administrator for, but not limited to, the following offenses:

- Actions and/or words gravely detrimental to the moral or spiritual welfare of others
- Chronic insubordination, vulgarity, truancy, harassment or classroom disruption,
- Assault/battery, dangerous behavior, substance abuse or abuse of property
- Continual neglect of good health and/or hygiene practices that constitute a hazard to others
- Conduct detrimental to the reputation of the school or for immorality in speech or action in or out of school.

The right to appeal for expulsion may be made to the Principal, then the Canonical Administrator.

### **Search and Seizure**

The school provides student storage areas and desks and reserves the right to search them without notice. Searches of a student's person, including book bags, may be necessary if there is good reason to suspect illegal or dangerous material on campus.

Sacred Heart Parish School assigns all lockers. The Students are assigned a locker for the school year. Lockers always need to be locked with a school issued lock. The school will issue students with a lock and combination number. All lockers are school property and may be searched by the school at any time.

At the end of the school year, locks must be turned into the homeroom teacher and lockers will be inspected for cleanliness.

In the case of a lost or damaged lock, a replacement fee of \$12 will be billed to the student.

### **Drug/Alcohol Abuse**

Sacred Heart is a drug free and alcohol-free school. The use or possession of alcohol or any illegal vaping, oils, or any paraphernalia by any student at any school sponsored event including normal school hours, athletic events, social events, concerts or plays, will result in expulsion from Sacred Heart Parish School. The use or possession of tobacco, weapons, fire arms, or gang related materials, in the above situations would also result in expulsion from Sacred Heart Parish School.

### **Child Abuse Policy**

The State of California mandates Sacred Heart Parish School administration, faculty, and staff to report allegations of suspected child abuse to the proper governmental authority when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents/guardians regarding the well being of their children, the administration is placed between the parent and the state, acting on behalf of the child and in accordance with state law. It is the school's policy not to contact parents/guardians in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child, once reasonable suspicion is established. Mandated reporters who report suspected child abuse cases have absolute immunity, both civilly and criminally, for making such reports.

## **TRANSPORTATION TO AND FROM SCHOOL**

### **Arrival Procedures**

\*Subject to change; determined upon most recent COVID safety procedures

Children **are not permitted** on the school grounds before 7:30 a.m. and are to leave the school grounds by 3:15 p.m. Students found on the grounds unsupervised before 7:30 a.m. and/or after 3:15p.m. will be placed in extended care and parents will be charged on FACTs accordingly.

Pre School students go directly to their classrooms upon arrival and must be signed in by a parent/guardian.

Students in grades TK - 8 gather on the playground (fair weather) or in the gym (inclement weather) under teacher supervision. Students are not allowed to enter/play in the hallways or bathrooms before school.

All students must be with their class by 7:50 a.m. daily for attendance, flag salute, and morning prayer.

All TK – 8 students must be dropped off in the Carpool/Drop Off Lane unless escorted by a parent/guardian to the designated supervised area.

### **Dismissal Procedures**

\*Subject to change; determined upon most recent COVID safety procedures

Preschool students must be signed out on the attendance sheet.

### **Dismissal Pick-up Location**

To make dismissal as efficient as possible, Parents/guardian are required to use the following locations for pick-up of students:

Parents/guardians are to pick up:

- Pre School in their respective classrooms.
- TK through eighth grade will be dismissed from the North field.

***For the safety of your child, please do not direct your child to meet you in an unsupervised location and please make sure to check out your child with his or her teacher.***

For the safety of all students and a higher quality of communication, parents are asked to not engage teachers in conversation while they are supervising recess, lunch or traffic duty (dismissal) or when they are preparing for the day.

- Parents/guardians conducting school business or making teacher contacts need to pick up their children prior to contacting staff.
- Students not picked up by 3:15 p.m. will automatically be escorted to Extended Care where the appropriate fee will be charged.

## Early Student Dismissal

A student may not leave the school grounds without being escorted by a parent/guardian or another adult designated by the parent/guardian. The parent/guardian should notify the school in writing whenever possible. If a student is to leave the school during school hours, the parent/guardian must pick up the student at the school office and sign him/her out. If returning on the same day, the parent/guardian must sign in at the school office. Parents/guardians should not go to the classroom.

If the student is withdrawn from school prior to 3:00p.m. for activities other than illness, medical/dental or family emergency are considered unexcused absences and will be notated as a full/half day absence according to school policy.

## Bicycles

If your child is going to ride her/his bicycle to school, a “**Cycle Agreement Waiver and Release**” must be obtained and signed by both student and parent. The forms, along with a copy of “**Bicycle Safety Rules**” are available from the school office. Please discuss the “**Rules of the Road**” and “**Bike Safety**” with your bike rider. All students must exercise extreme caution, wear a helmet, and observe all traffic rules between school and home. The school reserves the right to require additional supervision.

All bicycle riders must walk their bike on campus. All bicycles should be parked in the racks provided for them. The school assumes no responsibility for the bicycles and **urges students to keep them locked**. No bicycle riding is permitted after the child arrives at school until he starts for home. Bicycle riding on the school grounds is **not permitted** at any time.

# EMERGENCY PROCEDURES/DRILLS

## Emergency Plan

State law requires all schools to have emergency plans to cover earthquake, fire, weather related problems and other disastrous situations. Sacred Heart Parish School’s procedure is ongoing. At this point, however, the school encourages everyone to follow these basic, first hour procedures in the case of an emergency.

- Tune to local Emergency Broadcast Station on your radio to receive emergency instructions.
- Only use the telephone for emergency medical, fire, police help or for another very serious reason. Do not call the school.
- All students will be accounted and cared for by Sacred Heart. We will take all necessary emergency steps.

No student will be allowed to leave school care unless an appropriate competent adult comes to our emergency headquarters (O'Reilly Gym) and signs a release.

## **Emergency Drills**

Regularly scheduled fire, earthquake (drop drills) and lock down drills are held. Students are educated on, and required to follow, disaster procedures during each drill. Silence must be maintained during each drill.

## **SCHOOL GROUNDS AND YARD SUPERVISION**

\*Subject to change; determined upon most recent COVID safety procedures

Children **are not permitted** on the school grounds before 7:30 a.m. and are to leave the school grounds by 3:15 p.m. Students on the grounds unsupervised after 3:15p.m. will be placed in Extended Care and parents will be charged accordingly.

By law no student may remain on campus unless adequately supervised. There is adult supervision from 7:30a.m. before school begins, and during all recess and lunch periods. In regards to practice days for extracurricular activities, students should leave school grounds until practice begins. The parent(s) must arrange care of children for times between dismissal and scheduled practices or they will be sent to Extended Care.

Parents are responsible for the supervision of their children during school functions, including, but not limited to: Parent/Teacher Conferences, Christmas Program, Talent Show, Open House, etc. Sacred Heart Parish School is responsible for the students only inside the gym during the performance. Sacred Heart Parish School requests that children remain inside the gym during performances. Please do not leave your children unattended at any time. ***Sacred Heart school is not responsible or liable for children unsupervised on campus during school performances, athletic events or after school hours.***

## **Recess**

A teacher/staff/volunteer must accompany students while they are on the playground. It is an absolute necessity that students be supervised at all times. Students should bring appropriate clothing (jackets, etc.) for outdoor recess each day. Children who remain indoors must be under the supervision of an adult at all times. Rules are subject to change or update during the year per the Faith in Action program.

### **Playground Rules**

1. Students will use playground equipment according to the rules.
2. Students will stay within playground boundaries.
3. There will be no fighting among students.
4. Students will show respect for those in authority.

### **Recess Rules**

1. All students must go outside for recess unless they have a note from a parent or teacher. Students who need to be excused for an extended period of time require a doctor's note.
2. All students will play on the playground.
3. Students are not allowed to retrieve balls without adult permission.
4. Students must have permission to enter the building/classrooms.
5. Students are not allowed to kick or throw balls against the building or fence.
6. Students are not allowed to push, shove, kick, or fight with other students.

7. Students are not allowed to use inappropriate language or be disrespectful to playground supervisors or other students. (Disrespect includes taunting another, arguing with authority, or mocking authority.)
8. One warning is given to a student for disobeying any of the above rules. If a student continues to disobey, that student may be issued a Conduct Referral.

## **STUDENT SUCCESS TEAMS (SST)**

### **Student Success Team**

Student Success Teams are convened to address academic and behavioral issues. The team consists of the principal, SST Coordinator, teachers, parents, and students when necessary. Student Success Teams may be initiated by a teacher, parents, or the school administration.

## **HEALTH CARE SERVICES**

### **Emergency Information**

All parents are required to complete emergency care cards prior to the start of each school year. Any changes, please notify the office.

### **Health Screening**

\*Subject to change; determined upon most recent COVID safety procedures

Vision and Hearing screenings are performed annually for grades K, 1, 3, 5, and 7. Scoliosis screenings are conducted for seventh grade girls and eighth grade boys.

### **Student Insurance**

Every enrolled student is covered by insurance for injuries occurring on school grounds and/or school sanctioned events. The injury must be reported immediately to the person on duty to be eligible to receive an insurance form.

Student accident insurance premiums are paid from annual registration fees. When a student sustains an injury, which is covered under the terms of the policy, parents should request a claim form from the office within 24 hours. Parents are given the opportunity to purchase additional insurance at the beginning of the year for a nominal fee.

### **Medication for Students**

If a child has a health problem (diabetes, asthma, allergies, etc.) it is absolutely essential that this information be given to the school secretary and classroom teacher at the **beginning of each year.**

School personnel will not administer any type of medication including over the counter medication without the required Diocesan form on file in the School office. Phone calls are not sufficient. In all cases of medicines, including over the counter medication, a written statement from the parent or physician detailing the method, amount, and time schedule by which such medication is to be taken is also required. Children are not allowed to carry any kind of medication (prescription and/or over-the-counter) on their person. Medication and/or over the counter medication is not allowed to be stored in desks or backpacks. If a child is to take medication and/or over the counter medication during school hours, such medication must be left with the secretary in the school office as soon as the child arrives on campus. The medication



must be in the original container or prescription bottle, appropriately labeled by the pharmacist, physician, or manufacturer and clearly marked with student's name, and dosage.

The physician must specify the medication, dosage, method of administration, and schedule for any medication to be administered to a student. When changes occur for the medication, dosing, or dosing schedule, the school will require a new order from the physician and a new authorization signed by the parent or guardian. The physician's order and the parent authorization must be renewed annually. The school will not accept the directions on the medication container label as a substitute for the physician's written order.

Non-prescription medication such as Tylenol, Benadryl, cough drops, or cough medicine may be administered following written authorization from the parents/guardians via the Diocesan Physician order and Parental Authorization to Administer Medication Form. Medication will be stored in the school office in a safe place. Only authorized Sacred Heart staff may administer medication.

## **Medications Requiring an Injection**

In general, school staff will not administer medications that require an injection (such as insulin). Students must self-administer this medication or parents must come to the school office.

If the student is trained in testing his or her blood or injecting him or herself with insulin, the student may do so in accordance with physician's orders. However, unless it is a medical emergency, the student must come to the school office to self-administer the medication.

If a student has a medical condition that requires that he or she carry epinephrine in the form of an Epi-pen (e.g. food allergies), any staff member may use the student's Epi-pen in the case of a medical emergency.

## **Injuries**

Minor first aid is administered in the school office. The school office will generally call to inform a parent/guardian of any minor mishaps resulting in non-serious injuries.

In the event of a serious injury, every effort will be made to contact the parent before a child is transported to the hospital. An ambulance may be ordered if deemed necessary by the principal or his/her designee before a parent can be reached. If the parent is not present and the student needs to be transported by ambulance, the principal or designated staff member will accompany the student to the hospital. If treatment at a hospital or doctor's office is required, the parent/guardian assumes full responsibility for costs incurred.

## **Illness**

Students who become ill during the school day must report to the school office. Parents/guardians will be notified. If a child is vomiting, has diarrhea, or has a fever of 99-degree Fahrenheit or higher, the parent is required to pick up the child. If Parents/guardians cannot be reached, emergency phone numbers will be called. **Students must be free of fever and symptoms for 24 hours before returning to school.**

The following diseases must be reported to the school. The San Benito County Health Department requires that parents adhere to the following guidelines regarding student re-admittance.

1. Chicken Pox: All pox must have a dry scab and no new pox must have appeared for the last four days

2. Pink Eye: Eyes must be clear (no redness or secretions) or bring a doctor's note verifying that the child may return to school.
3. Ringworm: The child must be using a doctor-prescribed medication, and a bandage must cover the ring.
4. Strep throat: We must have a doctor's note, or the child must be on an antibiotic for a minimum of 24 hours.
5. Measles, mumps, whooping cough, pneumonia, and Scabies: We must have a doctor's note clearing the child of illness.
6. Lice: We must have either a doctor's note verifying that the child has been treated, or a dated receipt for the purchase of treatment shampoo. All nits must be removed from the hair before the child will be admitted back into the classroom. The school office will check the child before being returned to the classroom.
7. Please see the most updated COVID safety plan for the school.

### **Medical Release for Contagious Illnesses**

Students who contract a contagious illness or health problem (e.g., chicken pox, measles, conjunctivitis [must have proof of prescription], head lice, etc.) must be checked by the school health official, in the presence of a parent, prior to re-admittance. A release form from the physician may be required prior to re-admittance of student. This policy has been designed to protect the health and welfare of Sacred Heart students and staff. IT WILL BE FOLLOWED WITHOUT EXCEPTION.

## **UNIFORM DRESS CODE**

**All clothing must be neat, clean, free from holes and size appropriate.** Tight or baggy, oversized clothes are unacceptable. *SHPS polo shirts must be tucked in at all times except during recess and PE. All SHPS skirts, jumpers, skorts, and shorts must be 2 inches above the knee. Frayed or worn hemlines are unacceptable.* Corduroy and cargo-style shorts or pants are not permitted. All uniform dress code policies are subject to principal discretion and approval.

### **Uniform Policy**

The uniform policy is designed to establish standards of dress that support the Sacred Heart Parish School's focus on students' internal growth and development rather than on their external appearance. All students wear uniforms on a daily basis during school hours including field trips, Extended Care, and school functions, except as announced. Students will be checked daily for uniform dress code. PS-8 students: Three (3) or more uniform violations within a trimester, will result in ineligibility for free dress for the trimester and earn a detention.

### **Purchasing Uniforms**

School uniform items will be purchased through Dennis Uniform Company. Throughout the school year, orders may be placed online at [www.dennisuniform.com](http://www.dennisuniform.com) (our Dennis Uniform Code is M3RSAC), by telephone (650) 299-9623 or in person at 1282 Oddstad Drive, Redwood City. Uniforms may also be purchased at the Uniform Exchange (contact the school office for more information).

Black flat front knee length walking shorts or black uniform pants may be purchased at alternative stores.

## Daily Uniform

### **Girls Grades PS-3**

#### **Required**

- Red sweatshirt with current SHPS logo
- Sacred Heart Parish School McDonald Plaid Jumper (Shorts must be worn under jumper), SHPS McDonald plaid skort, or black flat front pants.
  - Note: For K-3, a black or McDonald Plaid belt must be worn if wearing shorts or pants
- Girls Polo shirt short sleeve – red, white or ash (gray) with current SHPS logo only
- Socks, tights, or leggings (full length touching the socks with no skin showing) in solid red, white, black, or gray only (no sweatpants).
- Athletic shoes (running, tennis, or cross-trainer model only) with the predominant color matching the uniform including shoe laces (Preschool - Kindergarten may wear shoes with velcro with the predominant color matching the uniform). See Additional Guidelines for all Students – #4 Footwear

#### **Optional Additions**

- Red hooded jacket with current SHPS logo
- Gray fleece jacket with current SHPS logo purchased only from Dennis Uniforms
- White Peter Pan short sleeve blouse
- Pique knit, long sleeve polo shirt – red, white, or ash (gray) with current SHPS logo
- Hair accessories in McDonald Plaid or uniform colors only
- Red button down uniform cardigan (issued by Dennis Uniform only)
- Black flat front knee length walking shorts

### **Girls Grades 4-5**

#### **Required**

- Red sweatshirt with current SHPS logo
- Sacred Heart Parish School McDonald plaid Skirt (Shorts must be worn under skirt), SHPS McDonald skort, or black flat front pants,
  - Note: A black or McDonald Plaid belt must be worn if wearing shorts or pants.
- Girl's Polo shirt, short sleeve – red, white, or ash (gray) with current SHPS logo only
- Socks, tights, or leggings (full length touching the socks with no skin showing) in solid red, white, black, or gray only (no sweatpants).
- Solid socks with no patterns, characters, or emojis (logo to be no more than 2 inches)
- Athletic shoes (running, tennis, or cross-trainer model only) with the predominant color matching the uniform including shoe laces See Additional Guidelines for all Students – #4 Footwear

#### **Optional Additions**

- Red hooded jacket with current SHPS logo
- Gray fleece jacket with current SHPS logo purchased only from Dennis Uniforms
- Pique knit, long sleeve polo shirt-red, white, or ash (gray) with current SHPS logo
- Hair accessories in McDonald Plaid or uniform colors only
- Red button down uniform cardigan (issued by Dennis Uniform only)
- Shorts must be worn under skirt
- Black flat front walking shorts

## **Girls Grades 6-8**

### **Required**

- Junior High red sweatshirt with current SHPS logo
- Sacred Heart Parish School McDonald Plaid skirt (Shorts must be worn under skirt), SHPS McDonald skirt, or black flat front pants
  - Note: A black or magnetic belt in McDonald Plaid must be worn if wearing shorts or pants
- Girl's polo shirt, short sleeve – red, white, or ash (gray) with current SHPS logo
- Socks, tights, or leggings (full length touching the socks with no skin showing) in solid red, white, black, or gray only (no sweatpants).
- Solid socks with no patterns, characters, or emojis (logo to be no more than 2 inches)
- Athletic shoes (running, tennis, or cross-trainer model only) with the predominant color matching the uniform including shoe laces See Additional Guidelines for all Students – #4 Footwear

### **Optional Additions**

- Red, hooded jacket with current SHPS logo (No hoods may be worn at any time)
- Gray fleece jacket with current SHPS logo purchased only from Dennis Uniforms
- Pique knit, long sleeve polo shirt – red, white, or ash (gray) with current SHPS logo
- Hair accessories in McDonald Plaid or uniform colors only
- Back flat front walking short
- 8<sup>th</sup> grade sweatshirt (8<sup>th</sup> only)

## **Boys Grades PS-5**

### **Required**

- Red sweatshirt with SHPS logo
- Boy's short sleeve polo shirt – red, white, or ash (gray) with current SHPS logo only
- Black, flat front pants
  - Note: A black belt must be worn at all times (PS and TK excluded)
- Boy's socks in white, black, red, or ash (gray)
- Solid socks with no patterns, characters, or emojis (logo to be no more than 2 inches)
- Athletic shoes (running, tennis, or cross-trainer model only) with the predominant color matching the uniform including shoe laces (Preschool - Kindergarten may wear shoes with velcro with the predominant color matching the uniform). See Additional Guidelines for all Students – #4 Footwear

### **Optional Additions**

- Red, hooded jacket with current SHPS logo
- Gray fleece jacket with current SHPS logo purchased only from Dennis Uniforms
- Pique knit, long sleeve polo shirt – red, white or ash (gray) with current SHPS logo
- Black, flat front walking shorts

## **Boys Grades 6-8**

### **Required**

- Junior High Red sweatshirt with current SHPS logo
- Boy's short sleeve polo shirt – red, white, or ash (gray) with current SHPS logo only
- Black, flat front pants
  - Note: A black belt must be worn at all times
- Boy's socks in white, black, red, or ash (gray)

- Solid socks with no patterns, characters, or emojis (logo to be no more than 2 inches)
- Athletic shoes (running, tennis, or cross-trainer model only) with the predominant color matching the uniform including shoe laces See Additional Guidelines for all Students – #4 Footwear

### Optional Additions

- Red hooded jacket with current SHPS logo
- Gray fleece jacket with current SHPS logo purchased only from Dennis Uniforms
- Pique knit, long sleeve polo shirt – red, white, or ash (gray) with current SHPS logo
- Black, flat front walking shorts
- 8<sup>th</sup> grade sweatshirt (8<sup>th</sup> only)

### **Additional Guidelines for all Students**

1. **Hair** – must be neatly groomed, a modest cut, combed and clean and the child's God given color and conducive to a learning environment. Students may not bleach, color, highlight or streak their hair. No hair attachments of any type may be worn, including but not limited to, hair extensions or feathers. Hair must not be below the eyebrows in front. Boy's hair must not touch the collar in back, and earlobes must be visible. Boys may not wear hair accessories. Sideburns may not be below the ear.

2. **Undergarments** – Short sleeved undershirts may be worn in white only. No dark or visible undergarments.

3. **Piercing, jewelry, and tattoos** – No facial piercing or visible tattoos. Girl's earrings should be modest; no dangling or hoop earrings. Boys may not wear earrings. Modest small religious jewelry may be worn in Pre-school – Eighth grade only.

4. **Footwear** – The uniform shoe is one that promotes the physical development and safety of the student. Shoes worn to school must also be safe to wear to P.E. classes. For physical and developmental growth and safety, shoes must tie and be tied securely to prevent injury. (Preschool - Kindergarten may wear shoes with velcro with the predominant color matching the uniform).

- Black, red, gray or white athletic shoes with appropriate heel and ankle support are required. We understand that there may be some additional colored ornamentation.
- Hiking boot type tread, lug soles, platform, or skateboarding shoes are not acceptable due to the risk of injury to the ankle. Any shoes deemed unsafe by administration are not allowed.
- Shoes with wheels (Heelys), zippers, or lights are not permitted.
- Slip-ons, flip flops, sandals, slippers, backless shoes, or any other shoes deemed unsafe (for example shoes that are too large) are not allowed.
- Shoes with multiple logos such as Coach, Guess, etc. are not allowed.
- Shoelaces must be black, blue or white ONLY.
- Socks without logos must be worn at all times and must be visible above the top of the shoe. No colored trims on the top of the socks. Solid socks with no patterns, characters, or emojis.

5. **Sweatbands** – May be worn only during athletic activities.

6. **Hats, scarves, and gloves** – Hats, scarves and gloves are not to be worn. Exceptions may be considered for religious or medical reasons and must be of SHPS uniform color. Headbands may not have attached scarf, and must be school uniform colors only (red, black, white, or grey). During

inclement weather, students may wear a plain, solid beanie, scarf, and gloves in SHPS uniform colors only during recess. Hats, scarves, and gloves may not be worn during morning assembly.

7. **Make-up of any kind, colored nail polish or acrylic nails may NOT** be worn.
8. **Outerwear** – Uniform sweatshirts, gray fleece jackets, and jackets purchased from Dennis Uniform may be worn. Non-uniform jackets are not allowed.
9. **Smartwatches** – Smartwatches may not be worn.

#### **Free Dress Day attire:**

- All clothing should be in good repair, not excessively wrinkled, modest and suitable for a Christian school environment. No mini-skirts, short-shorts, tight-fitting jeans/pants, yoga pants, or leggings. Leggings may be worn with dresses and longer shirts.
- All shirts must have sleeves or caps at the shoulder and be long enough so that the top of the pants is covered (if shirt is not tucked in).
- No swim trunks
- Tight or baggy clothing is not acceptable
- Clothing should be free from inappropriate graphics, language or inferences.
- **No holes or ripped pants.**
- Writing on the back of pants is not allowed.
- Items #1-#9 from “Additional Guidelines” must be followed on free dress days.
- **Students dressed inappropriately on Free Dress Day will be required to change.**
- **PS-8 students: Three (3) or more uniform violations within a trimester, will result in ineligibility for free dress for the trimester and earn a detention.**

#### **Enforcement:**

- Students will be required to remove any jewelry that does not meet guidelines.
- Students will be required to remove make-up immediately.
- Students will be required to remove nail polish by the following day.
- For clothing infraction, the parent will be called to school to bring clothing for the student to change.
- Hair coloring must be removed within seven days of notification. On or before the seventh day, the student must report to the office to clear the dress code violation prior to reporting to class. Until hair color is corrected, student will not be allowed to return to school, and will have a suspended status.

#### **Violations:**

##### **A “NOTICE OF STUDENT MISCONDUCT”**

Any student in grades PS-8 who commits a third uniform violation will be given a Conduct Referral. Each subsequent violation will also result in a Conduct Referral.

#### **Uniform Exchange Guidelines:**

Throughout the school year, PASS hosts several Uniform Exchanges. The Uniform Exchange allows for the purchase of gently used uniforms in good condition at a discounted rate. Parents are not required to donate a uniform in order to purchase a uniform. All uniform pieces can be purchased for \$5.00, unless otherwise noted. The Uniform Exchange operates on a first come, first served basis. There is no guarantee on selection or sizes in stock.

Donated uniforms **MUST** be in good, clean condition, and must have the current school logo. Donated uniforms must also meet school dress code guidelines. Uniforms with stains, rips, or tears will not be accepted.

Acceptance of donated uniforms is at the discretion of the PASS Uniform Coordinator.

## **FISCAL FITNESS AND RESPONSIBLE STEWARDSHIP**

### **Governance of Sacred Heart Parish School**

Under the authority of the pastor of Sacred Heart Parish and the superintendent of Catholic schools, the principal is the chief executive officer of the school. The principal is responsible for building a Catholic community, supervision of the curriculum and instruction, stewardship of school resources and development. The principal's governing of Sacred Heart Parish School is based upon prayerful discernment, innovation, and the wisdom of many counselors. Three (3) consultative bodies have been created to insure an active presence of the entire school community in our Catholic educational enterprise.

### **Leadership Team**

The Leadership Team assists the principal in the implementation of the school's curriculum and instructional programs.

### **Board of Limited Jurisdiction**

The Board of Limited Jurisdiction serves as an advisory body to the pastor and principal in matters regarding the financial operation of the school and maintenance of school properties. The Board of Limited Jurisdiction **does not** regulate either educational curriculum or personnel matters.

The Board of Limited Jurisdiction consists of the following:

- **Executive Committee** – provides overall Board leadership and coordination of Board responsibilities.
- **Mission Effectiveness Committee** – works to formulate and propose to the Board, policies and plans which will ensure that the school maintains and enhances its identity as Catholic and carries out its mission.
- **Planning & Policy Committee** – assists the administration in the formulation of the long range strategic plan and monitors and reviews the strategic plan and its objectives.
- **Building & Grounds Committee** – develops and monitors long term facility maintenance, capital improvements, security, space utilization and emergency management plans for the school.
- **Finance Committee** – monitors the school budget and prepares updates and monitors the long-range financial plans of the school. The committee also oversees, from a policy and planning perspective, business operations of the school.
- **Development/Marketing/Communication Committee** – assists the Board in carrying out its planning and policy responsibilities with regard to public relations, communications, and development/institutional advancement. The committee also assists with planning, creating, implementing, and monitoring a program to market Sacred Heart Parish School for image and enrollment, which would include developing a comprehensive communication plan.

**Sacred Heart Parish School Board of Limited Jurisdiction meetings** are open to the Sacred Heart Parish School community, except for executive sessions.

Members of the Sacred Heart Parish School community may propose agenda items to be considered at a subsequent regularly scheduled Board meeting. The proposed agenda item is submitted to the SHPS

Principal or Board Chairperson and will be added at their discretion. In addition, at the discretion of the SHPS Principal or Board Chairperson, a SHPS community member may be invited to address the Board in regards to the agenda item.

## **Parent Association of Sacred Heart Parish School (PASS)**

### **Purpose**

The purpose of PASS is to bring parents/guardians together to support the spiritual and educational values of Sacred Heart Parish School. The main responsibility of PASS is to assist the principal by sponsoring activities to further develop Sacred Heart Parish School as a community of learners and believers. PASS provides opportunities for parents/guardians to become more involved in the school environment and to fulfill their role as the primary educators of their children.

Parents/guardians are strongly encouraged to become an active PASS member and encouraged to join at least one PASS committee. Volunteer hours are available through PASS committees to satisfy the 20-hour family service commitment.

PASS Officers are elected by the parent body and are to serve in accordance with the current Sacred Heart Parish School PASS manual. Parents/guardians currently in office are as follows:

PASS officers are elected in the spring, to serve a two year term of office. The officers serve staggered terms. President, Vice-President, Education Activities Director, Communications Coordinator, one Room Parent Coordinator, and one Community Support Activities Coordinator are elected together one year. The PASS Treasurer, Family Service Activities Director, Social Activities Director, one Room Parent Coordinator, and one Community Support Activities Coordinator are elected together the following year. Members-at-Large serve a one-year term and are elected each year. A faculty liaison also serves on the PASS Board.

### **Room Parent Coordinators**

Room Parent Coordinators are appointed to help coordinate class activities and are a main communication link to families in a particular grade. PASS provides a written description of the various duties for room parents. The full support and participation of these groups, both individually and collectively, help the principal in administering Sacred Heart Parish School being mindful of our family, instructional and financial interests.

## **FUNDRAISING**

As a non-profit, parochial school, Sacred Heart relies on only a few sources for income: tuition, donations and fundraising. We are not subsidized by the parish. In order to keep tuition lower than the actual cost of educating a student at Sacred Heart Parish School, our approach has been to give families the opportunity to subsidize the cost of education at Sacred Heart Parish School. Our major fundraisers:

1. Spring Fundraiser (February)
2. Spartan Sprint (May)

### **Optional Fundraising**

From time to time, departments, classrooms or other Sacred Heart Parish School groups will sponsor optional fundraising for specific projects such as mission opportunities, athletic uniforms, Student



Council activities, etc. These fundraisers are optional for families and must be approved by administration.

**Fundraising Approval Policy.** It is the express intent of the Sacred Heart Parish School Administration to require parents/guardians to only participate in the two major fundraisers, which are designed so parents/guardians may raise funds from sources other than their own personal funds. The administration does not desire families to feel taken advantage of while they are a part of our Sacred Heart Parish School family. Therefore, all fundraising which solicits funds from parents/guardians must be submitted in writing to Administration for approval prior to the first day of school. Requests will be reviewed by a committee and considered in light of other events and the overall financial and strategic goals of Sacred Heart Parish School. If a fundraising opportunity is submitted after the start of the school year, other scheduled events will take priority and the event may be denied or scheduled for the following school year.

**Type of Fundraising Permitted.** As a general guideline, Fundraising efforts at Sacred Heart must directly benefit the school or an organized mission opportunity. This policy is consistent with the Sacred Heart Parish School approach to fundraising.

## **Service and Fundraising Responsibilities of Families**

The Christian way of life is a call to be holy and to serve the Lord. To keep Sacred Heart Parish School an affordable opportunity, each family participates in our **Family Service Program**. Complete family service/fundraising policies are outlined annually within “**Sacred Heart Parish School Registration Information and Policies**” packets.

## **TUITION, FEES AND POLICY**

### **Tuition Rates**

Families will note there are two tuition rates on the fee sheet: the STANDARD RATE and the PARISH RATE. The standard rate is the norm for enrolled families. The parish rate is a discount given to families actively involved in Sacred Heart/St. Benedict parish life.

The family plan provides a subsidy to families with more than one child by means of percentage discounts for each additional student.

The Parish rate further subsidizes families with students enrolled in grades K-8 who are active parishioners. Criteria for the Parish rate includes:

- a) Being a registered parishioner;
- b) Attending Sunday liturgy as a family at least 39 Sundays (75%) of the year;
- c) Making regular contributions to the Sunday collection by use of the envelope system.

The Parish maintains a database; annually the Parish Office provides a listing of families who have met the above criteria.

### **Tuition Payment Plans**

Parents select annually a Tuition Payment Plan on their Registration form. Sacred Heart offers the following payment plans for students:

- Pre-Payment Plan: Tuition is paid in full for the upcoming school year by September 1.

- Two installment Plan: Tuition is paid in two equal installments due in September and March.
- Four Payment Plan: Tuition is paid in four equal installments due August, November, February and May.
- Ten-month payment plan: Ten equal installments beginning August and ending May.

Payments must be received through the FACTS tuition program.

## Fees

In addition to tuition, certain costs related to educating the student and/or activities in which the student is involved apply. The following fees are currently in effect:

- Registration Fee: This fee is required to reserve a student's enrollment in a class for the upcoming school year. This fee is paid during Sacred Heart Parish School registration and is non-refundable. The Registration Fee for the current school year is \$600.00 per student.
- Sports Fee (when applicable): This fee is necessary to cover the costs of sport supplies, uniforms, referees, etc. The Sports Fee is due for each sport on the date published by the Sacred Heart Athletic Director. This fee will be collected prior to the participation of each event.
- Fundraising Fee: This is an annual family fee, which helps cover the cost of the March fundraiser expenses. We will be assessing a \$150 fundraising fee per family through FACTS on **January 26, 2024**.
- Maintenance and Building Fee: This is an annual per family fee, which helps cover general building maintenance and minor facility improvements. We will be assessing a \$150 building and facilities fee per family through FACTS on **October 27, 2023**.
- All textbooks and iPads remain the property of the school unless designated otherwise. Students are not to write in them, apply any type of adhesive tape or covering. Students are required to pay for any book(s) that are lost or damaged. If the text(s) is lost, or classified as a total loss, the student is required to pay the full replacement cost of the text(s). If the book(s) is damaged, a fine will be assessed for damaged text(s) by the bookkeeper and/or the teacher. The teacher will fill out a textbook fine form describing the damage to the book, assessing the fine, and turn it in to the school office. A copy of the form will be given to the parent for their signature and a copy will be placed in the student's file. A student's records and report card will not be released until all fines and damages are paid to the school office.

**Promise to Pay.** Regardless of the tuition payment plan selected, payment is to be made in a timely manner and in accordance with the terms of the payment plan selected. As stated in the Admission Contract, families "acknowledge the current tuition rates and make a promise to pay tuition in accordance with the tuition payment plan indicated on the Registration Form."

**Late Payment.** All late payments of tuition or fees will be charged a \$50.00 late fee.

**Non-Sufficient Funds.** Should the school receive a non-sufficient funds (NSF) notice at any time, a Parent/Guardian must, for the remainder of the school year, tender all payment of monies due to Sacred

Heart Parish School by money order or cashiers' check. A \$20.00 fee per NSF will be assessed to Parents/guardians accordingly.

**Unsettled Indebtedness.** Any student whose tuition has not been paid for the current trimester will not be allowed to return to school the following trimester until such indebtedness is paid in full. Sacred Heart Parish School shall take any measures deemed necessary to enforce this policy, including but not limited to, withholding student report cards, canceling conferences or permitting the student to continue attending Sacred Heart Parish School. Moreover, as stated in the Admission Contract, "All financial obligations must be met before final grades are issued and re-enrollment is contingent upon fulfillment of all obligations".

Should there be any unsettled indebtedness to the school at the end of each trimester or end of school year, any and all students will automatically be removed from the current class list for the following school year. Such student(s) will be placed on the waiting list for their class until such time as their balance is paid. Please note a student will be granted re-enrollment only upon full payment of all indebtedness or unless otherwise agreed to by the Principal and Bookkeeper. Re-enrollment is based on availability in a class at the time of full payment and is not guaranteed. In addition, no degree is conferred, nor letters of honorable dismissal, or recommendations written for such students until the indebtedness is satisfied.

**Refunds.** Withdrawal of a student for any purpose will require a parent meeting, payment of tuition until the end of the trimester, and payment of all yearly fees. If a child is expelled from Sacred Heart, no tuition is refunded.

If you have any questions or concerns on Refunds, Payments or Unsettled Indebtedness, please contact: Sacred Heart Parish School, Attn: Bookkeeper, 670 College Street, Hollister, CA 95023

**TUITION AND FEE PAYMENTS MADE BY A TAXPAYER ON BEHALF OF HIS/HER CHILD(REN) ATTENDING SACRED HEART PARISH SCHOOL ARE NOT ALLOWABLE DEDUCTIONS.**

### **Tax Deductible Donations**

If you would like to make a tax-donation to Sacred Heart Parish School, please make your check out to "Sacred Heart Parish School". Receipts will be issued for all donations.

### **Financial Aid**

**General.** The primary use of financial aid is to assist students who, without such aid, would be unable to attend Sacred Heart. Sacred Heart Parish School strives to make Catholic education available to enrolled families even if they cannot meet the full cost of tuition. To facilitate this goal, the School budgets a limited amount of money each year to assist families who actively participate. Funds are allocated based on demonstrated need and are disbursed directly to tuition accounts. To receive tuition assistance, families must regularly participate in their parish, maintain a current tuition account balance, and consistently complete annual service and fund-raising hours.

Tuition grants are designed to assist families financially and do not exceed more than half the cost of tuition. Therefore, tuition grants should not be regarded as the families' sole means of financing the Catholic education of their children.

The following process is followed annually in determining financial aid recipients:

1. Families apply online through FACTs ([www.sacredheartschool.org](http://www.sacredheartschool.org)). The application and all required supporting documentation must be completed and mailed to the "Private School Aide Service" on or before **May 1** of each school year;
2. PSAS reviews all applications and determines need;
3. Tuition assistance is for one year only. A new application must be made annually. Tuition assistance is allocated on a month-to-month basis. It will not continue if the family's required portion is not paid according to the payment schedule agreed upon.
4. To receive financial aid, a student must be in good standing and not receive academic, behavior or character probation, or suspension of any kind.

Families who receive tuition assistance are still required to pay all fees and to perform their family service and fund-raising responsibilities. All matters relating to individual tuition assistance and financial accounts are held in the strictest confidence between the receiving family and the school administration. **Inquiries about tuition assistance should be directed to the bookkeeper.**

**Probation and Suspension from Financial Aid.** All members of an applicant family receiving financial aid at Sacred Heart are required to remain in good standing and meet all other obligations as required in the Family Handbook and Admission Contract throughout the school year. Students are placed on probation from the financial aid program if these responsibilities are not met. Suspension of financial aid will occur if obligations are not met by the end of the probation period.

## VOLUNTEER PROGRAM GUIDELINES

Serving from the heart is at the core of the Sacred Heart Parish School Volunteer Program. While Sacred Heart is a community of believers, it is also a high commitment school. It is our hope when we serve the school, whether it's cleaning up from lunch or chairing a major fundraiser, we give it our all and serve "heartily as unto the Lord". In this way, we promote our mission statement and demonstrate to our children what it means to be a disciple of Christ.

### BEFORE YOU CAN VOLUNTEER, YOU MUST COMPLETE THE FOLLOWING:

1. **Livescan Fingerprinting**  
(You cannot substitute any fingerprinting you may have had done with prior or current employment. You must use our Diocesan form and have the fingerprinting done specifically for our school site. This only needs to be done once and you will be cleared for the rest of the time your child attends SHPS.)
2. You need to obtain a **TB test** (Grades PS only) from your physician. This needs to be completed every 4 years – please keep a record for renewal.
3. You need to complete an online video course called **Virtus**. (This only needs to be done once and you will be cleared for the rest of the time your child attends SHPS.) To complete this training, please log onto your Beehively account and scroll down to External Links and click on Virtus. Create an account and complete the course. At the end of the course print out the completion certificate and provide the office with a copy.

**All Virtus and fingerprints must be done by September 1 in order to go on any field trips or to volunteer.**

In order to be a driver on any field trip or for any school event, in addition to the above items, you need to complete the following:

4. Provide the office with copies of valid driver's license and vehicle insurance. (PLEASE BE AWARE - if your driver's license or vehicle insurance will expire sometime during the school year, please keep a record and make sure the front office gets updated copies immediately upon renewal.) THIS NEEDS TO BE DONE ANNUALLY – SO IF YOU DID IT LAST YEAR, YOU WILL NEED TO DO IT AGAIN.
5. You will need to complete an online Driver Safety Video provided by the Diocese of Monterey. (This only needs to be done once and you will be cleared for the rest of the time your child attends SHPS.) To complete this training, please log in to your Beehively account and scroll down to External Links and click on the Driver Training link. Click on that item and it will take you to the safety video. Create an account and complete the course. At the end of the course print out the completion certificate and provide the office with a copy.
6. Use of cell phones by students on field trips is under the discretion of the teacher.
7. If volunteering in preschool, one will need to complete a community care live scan (available in the office) and will need to show proof of the flu vaccination or they can have a signed waiver against the flu vaccination. We will also need a copy of immunization record of Pertussis (Whooping Cough) and Measles.

We appreciate the offering of your talent and time to Sacred Heart Parish School. As a volunteer, you make many valuable contributions to our overall academic program.

**AS A VOLUNTEER**, you are required to adhere to the following **CODE OF ETHICS**:

**Confidentiality** - A volunteer shall not discuss school matters or information concerning any student's performance, behavior or progress outside the classroom with anyone but the designated school staff member the volunteer has been assigned to assist. To do so violates the student's right to privacy.

**Dependability** - A volunteer shall be responsible for his/her scheduled times and must notify the school staff if not able to meet this commitment, a **24 hour advance notice is appreciated.**

**Respect for Authority** - A volunteer shall respect the authority of the school and the school administration.

**Impartiality** - A volunteer shall favor no one side or party more than another in all school situations.

**Objectivity** - A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.

**Appearance** - A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students. Our Family Handbook specifies NO short shorts/skirts and no visible undergarments.

**Logging Hours** - Parents are responsible to log in all volunteer hours on Beehively. Parents must keep hours totaled and up-to-date.

**Young Children at School** - When volunteering, it is critical to have your undivided attention. Having younger children or siblings present, limits the volunteer's ability to serve and can put the students' safety

at risk. They are also not covered under the Diocese of Monterey insurance. Therefore, do **not** bring other children or younger siblings with you.

Students of the Monterey Diocese can volunteer, as they are covered under the Diocese of Monterey insurance. Students who attend Palma High School, home schooled, or any school outside of the Diocese of Monterey are not permitted on campus.

### **Volunteer Tips**

We encourage volunteers to explore different volunteer opportunities that align with their spiritual gifts. As you work with children in the classroom, please use the following tips:

#### **Classroom**

- Call students by name at every opportunity.
- Observe closely the techniques used by the teacher and try to model these instructional methods.
- When students ask for help with their assignments, give them assistance but do not supply the answers before they have had a chance to solve the problem on their own.
- Listen attentively, encourage them and praise them for even the smallest success.
- When students are behaving well, let them know that you recognize their effort.
- **Inform teachers** if behavior problems arise. It is important that teachers carry out classroom and school discipline policies.
- **Turn off cell phones** while volunteering to avoid distracting students.

## **MANDATORY PARENTAL REQUIREMENTS**

- **Parents/guardians are required** to volunteer 35 hours of family service annually, 20 in the case of single parent families. Part-time Preschool parents have a prorated schedule of 16 hours annually. Service hours must be completed by May 15th. A \$30.00 fee will be assessed for each required volunteer hour not met and a \$100.00 late fee will be charged.
  - a) Help in the classroom
  - b) Attending School Pass Meetings
  - c) Help with Campus Beautification
  - d) Help with Events
  - e) Help in the Library
  - f) Help with Religious Education
- Hours **MUST be submitted online** to Beehively account (see instructions for How to...submit Volunteer hours) by May 15, 2024.
- **Parents/guardians are required** to participate in the March fundraiser. SHPS will assess a \$150 fundraising fee per family through FACTS on January 26, 2024. Fundraising Fee: This is an annual per family fee, which helps cover the cost of the March fundraiser expenses.
- Maintenance and Building Fee: This is an annual per family fee, which helps cover general building maintenance and minor facility improvements. SHPS will assess a \$150 building and facilities fee per family through FACTS on October 27, 2023.

## **REFLECT THE IMAGE AND LIKENESS OF CHRIST**

Sacred Heart Parish School reflects this mission by nurturing faith development through quality Catholic religious instruction, by providing opportunities for spiritual growth and the celebration of our faith and by consistently fostering the practice of Catholic Works of Mercy.

### **Religious Instruction**

TK – 8 have daily religious instruction. The aim of our daily instruction is to assist each student to become an involved and active member of the Catholic Church.

## **Celebration of Faith**

### **Prayer Services and Para-liturgies**

All students participate in a variety of prayer experience (**Preschool – 8**). Each school day begins with community prayer followed by individual class prayers. Individual classes prepare appropriate prayer services and para-liturgies either as part of their religion lessons or to celebrate or commemorate particular events with the school community.

### **Sacraments of Reconciliation and Eucharist**

Students in Grade 2 prepare for the sacraments of First Reconciliation and First Eucharist during the school year. The school program is coordinated with the parish program and takes place in the spring. In receiving Reconciliation and Eucharist your child enters more fully into the life of the Church. A prerequisite for receiving these two sacraments is the sacrament of Baptism. Mass is celebrated as a school community at least once a month. These celebrations, prepared by the students, are held at Sacred Heart Church.

### **Junior High Community Services**

Students in grades six, seven and eight are required to perform six hours per trimester of community service for a total of eighteen hours per year. As part of the community service, one group project per trimester will be made available in which the students may participate. Students must complete their service hours prior to graduation.

**“...This is what the Lord asks of you, only this: that you  
Act Justly, Love Tenderly, and that you Walk Humbly with thy God.”**



**SERVICE • JUSTICE • COMPASSION**

## **PARENT STUDENT HANDBOOK COOPERATION FORM**

Upon receipt of the 2023-2024 Sacred Heart Parish School Family Handbook, Parents/guardians and Students are required to sign below after reading the Family Handbook and submit this signed form to the Sacred Heart Parish School office no later than the first day of school. If this form is not returned the student's report card will not be released.

I (we) have read the Sacred Heart Parish School Family Handbook and agree to abide by all policies for the 2023-2024 Sacred Heart Parish School academic year.

Student (Grades PS-8 only) Signature: \_\_\_\_\_

-

Parent/Guardian Signature: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

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

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