

# SACRED HEART CATHOLIC SCHOOL PARENT AND STUDENT HANDBOOK



UPDATED 12/30/2025

**SACRED HEART CATHOLIC SCHOOL**  
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## Table of Contents

<b>TABLE OF CONTENTS .....</b>	<b>0</b>
<b>RIGHT TO AMEND STATEMENT .....</b>	<b>1</b>
<b>PARENT / GUARDIAN ACKNOWLEDGEMENT PAGE .....</b>	<b>1</b>
<b>WELCOME TO SACRED HEART CATHOLIC SCHOOL .....</b>	<b>2</b>
<b>MISSION, VISION, AND PHILOSOPHY OF SACRED HEART CATHOLIC SCHOOL .....</b>	<b>3</b>
MISSION .....	3
VISION .....	3
PHILOSOPHY .....	3
SCHOOL PRAYER .....	4
<b>GOALS OF SACRED HEART CATHOLIC SCHOOL .....</b>	<b>4</b>
GOALS .....	4
OBJECTIVES .....	4
<b>HISTORY OF SACRED HEART CATHOLIC SCHOOL .....</b>	<b>4</b>
<b>ACCREDITATION .....</b>	<b>5</b>
<b>ADMISSION POLICIES .....</b>	<b>6</b>
Non-Discrimination Statement .....	6
Requirements – Age and Documents .....	6
AGE .....	6
REQUIRED DOCUMENTS .....	6
ENROLLMENT .....	7
RE-ENROLLMENT .....	7
ADMISSION OF STUDENTS FROM WITHIN THE ARCHDIOCESE .....	7
ADMISSION OF STUDENTS FROM PUBLIC AND NONPUBLIC APPROVED SCHOOLS .....	7
ADMISSION OF STUDENTS FROM HOME SCHOOL AND NON-ACCREDITED SCHOOLS .....	7
ADMISSION OF STUDENTS FROM FOREIGN SCHOOLS .....	7
ADMISSION OF STUDENTS WITH SPECIAL NEEDS .....	8
WITHDRAWAL FROM SCHOOL .....	8
<b>SCHOOL CALENDAR .....</b>	<b>8</b>
<b>SACRED HEART CATHOLIC SCHOOL ACADEMIC CALENDAR .....</b>	<b>9</b>
<b>ARRIVAL AND DISMISSAL OF SCHOOL .....</b>	<b>10</b>
DAILY SCHEDULE .....	10
ARRIVAL .....	10
DISMISSAL .....	10
AFTER SCHOOL CARE SCHEDULE .....	10
CLUBS AND ACTIVITIES SCHEDULE .....	10
CHILD PICKUP VARIATION .....	10
SCHOOL-SCHEDULED EARLY DISMISSALS .....	10
EMERGENCY DISMISSALS/SCHOOL CLOSURE – WEATHER EMERGENCIES .....	10
SCHOOL DROP-OFF AND PICK-UP PROCEDURES .....	11
DROP-OFF .....	11
PICK-UP .....	11
AFTER SCHOOL CARE PICK-UP .....	11
CLUB/AFTERSCHOOL ACTIVITY PICK-UP .....	11
SCHOOL DAY SCHEDULE GRAPHIC .....	11
<b>ATTENDANCE .....</b>	<b>13</b>
ATTENDANCE REQUIREMENTS .....	13
FULL DAY ATTENDANCE .....	13
HALF DAY ATTENDANCE .....	13
CONSECUTIVE NON-ATTENDANCE .....	13
ATTENDANCE COMMITTEE .....	14
ABSENCES .....	14
EXCUSED .....	14
UNEXCUSED .....	14
ABSENCE MAKEUP WORK .....	15
TARDIES .....	15
TRUANCY .....	15
ATTENDANCE AWARD .....	15
RELEASING OF STUDENTS DURING SCHOOL HOURS .....	16

APPOINTMENTS WITH A HEALTH CARE PROFESSIONAL .....	16
STUDENT ATTENDANCE TO SIBLING'S SPECIAL SCHOOL EVENT.....	16
EARLY CHECKOUT TIME AND FREQUENCY .....	16
RELEASING OF STUDENT TO A LAW ENFORCEMENT OFFICER .....	16
CUSTODIAL AGREEMENTS .....	17
<b>STUDENT RECORDS .....</b>	<b>17</b>
EMERGENCY INFORMATION.....	17
PUBLICATION OF ADDRESS RELEASE .....	17
USE OF STUDENT PHOTOS AND/OR INTERVIEWS .....	17
PERMANENT RECORDS .....	17
ACCESS TO STUDENT RECORDS .....	18
RELEASE OF RECORDS .....	18
NON-CUSTODIAL PARENT'S ACCESS TO RECORDS.....	18
REQUEST FOR AND TRANSFER OF STUDENT RECORDS.....	19
WITHHOLDING SCHOOL RECORDS .....	19
<b>CONDUCT AND DISCIPLINE .....</b>	<b>19</b>
CODE OF CONDUCT .....	19
CONDUCT INSIDE OR OUTSIDE THE SCHOOL .....	20
TYPE I BEHAVIOR (LESSER DEGREE).....	20
TYPE II BEHAVIOR (GREATER DEGREE).....	21
DISCIPLINARY RESPONSIBILITIES .....	21
EXAMPLES OF UNACCEPTABLE BEHAVIORS .....	22
BULLYING PREVENTION .....	23
BULLYING DEFINITION .....	23
PROCEDURES FOR REPORTING BULLYING .....	24
PROCEDURES FOR ADDRESSING BULLYING .....	25
NOTICE TO PARENTS .....	25
CONFIDENTIALITY .....	26
REMEDIAL ACTIONS .....	26
SUBSTANCE ABUSE .....	26
WEAPONS.....	27
SEARCH AND SEIZURE.....	27
VIOLENCE – THREATENED AND / OR ACTED .....	27
DISCIPLINARY ACTION – PENALTIES, DISCRETIONARY PROCEDURES, & EXCEPTIONS .....	27
DISCIPLINARY ACTION .....	27
SUSPENSION .....	28
EXPULSION .....	30
DRESS CODE .....	31
DRESS CODE CHART. ....	32
OUTER WEAR.....	33
FREE DRESS DAY AND SPIRIT DRESS DAYS.....	33
GROOMING .....	34
<b>DUE PROCESS/ APPEALS .....</b>	<b>35</b>
GRIEVANCE PROCEDURE FOR STUDENT EXPULSION .....	35
GRIEVANCE FOR ISSUES OTHER THAN EXPULSION.....	35
<b>INTERNET / USE OF ELECTRONIC COMMUNICATION.....</b>	<b>36</b>
DEFINITIONS .....	37
ACCEPTABLE USE POLICIES – ON AND OFF CAMPUS .....	37
PERSONAL COMMUNICATION DEVICES POLICY.....	39
ELECTRONIC TRANSMISSION OF A SEXUAL IMAGE / “SEXTING” .....	40
SOCIAL MEDIA.....	40
CYBER BULLYING .....	40
CONSEQUENCES FOR INAPPROPRIATE USE .....	40
<b>MORALITY.....</b>	<b>41</b>
CHASTITY .....	41
SEXUAL ORIENTATION AND GENDER.....	41
MATERNITY/PATERNITY ISSUES.....	41
ABORTION.....	42
MARRIAGE AND Co-HABITATION.....	42
THEOLOGY OF THE BODY.....	43
<b>COUNSELING OPPORTUNITIES AND EXPECTATIONS.....</b>	<b>43</b>
ON-CAMPUS SERVICES .....	43

GUIDANCE CURRICULUM .....	43
RESPONSIVE SERVICES .....	43
INDIVIDUAL PLANNING .....	44
SYSTEM SUPPORT .....	44
COUNSELOR ROLE AND RESPONSIBILITIES .....	44
BENEFITS OF COUNSELING SERVICES .....	45
MENTAL HEALTH CRISIS RESPONSE .....	45
<b>PROGRAMS/EXTRA-CURRICULAR ACTIVITIES .....</b>	<b>46</b>
ACTIVITIES PROGRAM .....	46
ELEMENTARY SCHOOL ATHLETICS .....	46
CATHOLIC ARTS AND ACADEMIC COMPETITION (CAAC) .....	46
RETREATS .....	46
STUDENT CLUBS & ORGANIZATIONS .....	46
SERVICE LEARNING .....	46
QUALIFICATIONS AND EXCLUSIONS .....	47
EXTENDED DAY/EXTENDED CARE PROGRAM.....	47
OTHER ENRICHMENT PROGRAMS .....	47
<b>HEALTH AND WELLNESS.....</b>	<b>48</b>
OVERVIEW OF THE HEALTH AND WELLNESS PROGRAM .....	48
GOALS.....	48
ROLES/RESPONSIBILITIES .....	48
HEALTH FILE .....	49
IMMUNIZATION REQUIREMENTS .....	49
EMERGENCY MEDICAL RELEASE FORMS .....	50
MEDICATION POLICY .....	50
MEDICATION PERMISSION.....	50
USE OF REPELLENTS AT SCHOOL.....	51
USE OF SUNSCREEN AT SCHOOL .....	51
MEDICATION ADMINISTRATION OFF SCHOOL GROUNDS .....	51
MEDICAL MARIJUANA POLICY .....	51
EPINEPHRINE POLICY.....	52
TREATMENT AND CARE PLANS .....	53
ALLERGIES .....	53
ASTHMA.....	53
DIABETES.....	54
INJURIES OR ILLNESS AT SCHOOL.....	54
BLOOD BORNE PATHOGENS .....	54
MEDICATION/HEALTH RELATED INCIDENT DOCUMENTATION.....	55
CHILD ABUSE LAWS .....	55
STUDENT ACCIDENT INSURANCE .....	55
WELLNESS.....	55
PHYSICAL EDUCATION (PE).....	56
PEDICULOSIS (HEAD LICE).....	56
FOOD ALLERGIES .....	56
DIETARY WELLNESS .....	56
CAFETERIA SCHOOL LUNCH PROGRAM .....	57
<b>ASBESTOS NOTIFICATION.....</b>	<b>58</b>
AHERA - ASBESTOS HAZARD EMERGENCY RESPONSE ACT .....	58
<b>SAFETY AND EMERGENCY PROCEDURES .....</b>	<b>58</b>
SCHOOL SAFETY IMPLEMENTATIONS.....	59
SCHOOL CRISIS RESPONSE PLAN .....	59
BUILDING SAFETY PROCEDURES .....	60
BOMB THREAT .....	60
FIRE DRILLS .....	61
TORNADO WARNING .....	61
LOCK-DOWN DRILLS .....	61
STANDARD RESPONSE PROTOCOL.....	62
ACTIVE THREAT TRAINING .....	64
SCHOOL AS WEAPON FREE ZONE .....	64
STUDENT TRANSPORTATION SAFETY .....	64
<b>FINANCIAL POLICIES .....</b>	<b>64</b>
PAYMENT AGREEMENT.....	64
TUITION RATES AND POLICIES.....	65

COLLECTION OF ENROLLMENT AND OTHER FEES .....	66
CAFETERIA FEES .....	67
EXTENDED CARE FEES .....	67
SERVICE HOUR FEES .....	67
FACTS MANAGEMENT .....	67
TUITION DISCOUNTS FOR EMPLOYEES .....	68
REFUND POLICY .....	68
DELINQUENT TUITION .....	68
TUITION ASSISTANCE .....	69
FUNDRAISING ACTIVITIES .....	69
RAFFLES .....	70
PTC AS A PRIMARY FUNDRAISING ENTITY .....	70
METHODS OF INTERNAL CONTROLS FOR FUND RAISING ACTIVITIES .....	70
PROCEDURES THAT REQUIRE INTERNAL CONTROLS .....	71
PURCHASE APPROVALS .....	72
<b>PARENTS AND COMMUNITY RELATIONS .....</b>	<b>72</b>
PARENT RESPONSIBILITIES & COOPERATION AS CONDITION OF ENROLLMENT .....	72
VISITORS ON CAMPUS .....	73
REQUIREMENTS FOR VISITORS/VOLUNTEERS .....	73
BACKGROUND CHECKS .....	73
SEXUAL HARASSMENT TRAINING .....	73
SAFE ENVIRONMENT TRAINING .....	73
ARCHDIOCESAN CODE OF CONDUCT .....	74
ADVOCACY ORGANIZATIONS .....	74
SCHOOL ADVISORY COUNCIL .....	74
PARENT-TEACHER CLUB (PTC) .....	74
STUDENT COUNCIL .....	75
PRINCIPAL'S STUDENT ADVISORY COMMITTEE .....	75
PARENT SERVICE REQUIREMENT .....	75
SERVICE HOURS .....	75
SERVICE ROLES .....	76
CUSTODY ISSUES .....	76
USE OF SCHOOL GROUNDS AND BUILDINGS .....	77
PARTIES/SPECIAL ACTIVITIES .....	77
SCHOOL PUBLICATIONS .....	77
SCHOOL WEBSITE .....	77
SCHOOL SPONSORED SOCIAL MEDIA .....	78
MEDIA .....	78
<b>COMMUNICATION BETWEEN PARENTS, TEACHER, ADMINISTRATION, PASTOR, AND/OR AUTHORIZED AGENT .....</b>	<b>78</b>
CONFIDENTIALITY .....	78
PRINCIPLE OF SUBSIDIARITY – SOLVE ISSUES AT THE LOWEST LEVEL WHENEVER POSSIBLE .....	78
PROCEDURES FOR CONTACTING SCHOOL PERSONNEL .....	78
PARENT-TEACHER CONFERENCES .....	79
<b>PARENTS AS PARTNERS .....</b>	<b>79</b>
PARENTAL COOPERATION AND BEHAVIOR .....	79
REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES .....	80
PARENT ELECTRONIC PORTALS .....	80
<b>ACADEMIC POLICIES .....</b>	<b>80</b>
STUDENT EXPECTATIONS AND RESPONSIBILITIES .....	80
CURRICULUM .....	81
BUILDING STRONG FOUNDATIONS .....	82
REPORT CARDS .....	82
GRADING POLICY .....	82
PROMOTION / AWARDING COURSE CREDIT POLICIES .....	84
CREDIT RECOVERY .....	84
HOMEWORK .....	84
COPYRIGHT POLICIES .....	85
FIELD TRIP AND OUTINGS POLICY .....	85
<b>HELPFUL FORMS .....</b>	<b>89</b>
ADVISORY COUNCIL OPEN FORUM / AGENDA ITEM REQUEST .....	90
BULLYING REPORTING FORM FOR STUDENTS .....	91
BULLYING REPORTING FORM FOR PARENTS/GUARDIANS .....	93

MEDICAL PERMISSION REQUEST FORM.....	94
PARENTAL CONSENT FOR COUNSELING FORM.....	95
<b>REQUIRED FORM: ACCEPTABLE USE OF TECHNOLOGY USER AGREEMENT .....</b>	<b>96</b>
<b>REQUIRED FORM: PARENT AND STUDENT HANDBOOK ACKNOWLEDGMENT PAGE.....</b>	<b>97</b>

### **Right to Amend Statement**

Sacred Heart Catholic School reserves the right to change policies and procedures as outlined in this *Sacred Heart Catholic School Parent and Student Handbook*. Parents will be notified of any change(s).

Any circumstance or occurrence not explicitly described in this handbook will be addressed at the discretion of the principal.

### **Parent / Guardian Acknowledgement Page**

Please see *Parent/Guardian Acknowledgement Page* at the end of this handbook.

PLEASE NOTE: From this point forward in this document, parents and legal guardians will collectively be referred to as **parents**.

## Welcome to Sacred Heart Catholic School

Welcome to Sacred Heart Catholic School! While many things change from year to year, our school has a proud history of developing academic excellence, instilling a strong faith foundation, and encouraging students to become life-long learners and servant leaders. Sacred Heart Catholic School has been a cornerstone of faith-based education since its establishment in 1913 by the Teresian Sisters. Our school is dedicated to nurturing the hearts and minds of its students, fostering an environment where Faith Development, Academic Excellence, and Leadership are paramount. Serving a diverse student body, Sacred Heart emphasizes the integration of Catholic teachings with rigorous academic standards, preparing children not only for academic success but also for meaningful contributions to society.

With an impressive graduation rate and a significant percentage of graduates pursuing higher education, our school stands out for its commitment to developing future leaders who embody Christ-like values. The low student-teacher ratio ensures personalized attention, while strong family partnerships enhance the educational experience. Sacred Heart Catholic School is more than just an educational institution; it is a community where students are encouraged to recognize the presence of Christ in themselves and others, promoting a safe and nurturing learning environment that supports their spiritual and academic journeys.

Sacred Heart Catholic School values a strong family-school partnership, and we invite our families to actively participate in the learning and developing of their children. Together, we are here to support our students. Our practice is always to have open communication between school and home and to nurture our relationship for the greatest good of our students and our overall school. Sacred Heart also acknowledges our role as a ministry of Sacred Heart Catholic Church, and we collaborate closely with other church ministries to support families in their faith journeys and to spread the good news of God. This partnership not only strengthens our community but also enriches the lives of our students and their families by fostering a deeper connection to their faith and values.

On behalf of the pastor, administration, faculty, and staff of Sacred Heart Catholic School, we thank you for entrusting us with your children and choosing our joyful little school as their safe space for learning. We are excited about teaching children and are committed to providing a culture of learning and living where love abounds and happy children grow!

Our Patron Saint: The Most Sacred Heart of Jesus

Our Motto: "All for Jesus!"

Our School Chant: I believe in Jesus Christ and my ability to do my best.  
I will think;  
I will participate;  
I will love.  
We will succeed! (x3)

Our Mascot: Saints

Our Charism: Charism of St. Teresa of Avila, the Teresian Sisters



## Mission

The Mission of Sacred Heart Catholic School is to form the hearts and minds of our students in faith development, academic excellence, and leadership with Jesus as our role model.

## Vision

The Vision of Sacred Heart Catholic School is to empower each child to think, feel, love, act, and speak as Jesus did. Each child will become a life-long learner living out the charisma set forth by our founders, Father Bernard Hermann and the Society of St. Teresa of Jesus. We are a community committed to fostering growth rooted in faith, service, and respect for all individuals.

## Philosophy

Sacred Heart Catholic School believes that where love abounds, happy children grow. Where happy children grow, learning happens. Sacred Heart is committed to providing a welcoming, joyful, positive, safe, and stimulating environment for children to learn and grow.

Sacred Heart Catholic School is dedicated to the vision of calling forth actions that affirm the missionary dynamics of all Catholic Schools in the Archdiocese of San Antonio, which include the following:

- Foster a Catholic Identity: We prepare students to encounter the Gospel of Jesus Christ and to bring Catholic teachings and values into their lives.
- Invest in Community Building: We are committed to building a communal spirit that is the heart and reality of Christian formation.
- Provide Quality Education: We provide knowledge and teach critical skills so students function fully as citizens within a changing technological and multicultural society.
- Encourage Moral Formation: We strive to lead by example in teaching moral values that encourage respect and responsibility.
- Appreciate Families: We recognize the family as the basic faith community in which all members share as active participants in the educational process.
- Support Parish Life: We believe that the school contributes to the parish through the formation of students as active participants of the parish community.
- Share Governance: We seek support and participation from those who share a common vision, mission, and philosophy.
- Seek Equitable Distribution: We are challenged to establish just distribution of resources to ensure quality and affordability to families and our church.

Sacred Heart Catholic School believes that each student is unique and has the potential for making positive contributions to society. We recognize that in order to function in society, individuals need to master certain basic skills and need to continue learning throughout life. We believe that while learning the need for the value of group dynamics, individuals will come to know and to appreciate their worth and that of others in a Christian environment. By accepting and fulfilling appropriate responsibilities, individuals come to value resultant privileges of sensitivity to creativity in all things. Therefore, Sacred Heart Catholic School is committed in a cooperative effort with parents, community, and teachers to provide an atmosphere that will allow all students to:

- Be accountable for their actions and realize that with privileges there are responsibilities.
- Acquire Christian values and attitudes necessary for lawful and responsible citizenship.
- Display a positive attitude toward learning and the school environment.

- Know and obey the rules and decisions of those in authority.
- Demonstrate appreciation for human dignity and Christian integrity of all.
- Respect people of various cultural, social, and ethnic groups.
- Develop a sense of responsibility to groups in which they participate.
- Develop their talents to the fullest.
- Respect the rights and educational opportunities of all students and teachers.

In the spirit of Sacred Heart Catholic School, kindness and compassion for others, acts of service for those in need, and developing more intimacy with God through prayer will be emphasized.

## School Prayer

In order to promote the spirit of Catholic education, prayer in the classroom environment is encouraged. Beginning and ending each class is desirable. Each school day begins with school-wide prayer. Attendance at liturgy every Friday, including holy days, is an integral part of the school's religion program. The liturgy is adapted to the level of the students. Parents are encouraged to attend the school liturgies.

### Goals of Sacred Heart Catholic School

Our school provides a Catholic environment committed to educating the whole child – complementing the home as their first educators. As partners in education, we share the spirit of Jesus Christ, provide Christian acts of service, and develop leaders for the future by ministering to the whole child.

## Goals

The faculty and staff at Sacred Heart School, working with the home and the church, endeavor to model the Catholic faith and provide children with experiences which develop a character equal to the responsibilities of fundamental Christian living in the American democratic society.

## Objectives

- To create a Catholic environment where faith is enlivened by knowledge and is shared by the school family, parish, and community
- To provide students opportunities for a spiritual relationship with God
- To create an environment conducive to a high academic learning and provide learning experiences suitable to each student's needs
- To provide students opportunities for servant leadership, modeling through actions of service, goodness, and kindness towards others
- To assist parents in the educational and religious formation of their children.

### History of Sacred Heart Catholic School

Sacred Heart Catholic School bears the name of the Most Sacred Heart of Jesus. Devotion to His Sacred Heart is one of the most famous religious devotions to Jesus' physical heart as the representation of His divine love for humanity.



Sacred Heart Catholic School was established in 1913 by Fr. Bernard Hermann, the Teresian Sisters, and so many contributing supporters, who together embarked on the vision of bringing children and families in greater intimacy with God. Sacred Heart Catholic School has served the community of Uvalde for over 100 years, spreading the Good News of Jesus Christ by providing a quality faith-based education and providing opportunities that foster the skills and attitude necessary to live a Christ-centered life.

Sacred Heart is a strongly and traditionally Teresian school. The Charism of the Teresian Sisters of San Antonio, whose order was founded by St. Teresa of Avila (depicted left), born in 1515 as Teresa Ali Fatim Corella Sanchez de Cepeda y Ahumada in Avila, Spain, and referred to as St. Teresa of Jesus, has been at the heart of education from the school's inception. Following the Teresian emphasis on meditative prayer and contemplation, as well as humility and willingness to commit to God's will, Teresian Sisters carried forward Sacred Heart through changes and transformations. Through varied names as Sacred Heart School, Sacred Heart Parish School, and Sacred Heart Catholic Schools, the Teresian motto of "All for Jesus!" has remained.

Under the protection of the Most Sacred Heart of Jesus, lives of countless students, their families, and friends have been enriched by the religious, intellectual, social, and material contributions of the Teresian Sisters.

### **Accreditation**

All Catholic schools in the Archdiocese of San Antonio must be accredited through the process as outlined by the Texas Catholic Conference of Bishops Education Department.

The Texas Catholic Conference of Bishops (TCCB) is a federation of all Roman Catholic dioceses and ordinariates located in the State of Texas. In cooperation with the (arch)diocesan school offices, the Texas Catholic Conference of Bishops Education Department (TCCB ED) oversees the accreditation of Catholic elementary and secondary schools of Texas. The Education Department is assisted by the Texas Catholic Conference of Bishops Accreditation Commission (TCCBAC) and is part of the state-approved Texas Private School Accreditation Commission (TEPSAC). Non-public schools accredited by a TEPSAC approved association are recognized by the Commissioner of Education as accredited schools and are listed in the official Texas School Directory published annually by the Texas Education Agency.

Sacred Heart Catholic School is fully accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED). Sacred Heart Catholic School carries the following memberships: The National Catholic Education Association and The Texas Private School Association.

Additional information regarding accreditation can be accessed through the following links:

Texas Catholic Conference of Bishops Education Department (TCCB ED) <http://www.txcatholic.org>

Texas Private School Accreditation Commission (TEPSAC) <http://www.tepsac.org>

### Non-Discrimination Statement

In compliance with Title VI and VII of the Civil Rights Act of 1964 and the Title IX of Education Amendments of 1972, Sacred Heart Catholic School admits students of any race, color, ancestry, religion, or national or ethnic origin to programs and activities of the school with all rights and privileges. Equal opportunity and access is provided to persons without regard to race, national origin, or gender in the implementation of employment policies and procedures.

Class lists will be evenly formulated based on student academic level, teacher input from previous year, gender, and other factors. When classes reach or approach capacity, a waiting list is maintained. If a place becomes available, students will be admitted on a first-come, first-served basis.

### Requirements – Age and Documents

#### Age

A legal birth certificate is required for determination of age. A copy of the child's original Certificate of Birth (not the hospital courtesy copy) must be presented at the time of registration.

- **3K:** A child must have reached the age of three on or before September 1st to be eligible for 3K and must be potty-trained. In order to admit a student younger than 3 years old on or before September 1, a school must have state licensing as a childcare center. Sacred Heart Catholic School is not a state licensed childcare center.
- **4K:** A child must have reached the age of four on or before September 1st to be eligible for 4K and must be potty-trained.
- **Kindergarten:** A child must have reached the age of five on or before September 1st to be eligible for kindergarten. Participation in a school's 4K program does not ensure acceptance or entrance into kindergarten. In the process of admitting students to kindergarten, preference will be given to families who are parishioners, regardless of whether or not their child attended the school's 4K program.
- **First Grade:** A child is eligible for admission into grade 1 if he or she has reached the age of six on or before September 1st. Exception may be made in the case of a student who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the kindergarten teacher that the student is ready for first grade.

#### Required Documents

Before a student's admission, the following records are required:

- Official Birth Certificate
- Valid Photo Identification of Person Enrolling Student
- Baptismal Certificate (if baptized)
- Health Record (a) Immunization record (b) Illness record
- Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (when applicable)
- Official cumulative record or transcript of previous grade (a) Including any special education documents including, but not limited to, 504 plan, individualized education program (IEP), special services or testing.
- Emergency Information Card
- I-20, for International Students (when applicable)

Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school.

# Enrollment

Preference is given to Sacred Heart Catholic Church Parishioners in the registration process. If openings are available after parishioner registration, non-parishioners will be accepted. Additionally, every effort will be made to accommodate children of our staff and siblings of our existing students into current class offerings.

## Re-Enrollment

Re-enrollment at Sacred Heart Catholic School is on a year-to-year basis. At the time of re-enrollment, children who are currently enrolled at Sacred Heart Catholic School are given first priority. Re-enrollment may be denied to a child or family if the following occurs:

- Past financial obligations to the school have not been met.
- A child is unwilling or unable to abide by the student code of conduct.
- The child has special needs which cannot be met at Sacred Heart Catholic School.

## Admission of Students from within the Archdiocese

For new incoming students in Grades 1 – 6, acceptance is dependent upon a satisfactory report from the student's previous school and available openings in these grades. The transfer of a student from one Catholic school to another within the Archdiocese of San Antonio can occur only after consultation between the principals of the two schools involved.

## Admission of Students from Public and Nonpublic Approved Schools

For new incoming students in Grades 1 – 6, acceptance is dependent upon a satisfactory report from the student's previous school and available openings in these grades. Admission of students transferring from public and other state approved non-public schools is the decision of the principal based on interview, observation and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is agreeable to both parents and the principal.

## Admission of Students from Home School and Non-Accredited Schools

For new incoming students in Grades 1 – 6, acceptance is dependent upon a satisfactory report from the student's previous school and available openings in these grades. Admission is the decision of the principal and shall be based on interview, testing, observation, and/or other assessments. If it is determined that a student does not have sufficient academic records, the school should administer the NWEA MAP Growth Assessment or a like tool.

## Admission of Students from Foreign Schools

Form: I-20 Required Data Form – 3007A

Schools who accept international students and exchange visitors must be certified as an approved agent to certify eligibility of non-immigrant students through the Student and Exchange Visitor Program (SEVIS) and comply with all applicable laws and regulations pertaining to their certification.

Each school should designate a school official (DSO) for the SEVIS system to be the primary point of contact for all SEVIS related matters and who shall work with the student and parent/guardian, in consultation with the Catholic Schools Office, to complete, process, communicate, update, and verify all information required by SEVIS.

Before an I-20 form can be completed, the student must be formally accepted by the school and in compliance with all the school's admission requirements. Schools should issue a formal acceptance letter to their international and exchange visitor students to facilitate the SEVIS process. The acceptance letter should identify the parent/guardian in the United States who will act on behalf of the student. A copy of the legal guardian's authority to act on behalf of the parent/student should be kept on file with the school.

The school DSO shall work with the student's parent/guardian to complete the computerized I-20 form via the SEVIS system. Schools may use the I-20 Required Data Form (3007A) to facilitate completing the I-20 form via the SEVIS system.

### **Admission of Students with Special Needs**

Sacred Heart Catholic School may or may not have the personnel or the facilities to provide for students who are in need of special education. Such students will be referred to the Student Success Team for development of a plan for interventions and tutoring. The Student Success Team will consist of the principal, the teacher(s), and when necessary, additional support personnel. If the team agrees that a student's needs cannot be met at Sacred Heart Catholic School, a conference with the parents and principal will be scheduled.

### **Withdrawal from School**

If it becomes necessary to withdraw a student from the school, the parent/guardian is required to complete a withdrawal form located in the school's front office, and the form must be signed by an administrator. The withdrawal form is necessary to reconcile the family's financial responsibilities and to establish a tuition payment stop date. Sacred Heart School will release a copy of the student's permanent record and health record upon direct request from the receiving school.

## **School Calendar**

A school calendar is published each year by the principal following approval by the superintendent of the Archdiocese. The basic elements of the calendar are set by the Department of Catholic Schools Office of the San Antonio Archdiocese. Holidays are spaced to give maximum benefit to the families. Every effort is made to follow the Uvalde CISD calendar as closely as possible.

Please see the Sacred Heart Catholic School Academic Calendar on the next page.



# Sacred Heart Catholic School Academic Calendar

**2025-2026**

## Academic School Calendar



**CATHOLIC SCHOOLS**  
— ARCHDIOCESE OF SAN ANTONIO —

**SCHOOL : SACRED HEART CATHOLIC SCHOOL - UVALDE**

LEGEND	
<b>FD</b>	First Day of School
<b>No School</b>	No School
<b>Early Dismissal PD / SS</b>	Early Dismissal PD / SS
<b>Professional Development</b>	Professional Development
<b>W</b>	Faculty & Staff Work Day
<b>G</b>	Graduation
<b>I</b>	Inclement Weather Make-up Day
<b>R</b>	Spiritual Retreat
<b>LG</b>	Last Day / Graduates
<b>L</b>	Last Day of School

Month	Instructional Days	In-Service Days
Aug	13	8.5
Sept	21	1
Oct	23	1
Nov	15	0.5
Dec	15	0.5
Jan	18	1.5
Feb	19	1
Mar	17	1
Apr	20	0.5
May	19	1
June	0	0
July	0	0
<b>Total</b>	<b>180</b>	<b>16.5</b>

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
4 - Independence Day						

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	W	5	6	7	8	9
10	11	W	FD	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
1, 4-8, 11-12 Faculty & Staff Inservice 5 Convocation 13 First Day of School 29 Early Dismissal PD						

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
1 Labor Day 12 Early Release SS 26 Early Release SS						

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
3 Early Release A-PD 17 Early Release SS 20 Beginning of Term 2						

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
21 Early Release SS 24-28 Thanksgiving Break						

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
19 Early Release SS 22-31 Christmas Break						

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	R	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1-2 New Years Holidays 5 Student Holiday/Faculty & Staff Retreat 9 Early Release SS 12 Beginning of Term 3 23 Uvalde Co. Jr. Livestock Show / Inclement Weather Makeup Day						

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
6 Early Release A-PD 13 Early Release SS 16 President's Day						

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
6 Early Release SS 9-13 Spring Break 20 Early Release SS 23 Beginning of Term 4						

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
2 Early Release PD 3 Good Friday 5 Easter Sunday 6 Easter Monday / Inclement Weather Make Up Day						

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	LG	23
24	25	26	27	W	30	
31						
22 Last Day for K & 6th Graduates 25 Memorial Day 28 Last Day of School						

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## Daily Schedule

### Arrival

Classes for all grade levels begin promptly at 8:00 am. Students may be dropped off each morning any time after 7:30 AM without an additional fee.

### Dismissal

All grades PK-6<sup>th</sup> grade dismissal is at 3:30 PM. Children are to be picked up between 3:30-3:45. Children not picked up by 3:45 will be placed in After School Care and will incur a drop-in fee.

### After School Care Schedule

After School Care duration is from 3:45 – 5:15 PM. After school care is available for an additional fee. Please refer to the *Financial Policies: Registration & Other Fees: Before and After School Care* section of this handbook.

### Clubs and Activities Schedule

Schedules for afterschool club practices or activities vary and are defined by the coach/sponsor of the specific club or activity.

### Child Pickup Variation

If there are any changes to your child's normal daily schedule (cheerleading, tennis club, different person picking up, etc.), you are asked to notify the school as soon as possible. A written note or email to the front office and teacher or a call to the front office is needed if your child will be riding with anyone other than those individuals listed on the FACTS Renweb student information system. If your child will ride with the same person each week, the individual should be listed on the student's information form.

## School-Scheduled Early Dismissals

Early dismissals may be held periodically throughout the school year to allow for staff professional development. Parents will be informed of these early dismissals in advance through the school's academic calendar. All grade levels will be released at 12:00 PM. The After-School Program is not available on early release days.

## Emergency Dismissals/School Closure – Weather Emergencies

We will concur with Uvalde CISD in the matter of emergency school closings due to inclement weather (i.e., when Uvalde CISD schools close, Sacred Heart Catholic School will close). In the event that Uvalde CISD schedules a late arrival, Sacred Heart Catholic School students may arrive whenever it is safe for them to do so and will not be considered tardy. Please check your parent email from the principal, Facebook, our school webpage, and room parent group texts for updates.

If a weather emergency arises during the school day, please, check your parent email from the principal, Facebook, our school webpage, and room parent group texts for updates.

We ask that you set up your own weather emergency plans in the event that there may be a need to dismiss the children during a school day because of severe weather conditions, heating problems, etc. If parents are not at home, children should have the assurance of a place to go in case of a mid-day school closing. Please keep emergency information cards current in the school office.



# School Drop-Off and Pick-Up Procedures

## Drop-Off

- Students will be dropped off between 7:30-8:00 AM in the circular drive in front of Parish Hall on W. Leona St.
- Students dropped off after 8:00 AM must be walked into the school front office and signed in by the parent/guardian/drop off individual.
- Cars must enter the circular drive from the back Sacred Heart Catholic Church parking lot, not from W. Leona St. This arrangement is for safety and for the prevention of traffic jamming from different directions.
- Drivers must wait for their child to be escorted out of the vehicle and safely onto the sidewalk before driving away. Children must exit through the passenger side of the vehicle.
- Only one line of vehicles is permitted. Vehicles whose child has already exited the vehicle must wait for the line to move forward and not try to create a double lane. This arrangement is for the safety of our children and patrolling/escorting personnel.

**Cell phone usage is NOT allowed in car lines for the safety of all students.**

## Pick-Up

- All students are dismissed at 3:30 PM and are to be picked up between 3:30-3:45 PM. Children should be prepared with their backpack, lunchbox, water bottle, etc., in hand and ready to enter their vehicle.
- Children must enter their vehicle through the passenger door next to the side walk.
- Vehicles must follow the same entry and exit protocols as for the morning drop off.

## After School Care Pick-Up

- Students being picked up from After School Care will be picked up from the front office by 5:15 PM. Parents picking up students after this time will incur an additional \$5.00 fee.
- Parents must sign and timestamp the After School Care notebook when picking up their child.

## Club/Afterschool Activity Pick-Up

- Students in a club or special activity will be picked up from the designated location identified by the coach or sponsor. E.g., Parish Hall, UCISD tennis courts, etc.
- Students participating in an afterschool club or activity supervised by a coach or sponsor are not part of the After School Care arrangement and do not incur a cost.

# School Day Schedule Graphic

Please, see the school day schedule graphic on the next page.



## 2025-2026 School Day Schedule

7:30 AM	Student Drop Off	Drop off in front of Parish Hall
7:30 AM - 7:50 AM	Breakfast Served	Serving line closes at 7:50 AM.
8:00 AM	Community & Instruction	Morning prayer and song in Parish Hall. Instruction immediately follows.
11:00 AM - 11:55 PM	Lunch & Recess	PK-6 <sup>th</sup> in ascending order
12:00 PM - 12:15 PM	Rest and Refresh with Jesus Time	Daily quiet prayer and reflection time for all students, faculty, and staff
3:30 PM	School End Time	Students walk to Parish Hall for pickup.
3:30 PM - 3:45 PM	Student Pickup	Parents pick up in front of Parish Hall. Cars enter through church parking lot.

### After School Care Schedule

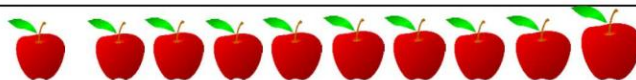
3:45 PM - 5:15 PM	Homework help, Enrichment, Recreation	Begins August 18 <sup>th</sup> . Pick up by 5:15 in the main school building.
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### Student Checkouts

Students may not be checked out from front office after 3:00 PM. Parents/guardians will wait in the student pick up line.

### Visitor Parking & Parent Pick Up Area

The small parking space in front of our school is designated for visitor parking. Vehicles picking up or dropping off children during drop-off or pick up will enter the Parish Hall parking only from the church parking lot, not from W. Leona Street. Help keep our students, staff, and each other safe!



## Attendance

### Attendance Requirements

State law and TCCB ED require students to be in attendance 90% of the school year to receive credit. The 90% rule applies to all absences, including excused absences.

A student may not receive credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. A student who is in attendance for at least 75 percent, but less than 90 percent, of the days a class is offered, may be given credit or a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements of the class.

In the event that a student is not projected to fulfill the 90% attendance requirement, the superintendent will be notified.

A school attendance committee will assist in evaluating the academic needs of the student before granting credit or a final grade.

Students are to attend school unless there are valid reasons for absence provided by the parent/guardian. An excused absence does not mean a student will not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent. It is the responsibility of the parent(s)/guardian(s) to contact the school to report when the student is absent.

Local school policy will determine when other absences or tardies are to be excused. Valid reasons, such as sickness, are considered excused. Invalid reasons, such as extra vacation, are considered unexcused. In all cases, students are responsible for all work missed and are subject to the local school policies (*or discretionary authority of the principal*) for determination of whether absences are excessive and to determine what consequences will be enforced.

After ten absences (excused or unexcused), school administration must give a parent/guardian written notification that their student has accumulated excessive absences making it clear that students may not be promoted if they miss more than 10% of the school year (or 18 days). This includes both excused and unexcused absences. The school may determine appropriate means to make up the time lost if a student is out for more than 10% of the school year. In this case, the school must have a documented plan for promotion.

#### **Full Day Attendance**

To be counted as present for a full day of school, a student must attend school for a minimum of four hours (240 minutes) of the instructional day.

#### **Half Day Attendance**

To be counted as present for a half day of school, a student must be in attendance at school for a minimum of two hours (120 minutes) of the instructional day.

### Consecutive Non-Attendance

The school will contact a student's parent(s) or guardian(s) when the student has been absent for two (2) consecutive school days without any prior communication from the family. School staff—including administration, counselors, health coordinators, nurses, or other designated personnel—should make ongoing efforts to establish contact with the family. If no contact is made after five (5)

consecutive school days of absence, the school must consult with the Superintendent to determine appropriate next steps.

## Attendance Committee

When a student's attendance falls below 90% of the offered class days, the school must convene an Attendance Committee to review the student's absences, both excused and unexcused. The committee shall include the principal or designee, the school counselor, and the classroom teacher. In cases where the school counselor is not available, the principal will designate an appropriate substitution.

The Attendance Committee will schedule a parent conference to discuss the reasons for the absences. The committee will evaluate the circumstances surrounding the absences and may decide to award class credit based on extenuating circumstances. The committee will also develop strategies to help the student make up missed work or recover any credit lost due to excessive absences.

## Absences

When a child is absent from school, upon returning, he/she must bring a note to school explaining the reason for the absence. This note must include the following:

- The name of the child and date(s) of absence(s)
- The specific reason for the absence(s)
- The parent's or physician's signature

If a child is absent 3 or more days and returns without a doctor's note, a parent/guardian must consult with administration before the student is allowed to enter class.

### Excused

Students will be excused for personal illness, illness or death in the family, medical/dental visits, quarantine due to illness, court-required appointments leading to absence, deployment of a parent/guardian, natural disaster, weather or road conditions making travel dangerous, and unusual causes, which may be excused by the principal. Reason(s) for the absence must be submitted to the school office in writing; verbal explanations are not considered formal documentation of excuses. The school office will update the student's attendance record to show the excuse.

### Unexcused

If a note does not accompany the student upon his/her return to school, such an absence will be counted as unexcused. In the case of excessive unexcused absences, students may be subject to additional disciplinary procedures. Eighteen (18) full days of unexcused absences may result in the student being retained. In the event of an unreasonable number of, and/or persistent frequency of absences, the parent(s) shall be required to meet with the Principal and devise a plan to remedy the problem. If the parents are unwilling or unable to remedy the problem, the consequences shall be decided at the discretion of the Principal.

Recreational travel is not usually considered necessary and may not be excused. Considering the school calendar, summer vacation, the Christmas holiday, spring break, and Easter

weekend, it is requested that parents/guardians make every effort to work around the school calendar. Absence due to travel where a family emergency or a significant family occasion is scheduled may be excused. The administration is the final arbiter of what constitutes a family emergency or a significant family occasion. Teachers will not be required to honor requests for work prior to a student's planned absence.

### **Absence Makeup Work**

Students are responsible for making up work or tests that they have missed due to their absence. The student must take the initiative to meet with the teacher(s) and schedule a time to make up the lesson(s) and assignment(s).

- Students will be allowed a reasonable amount of time to make up the work, and the due dates are to be coordinated with each teacher during the first week back. The ordinary guide to time allowed for make-up work is one day for each day absent.
- Upon parental request, homework for an absent student may be picked up from the office. This request for homework must be made before **9:00 a.m.** on the day it is to be picked up.

The school shall follow a similar process for excessive tardies.

Each school shall determine its own guidelines for awarding perfect attendance.

## **Tardies**

Prompt arrival at school is expected of all students. Tardiness is disruptive to the learning environment. A student who arrives after 8:00 AM or later is considered tardy and a parent must sign in the student in the school office.

Many factors can cause a student to be late for school, some of which may be beyond the control of the student; creating a situation where usual discipline methods may seem unfair. With this in mind, each student is granted 15 "no fault" tardies for the year.

- After the 10<sup>th</sup> tardy, a notification will be sent to the family informing that the student has reached his/her maximum allowance.
- On the 16<sup>th</sup> tardy, a fine of \$10 will be billed via FACTS Management.
- A \$10 fee will be incurred and billed via FACTS every tardy thereafter.

All fees incurred due to tardiness are part of a family's financial responsibility to the school and must be paid in a timely manner. Billing for tardies will occur in the same schedule as regular incidental expenses.

## **Truancy**

A student who is absent from school without the consent of his/her parent/guardian is truant. Truant behavior is unexcused, and a parent or guardian must accompany the student to meet with administration before the student's admittance to school.

## **Attendance Award**

Any student who has zero absences will earn a Perfect Attendance Award. Students who have surpassed the tardy allowance count, will not be considered for perfect attendance, regardless of the actual school days in attendance.

## Releasing of Students During School Hours

Children are not permitted to leave the school grounds during the day or to leave before the end of class time except by written request of or in the presence of the parent. The principal or school administrative assistant must be made personally aware of the child's departure. The parent(s) or persons listed on the student's emergency information card must come into the school, show identification, and sign the student out.

A student may be released from school during school hours into the custody only of those persons listed on the student's Emergency Information Card in the Renweb student information system. Identification of the person to whom the student is released must be verified. Parents or guardians must be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reasons. Students will only be released through a definite sign out process conducted through the school's main office. Should the student return to the school after an appointment or other valid reason, the student must be signed back into the school office by a parent/guardian or their designee.

### **Appointments with a Health Care Professional**

Medical and dental appointments should be scheduled after school hours as best possible. A student absence during any part of the school day due to a doctor/dentist appointment will be excused, up to 90 minutes period with a doctor's note presented upon return to school. After 90 minutes the student will be marked  $\frac{1}{4}$  day or  $\frac{1}{2}$  day absent depending on their time of return/arrival to school. All work missed during the absence must be completed by the following day. A parent/guardian must sign the student out as well as back in upon return in the school office.

### **Student Attendance to Sibling's Special School Event**

If a parent or guardian wishes for a student to be present to his sibling's special school event (e.g., play, awards, graduation), the parent must sign out the child in the front office. Office personnel will call for the student. The student should return to class as soon as the event concludes. The parent is responsible for notifying the school office that the child is returning to the classroom by signing in the student at the school office.

### **Early Checkout Time and Frequency**

Students will not be checked out after 3:00 PM. A parent wanting a students after this time will need to process through the regular after school pick up line at Parish Hall.

In the event of an unreasonable number of, and/or persistent frequency of early check-outs, the parent shall be required to meet with the principal and devise a plan to remedy the problem. Thereafter, if the parent is unwilling or unable to remedy the problem, the consequences shall be decided at the discretion of the Principal.

## Releasing of Student to a Law Enforcement Officer

Schools and their officials shall not interfere in the official duties of law enforcement or government officials. Police and other government officials shall communicate directly with the principal when requesting an interview with a student. In the absence of the principal, the request shall be directed to the assistant principal or administrator on duty.

Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances: (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.

A student's parents or guardians shall be notified immediately if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law enforcement or the government official. In all cases, the Superintendent, or their designee, and the archdiocesan attorney shall be notified immediately regarding the presence of law enforcement or government officials on campus.

## Custodial Agreements

In the case of court orders restricting parental rights, it is the responsibility of the parent to provide the school with a copy of the court order. In the absence of such notice, the school may release a student to either parent.

A copy of the possession and access section of the divorce decree can be provided to the school in determining when, if ever, the child can be released to the non-custodial parent.

## Student Records

### Emergency Information

If a student has a medical emergency at school or at a school-related activity when the parent cannot be reached, the school may have to rely on the emergency care consent form for medical treatment, and information about allergies to medications, food, insect bites, etc. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school office to update any information as needed.

### Publication of Address Release

Sacred Heart School will not publish the addresses or phone numbers of any parents/guardians, students, or employees without their written consent.

### Use of Student Photos and/or Interviews

Student's photograph or interviews may not be taken or used without written parental consent or administrative permission. Schools are to apprise parents of their procedures in the school's registration packet and/or handbook.

### Permanent Records

All information regarding students and their families is maintained with safeguards protecting the rights of the students against any infringement of privacy, misinterpretation of data, and inappropriate use.

A permanent, paper, or electronic student record is maintained by the school for every student who is admitted to and attends a school in the Archdiocese of San Antonio. In addition to the data concerning academic progress and attendance, the records include at the minimum, the following:

1. Legal name of student,
2. Place and date of birth,
3. Natural gender of student,
4. Name and address of parent (guardian) of minor student,
5. Religious preference,



6. School entrance date,
7. Date and place of Baptism, First Eucharist, and Confirmation (if applicable),
8. Standardized test results,
9. Verification of required immunizations.

A copy of the permanent record is retained by the school when a student transfers or graduates.

### **Access to Student Records**

Parents and eligible students have the right to access educational records and to request corrections or deletions of inaccurate or misleading information. If the school denies a requested amendment, any statement of disagreement submitted by the parent or student must be maintained as part of the record.

Except where prohibited by a court order, the non-custodial parent shall be granted access to the student's academic records and other school-related information. It is the responsibility of the custodial parent to provide the school with an official, current court order restricting such access, if applicable.

The school will establish and communicate in writing the procedures for requesting access to records and obtaining copies. Requests must be made in writing and may require at least twenty-four (24) hours' notice to allow for proper preparation.

All material in the student's file (i.e., permanent record) shall be treated as confidential and shall be accessible only to the Principal, members of the professional staff, to the parents, and to the student after his/her eighteenth birthday.

### **Release of Records**

All information contained within a student's file is confidential and shall be accessible only to the principal, authorized professional staff, the student's parents or legal guardians, and the student upon reaching the age of eighteen. Parents and guardians shall be informed of their right to access their child's educational records.

The school shall provide full access to a student's records to either parent unless it has been presented with a valid court order, state statute, or other legally binding document that specifically restricts or revokes such access.

Once a student attains the age of eighteen, the student assumes all rights of access to their educational records previously held by the parents or guardians.

### **Non-Custodial Parent's Access to Records**

A non-custodial parent may also have the right of access to the student's educational records. In this case, the school shall delete all references to the place of residence of the custodian to the student before releasing copies of the records. (*Amendment of Texas Family Code, Section 14.04, 1983*).

The school is to abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.



## **Request for and Transfer of Student Records**

Permanent record cards and health records will be released to a receiving school when that school sends a formal request to the receiving school. This may be done through secure electronic transmissions or via mail (Form 3205A). A release form signed by the parent or legal guardian must be obtained by the requesting school.

If the student is transferring to a Catholic school within the Archdiocese, the original permanent record and health records shall be transferred. A copy should be retained for the originating school's records.

If the student is transferring to a school that is not recognized as a Catholic school within the Archdiocese, a copy of the student's permanent record card and the original health records shall be transferred.

The release of any special education or psychological evaluation reports requires a separate, specific signed release from the parent or legal guardian.

Following the transfer, the student's original permanent record or copy shall be filed as inactive, with a clear notation indicating the receiving school, the date of transfer, and the reason for the transfer.

## **Withholding School Records**

Schools shall not withhold transcripts or grades because of delinquent tuition. Parents have an absolute right to access any and all student records related to their children. Consequently, in no case shall the withholding of transcripts, report cards or other records of student's work be used for the enforcement of collection.

# **Conduct and Discipline**

## **Code of Conduct**

The Sacred Heart Catholic School community believes self-discipline is key to understanding God and the world around us. Learning respect for oneself and others begins at an early age and continues into adulthood. Through rules of behavior, Sacred Heart School students are expected to conduct themselves according to a Catholic code of humility, understanding, respect for all life, and above all, a persevering spirit of community and reconciliation. Sacred Heart School administration, faculty, and staff are dedicated to the enlightenment of the child to understand, in a broad sense, the effects of his or her own words and deeds. It is believed that the child attends Sacred Heart School for a purpose and that he/she is an integral blessing to the school community. It is believed that through discipline, the home and school share the responsibility of engaging the child as an active member of God's greater community.

All students of Sacred Heart School will work together with each other and with the school adults to live by the four guiding principles for discipline based on respect for God, respect for self, respect for others, and respect for property.

- I. Respect for God
  - a. Adherence to the Ten Commandments
  - b. Active participation in liturgies
  - c. Sharing of oneself through service and community activities

- d. Reverence of God through words and actions, including exhibiting reverence in the church and during prayer
- II. Respect for the Self
  - a. Adherence to the school dress code
  - b. Making decisions that maintain good health, hygiene, and positive self-image
  - c. Use of proper body language, including posture and facial expressions
  - d. Behaving in morally acceptable ways
  - e. Fulfillment of all school responsibilities
- III. Respect for Others
  - a. Treating others with kindness in words and actions
  - b. Modulation of one's voice when speaking to others
  - c. Preservation of the privacy of others
  - d. Preservation of other's body, personal space, and property
  - e. Cooperating with other students, parents, school and church adults, volunteers, and visitors
- IV. Respect for Property
  - a. Taking and using only what is yours unless allowed by others to take and use
  - b. Use of school facilities, property, and equipment in the manner for which they were intended
  - c. Preservation of all student, school and church materials by keeping them clean, organized, and stored properly.
  - d. Preservation of all student, school and church areas by keeping them clean, litter-free, and organized.

### **Conduct Inside or Outside the School**

Sacred Heart Catholic School has the authority to control student conduct in all areas where student activities occur. This includes all school buildings, school grounds, Sacred Heart Parish Hall, Sacred Heart Catholic Church and grounds, and all activity locations connected to school-related programs or trips. In addition, misconduct, which occurs off campus or at non-school, related activities, which affects the health, safety, and welfare of staff and/or students may be subject to disciplinary action.

Violations of student conduct fall under two categories: Type I and Type II behaviors.

#### **Type I Behavior (Lesser Degree)**

Type I behavior is less serious student misconduct. While considered disorderly or otherwise unacceptable, it does not violate the Type II Behavior regulations. Every effort will be made to address Type I Behavior misconduct through interventions, parent contact, and school/parent collaboration. Students who engage in Type I Behavior may then be disciplined appropriately by the teacher or administration. Examples of Type I behavior may include but are not limited to the following:

- Chewing gum, eating, or drinking in the school buildings, except in designated areas or with permission

- Teasing or making fun of someone
- Disagreements among peers
- Uniform and grooming violations
- Lack of homework assignments, textbooks, tools, and materials needed for class
- Bringing toys to school without the teacher's permission.
- Participating in games which are forbidden on school grounds, such as tackle football and hardball, or demonstrating poor sportsmanship on the playground
- Failure to comply with the guidelines of the uniform policy.
- Excessive tardies and absences.

### **Type II Behavior (Greater Degree)**

Type II Behavior is unacceptable at any time and is so serious that it normally will result in a suspension by the Principal and may result in an expulsion recommendation. Type I Behavior includes the following:

- Threats, assault, robbery, bullying, bodily injury, and/or battery to staff personnel, or other students
- Possession, handling, or transmittance of a weapon or dangerous instrument
- Possession, use of, sale or transmittance of, or under the influence of narcotics, marijuana, alcoholic beverages, stimulant drugs or any other controlled substance
- Any sexual misconduct, vulgar language, or obscene gestures.
- Scholastic dishonesty (cheating, plagiarism, etc.)
- Fighting, slandering, verbal abuse
- Confirmed bullying and harassment
- Vandalism/Damage or attempted damage to school property or other's property.
- Repeated school violations
- Any other serious misconduct based on the judgment of the Principal.

The Principal may recommend expulsion of a student who engages in one or more of the above-mentioned activities while in school buildings, on school grounds, in school vehicles, or during a school sponsored activity.

### **Disciplinary Responsibilities**

All connected with Sacred Heart Catholic School shall be responsible for maintaining an atmosphere of acceptable and consistent discipline at all times with all students. This includes the parents, student, teachers, staff, and principal.

1. Parent – The parent will commit to developing and guiding the child in a way that lovingly commits to the child's highest mental, socio-emotional, physical, and spiritual formation.
2. Student – The student will strive to exemplify daily his best self.
3. Teacher – The teacher will provide classroom management, procedures, instructional delivery, and supervision that will proactively engage the student and allow opportunities for success.
4. Staff – All staff will implement daily practices and procedures that support the healthy operation of the school towards the success of the student.
5. Principal – The principal will create, administer and enforce disciplinary rules, regulations and actions in a consistent and fair manner at all times.

The classroom teacher is a powerful influence in creating a positive school climate. The teacher-student relationship is paramount for good discipline. Each teacher and her/his students create

classroom expectations that are developmentally appropriate for the specific grade level. The specific consequences for each grade level classroom rules may be obtained from the student's teacher. Classroom expectations are posted in the classroom.

The teacher, in carrying out assigned duties and responsibilities in disciplining students, shall first make every attempt (3) to correct the situation through verbal communication with the student and will engage the parents in as the situation deems.

If these steps do not prove to be adequate, the teacher will then refer the student to the Principal, who will address the disciplinary situation in a manner consistent to the severity of the situation.

Level I infractions do not require processing through the teacher and instead escalate directly to the principal.

### **Examples of Unacceptable Behaviors**

Unacceptable behaviors include but are not limited to the following:

- Physical aggression or horse playing-may or may not be malicious but is an act which can result in a child being hurt, i.e., pushing, pinching, tackling, biting, slapping, punching, throwing rocks or other objects.
- Disrespect-any insulting actions, gestures, drawings, and/or language (verbal or written) directed at any student, parent faculty or staff member. This includes any posting on any social media or social networks.
- Vandalism/damaging of school or someone's belongings, damaging, destroying, or misusing school equipment or school property in any manner. Parents will assume the cost of repair or replacement of any school property damaged by the student. Any taking or damaging of another person's property will require replacement of such stolen or damaged items.
- Graffiti-any defacing of school property or the property of a student or teacher.
- Forgery-signing a parent's or guardian's signature (by the student or any other unauthorized person) to a note, test, or other materials. A parent guardian may not give their child permission to sign the parent's or guardian's name.
- Gambling-Betting in any form will not be permitted on the school campus or any place at which a school contest or activity is taking place.
- Substance abuse, using, possessing, or distributing any type of controlled substance including alcohol-based hand sanitizer
- Theft-taking or possessing any article of value that belongs to another person
- PDA- any public display of affection to include kissing, hand holding, sexual, vulgar, or profane behavior; possessing, writing, downloading/uploading any material that is sexual, profane, or offensive in nature is prohibited. Disciplinary action will be applied.
- Cell phones- use of cell phones during school hours are prohibited unless is requested by the teacher for part of the lesson (includes Before School Care and After School Care).
- Smart Watches- use of any type of smart watch during school hours is prohibited (includes Before School Care and After School Care). I.e., Apple watch, Samsung Galaxy watches, fossil, and any watch with cell phone functions.

- Chronic Disruptive Behavior- Behavior that repeatedly disrupts the flow of instruction and/or the teacher's efforts to maintain a harmonious classroom environment that is conducive to learning

## Bullying Prevention

Sacred Heart Catholic School believes that all students have a right to a safe and healthy school environment and is committed to promote mutual respect, tolerance, and acceptance free from bullying and harassment.

Sacred Heart Catholic School will not tolerate behavior that infringes on the safety of any student or staff. A student, staff, or parent shall not intimidate or harass another person through words or actions in the school, on school grounds, in school vehicles, at designated bus stops, or at school activities or sanctioned events. Sacred Heart Catholic School explicitly prohibits bullying, harassment, cyberbullying, threats, violence, and retaliation in all school-related contexts including off-campus events and digital platforms.

Bullying is not a rite of passage to be endured by young people. Instead, it is a behavior that must be addressed because of the harmful impact it can have on students. Bullying can lead to depression, low self-esteem, and anxiety, feelings of isolation, as well as school absenteeism and low academic achievement.

### Bullying Definition

**Bullying** means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the Archdiocese of San Antonio or the school, which includes a privately owned vehicle being used for school purposes, and that:

- 1) Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property;
- 2) Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- 3) Materially and substantially disrupts the educational process or the orderly operation of a classroom, school, school-sponsored or school-related activity; or
- 4) Includes cyberbullying.

Bullying takes many forms, including the following:

- **Physical bullying** - physical acts of aggression such as hitting, kicking, tripping, or pushing.
- **Emotional bullying** – causing harm to someone's self-esteem or feelings of safety
- **Verbal bullying** - threats of physical bullying, name calling or other insults, making faces or obscene gestures, or graffiti on bathroom walls.
- **Relational/Social bullying** - spreading rumors, intentional exclusion of others, or passing of harmful notes about another person.
- **Internet (Cyber) bullying** - bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

- **Sexual bullying** - unwanted touching or comments made about a person's body, body type, or physical features, including but not limited to, wedgies, bra snapping, and obscene sexual gestures.
- **Harassment** - physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:
  1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
  2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
  3. Otherwise adversely affects the student's educational opportunities.

Sacred Heart Catholic School has the option and responsibility to review the bullying policy annually.

### **Procedures for Reporting Bullying**

Since bystander support of harassment or bullying can support negative bullying behaviors, Sacred Heart Catholic School prohibits both active and passive support for acts of harassment or bullying. The staff will encourage students to support others who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority. Students will be given the skills to know how to intervene when they witness a bullying incident.

Sacred Heart School prohibits retaliation by a student or employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation. Examples of retaliation may include threats, rumors spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Notification to all parties subject to this policy defining and prohibiting bullying shall be made at a minimum of one time over the course of the school year.

This prohibition includes anyone associated with Sacred Heart Catholic School including students, school staff, administrators, parents, and community members. All school employees are required to report alleged violations of this policy to the Principal or the Principal's designee both verbally and in writing. Staff are expected to immediately intervene when they see a bullying incident occur. Reporting and intervention must be documented.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Forms for reporting bullying are found in the Forms section of this handbook. Bullying reporting forms may also be accessed from our school website at [shcsuvalde.org](http://shcsuvalde.org). Reports will be turned in to the Principal in the front office. Students will be able to report incidents anonymously. Although the bullying report form includes a place for a name, providing a name is optional.

All such reports of bullying will be taken seriously. The Principal or Principal's designee will conduct a prompt, thorough, and complete investigation of each alleged incident in order to verify the validity and seriousness of the report. Formal disciplinary action may not be based solely on the basis of an anonymous report.

If the complaint is against the principal, the person alleging the bullying or harassment must submit the form to the Pastor, or in the absence of a pastor, to the Superintendent of the Catholic Schools.



Any reprisal or retaliation is prohibited against any person who reports a bullying incident. Filing a report in good faith will not reflect upon the individual's status, nor will it affect grades or employment status.

Data on the number and types of reports made under this prohibition, the results of investigations undertaken to verify the details made in complaints, and the sanctions imposed for incidents found to be in violation of the same will be kept on an annual aggregated basis. No individuals, either the reporter or the violator, will be named in the reports.

#### **False Claim**

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding bullying shall be subject to appropriate disciplinary action.

#### **Timely Reporting**

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the school's ability to investigate and address the prohibited conduct. Parents or students may report such behavior to the teacher, administration, secretary or write an anonymous note or letter and place on principal's desk.

### **Procedures for Addressing Bullying**

As defined by the above-mentioned behaviors, bullying behavior is strictly prohibited, and such conduct will result in disciplinary action.

Sacred Heart Catholic School staff and Principal believe in bully prevention through the promotion of kindness, respect, empathy, and acceptance. The following factors will be taken into consideration when determining appropriate consequences for bullying behavior: age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, incidences of past or continuing patterns of behavior, relationship between involved parties, and the context in which the alleged incident has occurred.

The following procedures will be used for reports of bullying and/or harassment:

1. Notification of bullying or harassment will be communicated in a timely manner to a teacher, counselor, principal, or administrator. This notification will note the time, location, potential witnesses, and offending party.
2. Both parties will be separated while not discriminating against either party.
3. An investigation will then be conducted by the principal or designee. Upon completion of this investigation, a determination regarding the identification of the incident as bullying will be made. If determined that bullying and/or harassment exists, a disciplinary action will be implemented. The disciplinary action could result in expulsion.
4. If determined that a bullying and/or harassment incident does not exist, an action, disciplinary or non-disciplinary, will be implemented responsive to the level of the incident.
5. The affected party will be informed that a discipline action was taken. The specifics will not be shared. Follow up will continue to ensure that the offending action has stopped.

### **Notice to Parents**

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

## Counseling

The principal or designee shall notify the victim, the student engaged in bullying, and any other students who witnessed the bullying of available counseling services.

## Confidentiality

To the greatest extent possible, Sacred Heart Catholic School shall respect the privacy of the complainant, the person(s) against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation. Due to privacy laws, the principal cannot discuss disciplinary actions taken; however, the principal will follow-up with all parties involved at the conclusion of the investigation.

## Remedial Actions

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Remedial action and consequences for school employees will be determined on a case-by-case basis and in accordance with the employee handbook or school code of conduct. Parents, volunteers, and community members are expected to maintain the same high standards that are expected of students and staff.

# Substance Abuse

No student shall possess, use, or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school related activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- Alcohol or any alcoholic beverage
- Tobacco or tobacco products
- Any abuse of glue, aerosol paint, correction white-out, or any other volatile chemical substance for inhalation
- Any other intoxicant, mood-changing, mind-altering, or behavior-altering drug

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

## Substance Abuse Definitions

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the Influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

## Medical Drug Use

A student who uses, in the manner described above, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy. Any prescribed medication must be administered by authorized school personnel. Refer to the Medication Policy for more information.



## Weapons

The possession or use of any and all weapons, including handguns and those licensed by the State of Texas, whether licensed or unlicensed and whether concealed or visible (with the exception of peace officers), is prohibited on a school campus, bus, or at school sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The Principal will notify the parents of any student who is arrested for violation of this statute.

## Search and Seizure

The legal relationship between Sacred Heart Catholic School and the student and student's parents is one of contract law. The Principal and/or teacher may search student desks, lockers, and belongings including, but not limited to, handbags, backpacks, and other items in a student's possession at any time.

## Violence – Threatened and / or Acted

Sacred Heart Catholic School does not condone violence or harassment of any kind. All students are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities. Harassment includes derogatory remarks, jokes, or slurs and can include belligerent or threatening words spoken to another, as well as unwarranted physical touching, contact, assault, deliberate impeding, or blocking movements or any intimidating interference with normal school work or movement.

## Disciplinary Action – Penalties, Discretionary Procedures, & Exceptions

Students jeopardize their right to a Christian education by engaging in conduct which is detrimental to order and discipline in school or which tends to impair the welfare, safety, or morals of other pupils or of school personnel.

### **Disciplinary Action**

In establishing appropriate disciplinary regulations, the following guidelines should be used:

1. The classroom discipline is first and foremost the responsibility of the classroom teacher.
2. Emphasis should be placed on positive values rather than on punishment.
3. In dealing with student behavior, respect for the personal dignity of the student should be evident.
4. Conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction must be documented and kept on file.

The following disciplinary measures are forbidden:

1. Corporal punishment (e.g., but not limited to: spanking, shaking, slapping, pinching, etc.);
2. Language that is sarcastic or calculated to bring ridicule on the student, his/her parents, or background;

3. Sending a student outside the classroom where he/she is deprived of supervision;
4. Using religious exercises or important class assignments as punitive measures; and/or
5. Any extreme or unusual form of punishment or any touching of a student in a manner that is considered punitive.

Students who engage in Type I Behavior and/or Type II Behavior will be subject to one or more of several consequences. These may include but are not limited to the following corrective measures:

- Student-teacher conference.
- An informative note or call to parents
- Parent-student-teacher conference.
- Written and spoken apology
- Loss of privileges such as recess and class outings.
- A disciplinary written referral and a student-principal conference held
- A parent-student-teacher-principal conference
- A written disciplinary referral and submission to the Principal's office
- Temporary separation from peers
- Change of seating or class schedule
- Special work assignments
- Loss of school privileges
- Verbal reprimand
- Interventions
- Shadowing by an adult member
- Afterschool detention
- In-school or out-of-school suspension
- Expulsion
- Referral to law enforcement (in severe law-related cases)

Unacceptable student behavior shall not be tolerated and will be dealt with accordingly. However, every available alternative should be explored to help students who are at risk of suspension or expulsion. In some cases, a remedial discipline plan may be the means by which various intervention and prevention services are identified and made available to a student. Support services may be provided.

Students shall always be given written or oral notice of charges, always be given an oral or written explanation, and always be provided the opportunity to present their version of the incident. Parent notification shall always be immediate and provided by administration when possible. Notification may be made by a teacher or school personnel. Proceedings with appropriate disciplinary measures always take precedence over the availability or lack of an intervention program.

## **Suspension**

### ***In-school Suspension (ISS)***

**In-school suspension (ISS)** is the removal of a student from class for a period of time. In-school suspension (ISS) is a disciplinary measure designed to address student behavior that disrupts the learning environment while maintaining the student's participation in academic and spiritual formation. ISS provides an opportunity for reflection, accountability, and redirection in a structured, supervised setting.

### Scope & Duration

ISS may be assigned for violations of school rules when removal from regular classes is necessary, but the student's continued presence on campus is deemed appropriate. It is intended as an alternative to out-of-school suspension that supports both correction and restoration. The length of ISS will be determined on a case-by-case basis and communicated to the student and family.

### Procedures

1. Assignment to ISS is at the discretion of the principal or designated administrator based on the severity and nature of the behavior.
2. Parents/guardians will be notified promptly of the ISS assignment, including the reasons and duration.
3. During ISS, the student will complete academic assignments provided by their teachers and participate in reflection activities aimed at fostering personal growth and understanding of Catholic values.
4. The student will be supervised at all times in a designated area separate from regular classes and peers.
5. Students are expected to comply fully with ISS rules, including respectful behavior, punctuality, and engagement with assigned work.
6. Failure to comply with ISS expectations may result in further disciplinary action.

### Reintegration

Upon completion of ISS, students will be supported in reintegrating into the regular school setting, with encouragement to maintain positive behavior and contribute positively to the school community.

### ***Out-of-School Suspension***

**Out-of-school suspension** is given for serious violations of school regulations and for repeated disruptive behavior and/or attitude. The school must carefully document the violation and the reason for suspension.

### Scope & Duration

No out-of-school suspension must last longer than three (3) days.

### Procedure

1. Written notice will be provided to the parents of the student. Parents will be asked to maintain the student at home and ensure his/her completion of school assignments.
2. A student will be required to complete schoolwork missed and present it to the Principal or teacher within a specified time. Absences due to an out-of-school suspension will be labeled as OOS.

### Reintegration

After a student has been suspended, he/she is returned to school placed on probation for a specified period of time. During this probationary period, the student will be notified of specific conditions that, if not adhered to by the student, may warrant his/her expulsion from school. Should these conditions exist, a conference between Principal, teacher, and parents will again be held. If no solution is reached, another conference is held with the Pastor present. The Principal and Pastor then decide to either readmit or expel the student.

## Expulsion

Expulsion is the removal of a student from the school for Type I Behavior that is detrimental to the order and discipline in the school or which tends to impair the welfare and safety of other pupils or school personnel. Expulsion is a serious matter and should be invoked only as a last resort and after all other avenues of correction have been seriously considered and have proven unsuccessful. Normally it will follow a single grave offense or a series of offenses indicating a basically hostile attitude.

A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students. Situations that may require the removal of a student from school are listed under Type I Behaviors in the Code of Conduct section of this handbook.

### Procedure

The expulsion process involves a letter of notification; a hearing process for parent appeal; and a review based upon the appeal proceedings.

When such a serious case arises, the following procedures are followed:

1. A documented conference of the Principal, teacher, and student is held. If the problem cannot be resolved in this conference, the student is suspended.
2. This action is followed by a documented conference of the Principal, teacher, and parent.
3. If no solution is reached, another conference is held with the pastor/authorized agent or his/her designee present.
4. The Principal and Pastor/authorized agent, or his/her designee, then decide either to readmit or expel the student. If readmitted, the student is on probation for a period of time. If the decision is for expulsion, the Superintendent of Catholic Schools must be notified in advance and given a brief explanation of the reason(s) in writing.

### Regarding Immediate Expulsion

A student may be subject to immediate expulsion when he/she:

1. Participates in disruptive activities by a group such as a gang;
2. Possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities;
3. Smokes or uses any tobacco product on school property or at a school-related activity;
4. Possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity;
5. Threatens bodily injury or harm to a student/school personnel;
6. Assaults a student, parent, or any school personnel;
7. Vandalizes school property or the property of others; or
8. Engages in chronic or repeated behavior which disrupts the learning environment.
9. Other inappropriate behavior deemed harmful by an administrator.

## Dress Code

Sacred Heart School has a standard uniform dress for all students. It is important that parents and students alike keep in mind that while in uniform, both on and off campus, students represent Sacred Heart School. School uniforms serve the family in two ways: it assures uniformity in dress, and it reduces the cost of clothing for children who are at a rapid stage of growth. However, as the term “uniform” denotes, the dress must be standard; it is not uniform if there is a prescribed article of clothing missing or substituted. All uniforms must be sized appropriately. To prevent lost or forgotten clothing, uniforms should be labeled with the student’s full name.

Uniforms can be purchased online from French Toast at [www.frenchtoast.com](http://www.frenchtoast.com). Alternatively, uniforms may be purchased from Academic Outfitter San Antonio, 8055 West Ave, Suite 102, San Antonio TX 78213.

## Dress Code Chart.

Student uniform is defined by the following chart:

<b>DAILY UNIFORM--BOYS</b>	<b>DAILY UNIFORM--GIRLS</b>
Navy blue dry fit polo w/school logo Khaki pants/shorts Black belt White crew socks All black tennis shoes	Navy blue dry fit polo w/school logo Khaki pants/shorts/skorts Black belt White crew socks All black tennis shoes
<b>FORMAL UNIFORM--BOYS</b>	<b>FORMAL UNIFORM--GIRLS</b>
White long sleeve Oxford shirt Khaki pants Black tie Black belt White crew socks Black dress shoes Navy blue jacket (solid color)	White Peter Pan collar short/long sleeve blouse Plaid jumper (PK-2 <sup>nd</sup> ) Plaid skirt (3 <sup>rd</sup> – 6 <sup>th</sup> ) Navy cross tie White knee socks Black dress shoes Red bow or headband Navy blue jacket/sweater (solid color)
<b>PE ATTIRE--BOYS</b>	<b>PE ATTIRE--GIRLS</b>
Red t-shirt w/logo Red shorts w/logo Red/Black warm-up pants (for cold weather)	Red t-shirt w/logo Red shorts w/logo Red/Black warm-up pants (for cold weather)
<b>GROOMING--BOYS</b>	<b>GROOMING--GIRLS</b>
Hair should be trimmed (clean cut) and not fall below the eyes and ears	Hair should be combed and pulled back in a ponytail and red bow or clipped back with red bow. Fingernails should be trimmed, clean, and unpolished. Fake nails not permitted.
<b>MISCELLANEOUS</b>	
Backpacks are blue or black solid color Lunchboxes may be of versatile color and design	
<b>ORDERING</b>	
Contracted Uniform Vendor: French Toast <ul style="list-style-type: none"> <li>➤ Go to <a href="http://www.frenchtoast.com">www.frenchtoast.com</a> and select "Shop by School"</li> <li>➤ Find the right fit <a href="http://www.frenchtoast.com/size-chart">www.frenchtoast.com/size-chart</a></li> </ul>	

In addition to all specified items of school uniform, the following regulations are to be observed:

- Boys' shirts are to be tucked in at all times.
- Girls' unisex polo needs to be tucked in when wearing shorts or pants and they must have a belt.
- Girl's polo shirts in "girl cut" do not have to be tucked in with pants, shorts, skirt or skort.
- Colored shoelaces are not acceptable. Laces must be tied. Writing is not allowed on shoes.
- Shirt sleeves must not be rolled up.
- Red P.E. uniform shorts/gym shorts must be worn under the skirts and jumpers. No other type of short is allowed.
- Back packs must be solid black or solid navy-blue. Monogramming is acceptable.
- Non-uniform items may not be worn with the uniform.
- Only Sacred Heart School uniform outerwear is allowed to be worn in the school buildings, classrooms, gymnasium, labs, cafeteria, and church.

### **Outer Wear**

In extreme cold, Sacred Heart outerwear is preferred. In cooler weather, only the following may be worn in the classroom, the library, the cafeteria, and church:

1. Navy blue or black "uniform" cardigan
2. Navy blue school jacket
3. Solid white, long sleeved knit shirt/turtleneck may be worn under the uniform shirt

Students not in compliance with the uniform code will be addressed by the teacher and will be expected to correct the infraction. Flagrant or continued infractions will be referred to the Principal who will make the necessary communications and take the necessary disciplinary actions.

In the event of a special circumstance, a parent/guardian request for an exception to the school uniform code may be made in writing and be approved by the administration.

Full formal dress uniform is required on all Mass days. It is especially important to groom neatly and dress in well-kept, ironed uniform on this day, as this is one way to show reverence to the act of participating in mass.

### **Free Dress Day and Spirit Dress Days**

Free Dress Day (approved by the principal) attire will consist of appropriate school dress.

- Pants/shorts and shirts cannot be oversized; pant waist must be worn at the waist.
- Athletic wear such as athletic shorts/pants and sweatpants are not allowed.
- T-shirts with gang, drug, rock group, skull(s), or violent designs are not allowed.
- Shorts must be no shorter than 3 inches from the center of the knee.

- Slacks, jeans, or capri pants may be worn; no holes or slits in the jeans or pants are allowed; *skintight leggings or pants are not allowed*,
- No sleeveless, tank top, off-the-shoulder, low cut, or spaghetti strap attire is allowed.
- Blouses/shirts must be long enough to cover the midriff and/or the back when the arm is raised or the student bends forward.
- The length of dresses and skirts must follow the uniform code--no shorter than the top of the knee. Shorts must be worn under the skirt but may not be longer than the skirt.
- Tennis shoes/athletic shoes are allowed on Free Dress days; heels are not permitted.
- Clogs, flip-flops, or backless shoes are not permitted. Sandals with back straps are permitted.
- A belt must be worn with slacks or shorts that contain belt loops.
- Groom code must be followed.

### Spirit Day

Students may wear any Spirit Sacred Heart Catholic School Shirt on designated Spirit Days with their regular uniform bottoms.

### Grooming

The following is applicable for all grade levels and all days, including Free Dress and Spirit Days:

- Cleanliness is expected of each student.
- Make-up: No make-up is to be worn on school days or to school sponsored activities.
- Nails: Only clear nail polish may be worn (no glitter). Sculptured nails are not allowed due to the possibility of injury to self or others.
- Jewelry: (Girls Only) Earrings may only be worn for pierced ears on the earlobe. Only stud earrings may be worn and may not extend below the earlobe (one earring in each earlobe). One watch may be worn. One religious medal, cross, or crucifix may be worn. One religious pin and/or school organization pin may be worn on school attire. One religious ring may be worn, and one religious bracelet may be worn. No other jewelry will be permitted. Boys are not allowed to wear earrings or other types of body piercing. *The school is not responsible for lost, stolen or damaged jewelry.*
- Hair Accessories: Only red bows are allowed for hair accessories (ribbons or bows). No accessories are to be excessive in size or length and no flowers, metallic, or sparkly decorations allowed.
- Hair: No fad haircuts or hairstyles are allowed. A spiked haircut may not be longer than a half inch. Hair may not be artificially streaked, highlighted, or colored. No feathers or hair weaves are allowed. Haircuts, hairstyles, or hair color that is deemed inappropriate by the principal will be subject to an immediate required change. Boys' hair must be above the eyebrows, over the ears, and above the collar. Girls' hair may not cover the eyes. Hair must be kept neatly combed or brushed at all times. The Principal will be the final judge of what hairstyles will be acceptable. Facial hair such as a mustache is not permitted. Students with facial hair are expected to be clean-shaven.
- No writing/drawing will be allowed on any part of the person or any part of the school uniform, including footwear, except on field day t-shirts.



The dress code and grooming code are applicable to the after-school care programs, co-curricular, and extracurricular events, unless otherwise noted. The administration is the final arbiter of uniform policies.

## **Due Process/ Appeals**

### **Grievance Procedure for Student Expulsion**

It is the intent of this policy to resolve parent complaints at the lowest possible administrative level and in a cooperative Christian atmosphere. This process is not intended to be adversarial in nature. Prior to the initiation of a formal grievance process, parents who seek redress for their expelled child should first confer directly with the Principal (i.e., formal, documented conference) for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. If the matter is not satisfactorily resolved with the Principal, the parent should submit a written request to meet with the Pastor (parochial schools). This request should be submitted within five (5) working days of the Principal's formally communicated decision.
2. If the Pastor agrees with the Principal's decision, he/she may decline to meet, and informs the parent that the Principal's decision stands.
3. If the Pastor agrees to meet, the meeting should take place within three (3) working days and the parent shall be informed of the final decision within five (5) working days from the time of the meeting.

Pending the outcome of the formal grievance, only the Principal or Pastor may, with or without condition, abate the expulsion or the termination.

### **Grievance for Issues Other Than Expulsion**

All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level.

Sacred Heart Catholic School provides all individuals an opportunity to be heard in redress of a policy, regulation, or decision that is perceived to inflict hardship on an individual or group. While most issues are able to be resolved, there are times when an individual, a parent, an organization, or an employee may want a specific policy, action or decision reviewed.

Prior to initiating a formal grievance, parents who seek redress for their children in matters of policy, regulation, or discipline must first confer in person directly with the teacher, staff member, or administrator whom the parent disagrees with to discuss a resolution of the situation. If a satisfactory resolution is not reached after both parties have conferred, the complainant(s) may file a formal grievance using the following steps, procedures, and timelines:

1. The complainant(s) will submit a written grievance to the school principal including a brief summary of the outcome of the initial conference with the other party involved. If the complaint involves the principal, the written grievance should be submitted directly to the president of the of the Sacred Heart Catholic School Council and start the process with Step 3.

2. The principal will contact and meet with the complainant(s) within three (3) school days of receipt of the written grievance. In cases involving student grievances, the parent(s) and child will be required to attend this meeting.
3. If the complainant(s) and the principal are unable to reach a satisfactory resolution, the complainant(s) will have three (3) school days from the date they met with the principal to submit a written grievance to the School Advisory Council President for further review.
4. The School Advisory Council president will have up to ten (10) school days from receipt of the written grievance to assemble a School Council Redress Committee (consisting of three members of the school council) to review the grievance, conduct a thorough investigation of the facts, policies and procedures, hear testimonies if appropriate, and render a written decision to the complainant(s).
5. If the complainant(s) is/are not satisfied with the conclusion of the School Council Redress Committee, a written appeal may be made to the pastor within three school days from receipt of the written decision from the School Council Redress Committee.
6. The pastor will review the grievance, meet with all appropriate parties, and render a decision within ten school days from the date of receipt of the written appeal. The pastor's decision is final.

This policy is intended to ensure that conflicts and issues are reviewed and handled promptly. The process is arranged in a logical sequence, and the complainant(s) must complete each level in order before proceeding to the next. The process ends whenever the complainant(s) initiating the grievance accepts a decision or with the pastor's decision.

NOTE: The timeframes stated above may not be realistic for every situation that may arise; therefore, the Pastor, the Principal, and/or School Advisory Council reserve the right to extend the timeframes upon mutual consent of parties involved.

### **Internet / Use of Electronic Communication**

Use of Internet and related technologies by all employees, volunteers, and students is set forth below. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

*"Technology is one of the most marvelous expressions of the human spirit in history; but it is not an unmixed blessing. It can enrich life immeasurably or make a tragedy of life. The choice is (yours), and education has a powerful role in shaping that choice." (National Council of Catholic Bishops, 1972, #33)*

Sacred Heart Catholic School is pleased to offer employees and students access to a computer for Internet access. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the Parent Permission Form and User Agreement. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing, however it will mean that in some instances the student will need to be removed from the computer lab while Internet instruction is going on.

## Definitions

**Electronic communication** includes, but is not limited to, the following: communications or depictions through email, text messages, direct messaging, private messaging, website postings, or social media whether they occur through the school's equipment, connectivity resources (e.g., WiFi) or using a personal device.

- 1) **Professional electronic communication** is a work-related activity that addresses instructional, educational, or extra-curricular program matters.
- 2) **Personal electronic communication** use is a non-work related activity.

**Social media** is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, gaming platforms, and wikis. Examples of social media include, but are not limited to, Facebook, X, Instagram, Snapchat, Vine, Whatsapp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

## Acceptable Use Policies – On and Off Campus

Students may be given access to the School's Electronic Communications System for educational purposes. The Electronic Communications System is defined as the school's network, servers, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet access, email, online class activities, and any other technology designated for use by the school for students.

Students are responsible for appropriate behavior on the Internet just as they are in a classroom or on a school playground. General school rules for behavior and communications apply. The use of the internet is a privilege, not a right, and may be revoked if abused.

### ***Appropriate Use Guidelines***

- Students must only open, view, modify, and delete their own computer files, unless they have specific permission from a teacher or staff member to do otherwise.
- Internet use at school must be for educational purposes, school assignments, and school projects.
- Students may be assigned individual accounts to school resources and must use only those accounts and passwords that they have been granted permission by the school to use.
- Students must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

### ***Inappropriate Use Guidelines***

Electronic communications are prohibited if they:

1. Are of a sexual nature;
2. Threaten, libel, slander, malign, disparage, harass or embarrass members of the school community;
3. Are an action that violates the school's existing behavioral standards covered by the school's parent student handbook; or
4. Are an action that causes harm to the school community, regardless of where the electronic communication occurs or originates.

Whether the communication occurs within or outside of school property, during or after school hours, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.

Violations of Sacred Heart Catholic School's electronic communication policy shall be addressed in conformance with the school's existing disciplinary policy.

Sacred Heart Catholic School reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

Users of the school's equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files.

If a student encounters materials which violate the rules of appropriate use, he/she must notify an adult immediately.

Inappropriate use of the School's Electronic Communications System may result in disciplinary action, including loss of the privilege to use this educational tool. Examples of inappropriate use are:

- Using the system for illegal purposes (e.g., gambling, pornography, computer hacking).
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
- Sharing your username and password with others, borrowing someone else's username (i.e., teacher or student), password, or account access.
- Purposefully opening, viewing, using, copying, or deleting files belonging to another system user without permission.
- Electronically posting personal information about yourself or others (i.e., addresses, phone numbers, and pictures).
- Downloading or plagiarizing copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus or other malicious programs onto the school's system.
- Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Gaining unauthorized access to restricted information or network resources.
- Damaging the computer in any way.
- Downloading or installing any commercial software, shareware, or freeware onto a school computer without written permission from the computer teacher.
- Wasting limited resources such as disk space or printing capacity.

Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

**Limited-Access-Students** may access only those websites to which, according to school policy, they have been given permission, and that have been specified by the teacher for a specific class activity. If any student wanders outside of the boundaries of the site specified by the teacher or by school policy, this will be considered a severe clause infraction and entered into the discipline program.

**School Mobile Devices:** School mobile devices are never to be connected to non-school wireless service providers (i.e., Wi-Fi, wireless cards, data cards, etc.).

**Privacy:** Computer storage areas may be treated like school lockers. Administrators and or teachers may review activity to maintain system integrity and ensure that employees and students are using the system responsibly.

**Storage Capacity:** Students are to store all materials as specified by the computer or classroom teacher.

**Personal Electronic Devices:** Student's wireless laptops, mobile devices, cell phones, tablets, or other personal electronic devices are not permitted at school and are not permitted to be connected to the school network.

No cell phones are permitted to be used by students during school hours. Any electronic device found being used, may be taken up by any Sacred Heart Catholic School staff and taken to the office where the parent may pick it up. The school assumes no responsibility for lost or damaged personal electronic devices.

## Personal Communication Devices Policy

The use of personal communication devices—including cell phones, smartwatches, and similar electronic devices—is prohibited for students during the instructional day within all Catholic schools of the Archdiocese of San Antonio.

Scope:

This policy applies to all students from arrival until dismissal, including during class time, lunch periods, and recess, unless expressly permitted by school staff for educational purposes.

Purpose:

The restriction is designed to promote a focused learning environment, minimize distractions, and uphold the values of respect and attentiveness central to Catholic education.

Device Management:

- Students must keep personal communication devices turned off and stored securely during the school day.
- Devices may be used before or after school hours and during designated breaks only if allowed by the school
- Any unauthorized use of personal communication device during the school day may result in disciplinary action consistent with the school's code of conduct.

Exceptions:

Exceptions may be granted for students with documented health or safety needs, subject to approval by school administration.

Parental Communication:

Parents requiring urgent communication with their child during the school day should contact the school office directly.

Unauthorized Device Use Consequences:

1st Offense	2nd Offense	3rd Offense
Student will receive a cell phone violation documentation.	Student will receive a cell phone violation documentation.	The student will no longer be allowed to have a phone on campus for the remainder of the year.
Parents must pick up cell phone or smartwatch from Administration between the hours of 8:00 a.m.-4:00 p.m.	Parents must pick up cell phone or smartwatch from Administration between the hours of 8:00 a.m-4:00 p.m.	Parent must pick up cell phone or smartwatch from Administration between the hours of 8:00 a.m.-4:00 p.m.
\$15 fee must be paid to the finance office before the phone is returned to the parent.	\$25 fee must be paid to the finance office before the phone is returned to the parent.	\$35 fee must be paid to the finance office before the phone is returned to the parent.

## Electronic Transmission of a Sexual Image / “Sexting”

Schools have a duty to report to the Department of Child Protective Services (CPS) or local law enforcement any suspected cases of electronic transmission of a sexual image involving a minor (i.e., sexting). The matter must be reported not later than 48 hours after the school official first suspects such material and should be reported to the following parties:

- the Department of Child Protective Services (CPS), or
- local law enforcement agency, and
- to the parents/ guardians of all responsible and/or depicted parties, and
- to the Superintendent of Catholic Schools.

If a school official (administrator, teacher, counselor or otherwise) is made aware of any suspected electronic transmission of visual material depicting a minor (i.e., sexting), then the school must follow their investigation protocol in addition to complying with the school's obligations to report as stated above. The school investigation will establish if the image exists and if there has been any violation of school or archdiocesan policy. The image at issue should never be printed. Definitions Minors means person younger than 18 years of age.

## Social Media

Sacred Heart Catholic School requests and stipulates that you NOT post any pictures taken of other students at school functions to public Social Media due to privacy issues and concerns.

## Cyber Bullying

See Bullying Prevention.

## Consequences for Inappropriate Use

The school will communicate this policy clearly to students and parents and expects full cooperation in its enforcement to foster a prayerful and productive learning environment.

- Suspension of access to the School's Electronic Communications System
- Revocation of the School's Electronic Communications System account(s)
- Other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws

**NOTE:** The student agreement to abide by these guidelines must be renewed each academic year. Please, acknowledge receipt and understanding of the items found herein by completing and returning the Acceptable Use of Technology User Agreement located in the Forms section of this handbook. Alternatively, the form is signed electronically during the student re-enrollment process. The form must be received before a student can be given access to the system.

## Morality

### Chastity

Sexuality is a sacred gift from God given to us at our creation. Given the sacredness of this gift, all persons are called to chastity in accordance with their state in life. As Catholic Schools, we follow the Church's teaching that all people, regardless of sexual orientation, are to live a life of chastity.

Chastity encompasses modesty in language, appearance, dress, and behavior. Although schools encourage healthy age-appropriate social interactions among students, romantic public displays of affection are not permitted at school.

### Sexual Orientation and Gender

The Catechism of the Catholic Church states:

*CCC 1704: The human person participates in the light and power of the divine Spirit. By his reason, he is capable of understanding the order of things established by the Creator. By free will, he is capable of directing himself toward his true good. **He finds his perfection "in seeking and loving what is true and good."** (emphasis added)*

Students may not advocate (i.e., school clubs, organizations, etc.), celebrate (i.e., special interest school events), or express sexual orientation in such a way as to cause disruption in the context of Catholic school classes, activities, and events.

Schools shall consider the gender of all students as being consistent with their biological sex. All students are expected to conduct themselves and participate at school in a manner consistent with their biological sex. This should include, but is not limited to participation in school athletics, school-sponsored dances, overnight trips, dress and uniform policies, use of changing facilities, showers, locker rooms, bathrooms, titles, names, pronouns, and official school documents. If a student's expression of gender identification should cause disruption, the matter will first be discussed with the student and his or her parents. If the issue is not resolved to the satisfaction of the school administration, it shall be addressed further to see if the school is the right fit for the student and the family.

### Maternity/Paternity Issues

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support



to the pregnant student and or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

In order to ensure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

- When school personnel become aware of the pregnancy, the Principal must meet with the pregnant student and then her parent or guardian.
- The student must receive appropriate professional counseling consistent with Catholic teaching.

If the father-to-be is identified and if he is a student in a Catholic school, the following guidelines will be implemented:

- The Principal of that school must meet with him and his parent or guardian.
- The father-to-be must be involved in a counseling program similar to that provided for the mother-to-be.

The school will help the pregnant student complete her education by allowing her to continue attending classes or by referring her to an appropriate alternative program.

If the student is to remain in school, she will be allowed, with a doctor's written approval, to participate in all activities to the extent that her condition and the common good of the school dictate. If the student desires to return to the school after the birth of the child, the school will facilitate her continuance only with appropriate documentation from a health care provider.

The condition of pregnancy itself must not exclude the student from participating in the public graduation activities and events. However, the principal, in consultation with the Superintendent, the parent or guardian, and in the case of parish schools, the Pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

## Abortion

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion all reasonable encouragement must be given to the student to save the life of her unborn child. Parents or guardians will be contacted to discuss the concerns. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

## Marriage and Co-Habitation

If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student.

Co-habitation and a marriage not recognized by the Catholic Church may be causes for expulsion.



# Theology of the Body

Theology of the Body is part of the PE/Health instruction in the 6<sup>th</sup> grade level. Parent consent is secured prior the lesson implementation. Concepts as the following are taught in an age-appropriate approach: Life as a precious gift; Importance of family life; Choosing right from wrong; Freedom of conscience; Necessity of prayer; Responsibility for one's actions; Friendship and relationships; Accepting and appreciating differences; Love and respect for oneself and others.

## Counseling Opportunities and Expectations

### On-Campus Services

Sacred Heart Catholic School supports the social and emotional development of the whole child through a comprehensive developmental guidance and counseling program. Students receive both whole-group lessons incorporated into the student daily schedule, as well as individual counseling provided in a confidential environment.

In the absence of a counselor, Sacred Heart Catholic School receives support from the Counseling and Student Services Department of the Archdiocese of San Antonio Department of Catholic Schools, as well as harnesses partnerships with organizations, such as The Children's Bereavement Center and Hill Country MHDD, to provide, supplement, and/or enrich student social emotional development.

The comprehensive school counseling program is delivered through the four components of (1) Guidance Curriculum, (2) Responsive Services, (3) Individual Planning, and (4) System Support.

#### Guidance Curriculum

The guidance curriculum is designed to proactively assist all students to develop and apply skills for maximum educational, career, personal, social, and spiritual growth. The guidance curriculum is taught to all students PK-6 by the counselor on regularly scheduled days of the week. The goals and objectives of the guidance lessons fall under four broad domains identified by the National Catholic Education Association: spiritual development, academic/educational development, personal/social development, and career/occupational development. Evidence based curriculums supporting the needs of students and consistent with the mission of a Catholic school guidance program are utilized for instruction.

#### Responsive Services

Through the responsive services component, the counselor intervenes on behalf of students whose immediate concerns or challenges (ex. academic or behavioral concerns, transitioning concerns, peer relationships, bullying/cyberbullying, death, divorce, etc.) put their development at risk. The school counselor may counsel individuals or small groups of students, screen individuals for the purpose of problem identification, consult with teachers, staff and parents, and refer students to other specialists or programs as appropriate. The counselor monitors student progress towards resolution of the problem. The counselor may also conduct guidance lessons in response to teacher/staff requests to address particular issues on a class or school-wide basis.

Counseling is a regular education service provided by Sacred Heart Catholic School. Parental consent is not required for counseling related to school issues. Parent permission is

recommended for students in the lower grades, and parents will be contacted if there is a need for ongoing counseling. Written parent permission will be secured for individual or small group services. Referrals for counseling are accepted from teachers, staff, parents, or students, and may be requested by phone, email, or written note.

Information discussed with individual students in the counseling office is confidential, with the following exceptions, as required by law and/or ethical standards:

1. Harm to self or others
2. Abuse or neglect
3. Court or other legal proceedings

### **Individual Planning**

The purpose of the individual planning component is to guide students as they plan, monitor and manage their own educational, personal, and social development, and vocational/career choices. The school counselor may be a resource person in the areas of test interpretation, student goal-setting and assessment of student progress or career development. The counselor may also coordinate referral procedures for students experiencing academic difficulties.

### **System Support**

The system support component includes services and management activities which indirectly benefit students. They include: consultation with teachers and administrators, management of guidance program activities, collection and interpretation of data related to counseling services, and on-going counselor professional development.

## **Counselor Role and Responsibilities**

The school counselor is a professional with a master's degree in a mental health field who supports the academic, social, emotional, and behavioral needs of all students. The counselor works with students and teachers to build up skills, concepts, and abilities in self-knowledge and interpersonal relationships. Counselor responsibilities include but are not limited to the following:

- Supports the academic, social, emotional, behavioral, and spiritual needs of all students.
- Develops and/or promotes and implements character development and anti-bullying programs including special events for students
- Provides individual and group counseling services to meet the developmental, preventive, and remedial needs of students.
- Coordinates all counseling services for students and assists with the coordination and implementation of student services in the school
- Acts as a facilitator for student-family-school relationship in arriving at actions working towards the highest good of students
- Serves as an advisor to the principal in student matters and assists teachers in creating and implementing strategies to better serve students' socio-emotional needs
- Adheres to ethical standards of the counseling profession, and abides by the laws, policies, and procedures that govern the schools.
- Stays current on new developments in instruction through individual study and attendance at workshops, conferences and other opportunities relevant to counseling and regularly presents information to the school and families.

To know more about the ethical standards of counselors, you may visit the following site:

## Benefits of Counseling Services

The guidance counselor is a support system for students and the whole school. Having a school counselor or licensed professional counselor promotes mental health awareness and social-emotional and behavioral safety in school, and teaches necessary social skills to improve student relationships. Students deepen their level of emotional intelligence and develop tools necessary to be more kind and socially responsive humans.

## Mental Health Crisis Response

The counselor is available to speak to students at the request of the student, parent, teacher, or administrator during the school day. Parent consent is not required for students to speak with a counselor.

If a student requires more counseling services than the school can provide, the school will assist the family by offering referral information and resources as it is able. Students or parents may request counseling services by contacting the counselor directly, or by communicating this request to a teacher or administrator.

Students suspected of experiencing a mental health crisis or concern (e.g., suicidal ideation, self-harm, etc.) should be referred immediately to the school counselor. If the school counselor is not available, the student should be referred immediately to the Principal, who will reach out to the Counseling and Student Services Department of the Catholic Schools Office for consultation.

When individual students are in crisis, all staff shall collaborate to intervene before an injury or death occurs. The school counselor will provide information on identification of students in crisis. The principal shall ensure that all staff are aware of the referral process to use when any student is potentially suicidal. An emphasis shall be made on confidentiality and immediate referral to the appropriate professional.

As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor or a school social worker for services and a list of resources that may be of assistance. If you are concerned about your child harming him/herself, please access <http://www.texassuicideprevention.org> or you may also contact the **National Suicide Prevention Lifeline at 1-800-273-8255**. If your child has experienced trauma, contact the school counselor for more information.

If a student has communicated suicidal ideation in school, the student's parents/guardians will be informed immediately and the student will not be left alone. The student will be entrusted to his/her parents and will be readmitted to school only after the student has been seen by an outside mental health professional who has communicated in writing that the student may return to school. Parents/guardians will be provided a list of resources they may seek for additional help. The counselor in coordination with administration will call a staffing to create a safety intervention plan to implement while the student is in school.

## **Programs/Extra-Curricular Activities**

### **Activities Program**

The activities program, including athletics, is the responsibility of the principal and must remain under their general supervision. Any activity or program conducted during the school day must align with the needs, interests, and abilities of students and must not disrupt the regular school schedule. Extracurricular activities are provided upon student interest, talent, enrollment, and availability of instructors/coaches.

#### **Elementary School Athletics**

Elementary Catholic schools may participate only in athletic leagues recognized by the Superintendent. Schools must adhere to all rule

s and regulations established by the league in which they are members. Elementary athletics is available to Sacred Heart Catholic School only when student interest, talent, enrollment, funding, and availability of instructor/coach exists.

#### ***Athletic Director***

Schools that offer an athletics program are required to employ an athletic director. Whenever possible, and depending on available resources, the athletic director should be a full-time employee of the school.

#### ***Archdiocesan Interscholastic Athletic League***

Membership in the Archdiocesan Interscholastic Athletic League (AIAL) is open to any K–8 Catholic school within the Archdiocese of San Antonio, in accordance with the league's constitution and by-laws.

#### **Catholic Arts and Academic Competition (CAAC)**

Catholic Arts and Academic Competition is sponsored by the Archdiocese of San Antonio. Students may participate in various activities as Literature, Visual Arts, Photography, Cheer for Christ, Singing at the Cross, Bible Storytelling, Witness to the Word. Participation in these events requires registration fees, special attire, and independent student travel to San Antonio.

#### **Retreats**

Students preparing for their first reconciliation and Holy Communion will participate in a school-sponsored retreat. Additional retreats may be planned for specific grade-level purposes and/or for schoolwide participation during special times of the year such as Advent and Lent.

#### **Student Clubs & Organizations**

A student club or organization is permissible, provided there is an adult coordinator/sponsor, funding, sufficient student interest, and defined organizational structure. All clubs and organizations represent Sacred Heart Catholic School and therefore are bound to all rules and regulations of the school and the Archdiocese of San Antonio Department of Catholic Schools.

#### **Service Learning**

Student service projects are an integral part of our Catholic school identity. These projects are undertaken by students with support from parents/family/friends, and foster Catholic values such as building strong communities, sharing resources, and learning personal responsibility. Service projects implement a balanced mix of “fundraising/charitable collections for a cause” projects and “acts of service” projects as ways to enable students to give back to the local community. This

service is differentiated from family stewardship or service hours, which directly support Sacred Heart Catholic School. Participation in service projects is voluntary, although highly encouraged.

## Qualifications and Exclusions

Students must have a written parent permission for participation and must be in good standing in academics, discipline, and attendance. A student who does not attend school the day the student event is to take place, may not participate in that event. Sometimes unforeseen circumstances arise that may merit excuse. These situations must be brought to the attention of the teacher/coach/sponsor, and provided they are advocated for by the teacher/coach/sponsor, will be addressed on a case by case basis by the Principal.

## Extended Day/Extended Care Program

The Extended Day/Extended Care Program is provided as a service to parents who must pick up their school-aged children (PreK-3 through 6<sup>th</sup> grade) outside of the regular afterschool pick up time. The program begins at 3:15 p.m. and ends at 5:15 p.m. On early dismissal days, parents must make arrangements to have their children picked up at the early dismissal time of 12:00 p.m.

Extended Care includes limited homework time, outdoor recreation, arts and crafts, board games, and snack time. Students are grouped according to age for all activities. The number of instructors and range of activities is dependent on the number and ages of enrollees. However, there is always a minimum of two individuals onsite.

Fees are as follows:

- **Regular Participation Fee.** \$40 flat weekly fee per child per week during the regular school operating weeks
- **Drop-In Fee.** \$10 per child per day during regular school operating days.
- **Late Pick-up Fee.** \$5 extra charge will be assessed for the day if picked up after extended care hours.

Parents need to register their children for them to participate in Extended Day: <https://spxsa.school/extended-day>. All school policies remain in effect during the Extended Day Program.

All students who are in the Extended Care Program are to follow the policies and expectations set forth during the regular school day. Adherence to the Student Code of Conduct and participation in Standard Response Protocol safety drills applies. Students who have difficulty behaving appropriately in the Extended Care Program will receive consequences ranging from time out, up to being temporarily or permanently prevented from attending Extended Care.

## Other Enrichment Programs

Catholic schools are dedicated to fostering a culture of authentic, individualized learning that encourages higher-order thinking, creativity, and intellectual growth.

Supplemental enrichment activities that align with the standard curriculum and meet the developmental needs of students may be offered during the school day, as well as before and after school hours.

To ensure the safety and integrity of our educational environment, any outside agency or organization proposed to provide afterschool or supplemental enrichment programs must undergo a thorough vetting and receive formal approval from the Department of Catholic Schools Office prior to being permitted on campus. This process ensures that all partners uphold the values, standards, and policies of the Catholic school community.

## Health and Wellness

### Overview of the Health and Wellness Program

Sacred Heart Catholic School adheres to the Health and Wellness Guidelines provided by the Archdiocese of San Antonio Department of Catholic Schools and the Texas Catholic Conference of Bishops Education Department (TCCB ED). The TCCB ED publishes yearly the *Texas Catholic Conference of Bishops Health Manual for Catholic Schools*, which stipulates requirements and recommendations for school health and the children served.

#### Goals

Goals of the School Health Program are the following:

- To increase each student's ability to maximize his or her intellectual potential by modifying or eliminating health-related barriers to learning
- To increase the number of effective educational days per student and staff member
- To decrease the incidence of communicable disease; decrease absenteeism.
- To promote present and future health through education and referral
- To protect children, faculty and staff by providing a safe and healthy school environment.

#### Roles/Responsibilities

##### Role of the Principal

The principal of the school, as the chief administrator, is responsible for ensuring that qualified staff are available to ensure compliance with the school's health policies and needs. The principal shall designate a person or persons to administer medications, if necessary. The principal is responsible for notifying or designating a person to notify a student's parents of an illness or injury occurring at school and for ensuring compliance with local, state and federal health regulations.

##### Role of the School Health Coordinator

The health coordinator is appointed by the principal and shall schedule required health screenings according to state regulations by certified screeners. The Health Coordinator monitors immunizations, maintains health records, completes state and diocesan statistical reports and performs other health service related duties for which they are trained.

##### Role of the Health Screener

A health screener is a person who is certified by the State of Texas to perform required screenings, which includes vision, hearing, acanthosis nigricans and spinal screenings. The Health Screener may assist in recording and documenting screening and follow-up findings on student's health records.

##### Role of the Teacher



The teacher shall refer suspicious symptoms to the school nurse, health coordinator or principal. Students who are experiencing or may be experiencing social or emotional difficulties including but not limited to a mental health crisis shall be referred to the school counselor.

#### Role of the School Counselor

A school counselor is a professional with a master's degree in a mental health field. The school counselor supports the academic, social, emotional, and behavioral needs of all students. The school counselor will deliver a comprehensive school counseling program that will be delivered through the four components of (1) Guidance Curriculum, (2) Responsive Services, (3) Individual Planning, and (4) System Support.

#### Role of the Parent/Guardian

The parents/guardians are responsible for ensuring compliance of student immunization and providing the school with the necessary information and documentation regarding health and wellness of their child. If medical information changes at any time during the school year, for the safety of each student, parents or guardians must promptly notify the school office and school health coordinator in writing. Parents are responsible for taking the necessary action, including retrieval of their student when school authorities report to a parent an illness or injury occurring during school hours. In a life-threatening emergency, the principal or designee will take appropriate action to obtain medical assistance for the student. The parent is responsible for ensuring that proper medical attention is sought for health problems that may be discovered on routine health screenings at the school; the child's health is primarily and ultimately the responsibility of the parents.

## Health File

A health file is maintained on each student that will include:

- 1- Cumulative Health Card (Form 3202A) and
- 2- Student Health Form (Form 3202B)

Health records kept in the health file of a student and its contents are treated as confidential; they are available to the principal, school nurse, health coordinator and the professional staff, as necessary. Student health files must be stored in a locked filing cabinet in a secure area of the school.

The Student Cumulative Health Card and Student Health Form may be kept electronically using the student data management system (e.g., Facts SIS) used by the school.

## Immunization Requirements

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

A student may be provisionally enrolled if the student has an immunization record that indicates the student has received at least one dose of each specified age appropriate vaccine required by this policy. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and provide evidence of immunization to the school (i.e., documentation from pediatrician or other medical clinic/provider). The school nurse or health coordinator must review the immunization status of a provisionally enrolled student every 30 days to ensure compliance with this policy. If, at the end of the 30-day period, the student has not

received a subsequent dose of the vaccine, the student is not in compliance with this policy and the school shall exclude the student from attendance until the required dose is received and proof is provided to the school.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify for an exemption in Catholic Schools in Texas.

The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) in good standing and authorized to practice in the State of Texas that includes the physician's license number. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

## Emergency Medical Release Forms

Emergency Medical Release Forms are kept for each student to provide information to assist in locating parents or an emergency contact person. It is essential to update this information as needed. This information may be kept electronically using the student data management system (e.g., Facts SIS) used by the school.

## Medication Policy

Form: Medication Permission Request Form – 8201A

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector.

Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

### Medication Permission

The Medication Permission Request Form (Form 8201A) must be completed by the parent/guardian and the health care provider in order for any medication, including "over-the-counter" medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops, and sunscreen), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person.

Medication must be brought to the office by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given.

Prescription medication must be in its original container and clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage



6. Directions/Route of administration
7. Time the medication is to be given
8. Duration of administration

Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student's name. Over-the-counter medications must be the smallest available size to meet the student's medical needs.

Medication will be dispensed by a designee of the principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year.

### **Use of Repellents at School**

School employees including, but not limited to, coaches are not to purchase or provide a student with insect repellent. School employees may not share their own repellent with a student or apply repellent to a student.

### **Use of Sunscreen at School**

Sunscreen shall be treated like any other medication and requires an appropriate and complete medication permission form on file with the school in order to be applied during the school day.

### **Medication Administration Off School Grounds**

Daily and rescue medications (i.e., asthma, allergy, diabetic, and seizure medications) shall be sent on field trips with the teacher/chaperone who will be directly responsible for the student during the outing. All medications must be labeled and must be accompanied by a copy of the signed Medication Permission Form. The field trip's organizer must carry a cell phone on their person at all times during the field trip in case of emergency.

### **Medical Marijuana Policy**

Parents, guardians, and primary caregivers of students who have been authorized for the medical use of marijuana may administer medical marijuana to the student while the student is on school grounds or attending a school-sponsored event, provided that the prescription has been issued by a licensed physician in the State of Texas.

The parent/guardian or primary caregiver must bring the medical marijuana in its original prescription container, bearing the name of the student and a current (unexpired) date. The parent/guardian or caregiver must maintain possession of the medical marijuana while on school grounds or at a school-sponsored event. In no event will the medical marijuana be stored at the school or held by school personnel. Only the parent/guardian or primary caregiver may administer the medical marijuana to the student. School personnel will not administer the medical marijuana.

When on school grounds, the medical marijuana must be administered in the appropriate location where other medications would be administered (i.e. in the nurse's office or health coordinator's office). If there is not designated office for the nurse/health coordinator, the school administrator will designate an alternate location for administering the medical marijuana.

Medical marijuana may never be administered to a student by smoking or other form of inhalation while the student is on school grounds or attending a school-sponsored event.

## Epinephrine Policy

The purpose of this Epinephrine Policy is to establish guidelines and procedures governing the utilization of stock epinephrine auto-injectors. Texas Senate Bill 579 allows private schools to stock epinephrine auto-injectors in the event of an anaphylactic emergency resulting from a severe allergic reaction. Catholic Schools in the Archdiocese of San Antonio may choose to stock epinephrine auto-injector devices on campus. If a school chooses to stock epinephrine auto-injector devices, the school must follow the guidelines below from Senate Bill 579 and the TCCB ED Health Manual.

### Procurement of stock Epinephrine Auto-injectors

Each school that elects to stock epinephrine auto-injectors must have a physician's standing order for the administration of an epinephrine auto-injector to a person in anaphylaxis.

### Training

Any person that is expected to provide emergency care in an anaphylaxis emergency must be trained to recognize and treat the symptoms of anaphylaxis. Each school must have at least two (2) trained responders available during all hours the campus is open. Additionally, staff education, in compliance with Texas Senate Bill 589, will be conducted annually in regards to the care of students with severe, life-threatening allergies. Each staff member will receive an overview of epinephrine administration. Training must include information on:

- Recognizing signs and symptoms of anaphylaxis;
- Administering an epinephrine auto-injector;
- Implementing emergency procedures; and
- Proper handling and disposal of used or expired epinephrine auto-injectors.

### Storage and Maintenance

Each school that elects to stock epinephrine auto-injectors on campus will obtain and store epinephrine on campus in the school nurse's office, health coordinator's office, or a specific location accessible to trained school personnel and designated by the school principal. Non-patient specific epinephrine pens will be stored in an unlocked, easily accessible display or wall mount container of the school's choosing.

Inspection of the stock epinephrine auto-injectors shall be conducted monthly by School nurse or Health Coordinator and shall include the following diligence items: • Checking the expiration date found on the epinephrine auto-injector packaging • Checking that the epinephrine auto-injector packaging is intact; • Checking that the stock epinephrine auto-injectors are stored properly and in the designated place in the school.

### Administration

It should be standard practice that the school nurse or health coordinator will be the individual delivering epinephrine when the need arises. If the school nurse or health coordinator are not available to administer epinephrine, a trained staff member should deliver it.

### Response

In the event that any person (student/staff member, etc.) has the need of epinephrine for life saving measures, it will be standard practice at each campus that an ambulance will be called

immediately, the parent, legal guardian, or emergency contact must be promptly notified by the school if an auto-injector is utilized.

#### Notification after administration of epinephrine

The school will follow the directive per Texas Education Code Section 38.209(a), if a school personnel member or volunteer administers an epinephrine auto-injector, they shall no later than the 10th business day after the date of the administration: 1. Report to the Texas Department of State Health Services (DSHS) that an epinephrine auto-injector was used and print a copy of the report submitted electronically. 2. Notify the Superintendent of Catholic Schools and email a copy of the DSHS form. 3. Notify the TCCB ED Director, via email, with a copy of the DSHS report. 4. Notify the physician who prescribed the epinephrine auto-injectors and obtain any necessary refills to replace the used epinephrine auto-injector

## Treatment and Care Plans

### Allergies

It is the responsibility of the anaphylactic or potentially anaphylactic student's parents to inform the Principal, the student's teacher, teacher aide, health coordinator, and all other personnel who regularly supervise the student of their child's allergy.

It is the responsibility of the student's parent to complete and submit to the health coordinator a Food Allergy & Anaphylaxis Action Plan (FAAN) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent cannot be the same person. The Food Allergy & Anaphylaxis Action Plan shall include an individual treatment protocol that is established by the child's allergist.

The school does not assume responsibility for treatment in the absence of such a protocol.

The original Food Allergy & Anaphylaxis Action Plan should remain with the health coordinator and a copy should be distributed to the student's teacher. Substitute teachers should be advised of anaphylactic or potentially anaphylactic students in their class and emergency protocols for these students.

Anaphylactic or potentially anaphylactic students who have been issued a prescription for a single dose epinephrine auto injector shall deliver at least two, along with a signed Medication Permission Request Form to the health coordinator for use in case of an emergency.

Children who are no longer allergic or no longer require a single dose epinephrine auto injector must present written notice from their allergist.

Parents should educate their child in the self-management of their food allergy including:

- Safe and unsafe foods
- Strategies for avoiding exposure to unsafe foods
- Symptoms of allergic reactions
- How and when to tell an adult they may be having an allergy-related problem
- How to read food labels (age appropriate)

### Asthma

It is the responsibility of the asthmatic student's parents to inform the Principal, the student's teacher, teacher aide, health coordinator, and any other personnel who regularly supervise the student of their child's asthma.

The diagnosis of asthma should be noted on the student's Student Health Form and within their Health Record.

It is the responsibility of the student's parent to complete and submit to the health coordinator an Asthma Action Plan that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent cannot be the same person.

The Asthma Action Plan is meant for parents, physicians, teachers, and other relevant staff to coordinate information, methods of management, and define an emergency plan. All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the action plan. The action plan should be reviewed and updated by the parents at least annually or after an acute episode.

### **Diabetes**

It is the responsibility of the diabetic student's parents to inform the Principal of their child's diagnosis. Immediately following a child's enrollment or diagnosis, and before the child begins or returns to school, there must be a meeting to agree to a Diabetic Care Plan and how the school shall respond to a diabetic crisis during the school day. The meeting must include the student's parents, the Principal, teacher(s), health coordinator, and other staff who would supervise the student (e.g., before/after school care, coaches, etc.). All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the Diabetic Care Plan. The Diabetic Care Plan should be reviewed and updated by the parents at least annually and signed by a licensed physician or health care provider. The student's physician or health care provider and the parent cannot be the same person.

The health coordinator or any other school staff member (e.g., the student's teacher) who assists the student as they read, calculate, or dose for their insulin, should document the diabetic student's levels using either the student data management system or worksheet.

### **Injuries or Illness at School**

Children are expected and encouraged to make a teacher or any adult staff on duty aware if he/she has been hurt or is not feeling well during school hours. It is especially important that injuries be reported immediately to insure prompt and appropriate attention. All children are supervised, but it is impossible to witness every incident or to be aware of each child's medical condition without your help.

Written record of the injury, as well as the circumstances surrounding it, is made and parents are notified. Please be prepared to take your child home should he/she become ill during the school day. The school office will contact parents and advise them to arrange for child pick up. Children left at school with fever or an undiagnosed illness must be taken home.

### **Blood Borne Pathogens**

All schools follow the Blood Borne Pathogens Exposure Control Plan approved by the Superintendents of the Texas Catholic Conference Education Department in 1993, with the following modifications:

All schools are to have a designated waste receptacle. The receptacle should be constructed of heavy-duty plastic. It should have a fitted lid that opens in and not out. The receptacle should be lined with a plastic bag. Whenever handling waste material, the staff person should always wear latex gloves, or something comparable in the case of latex allergies.

Schools are not viewed by the Texas Department of Health or the Texas Natural Resource Conservation Commission (TNRCC) as being generators of "regulated medical waste" and are therefore not required to use red bags or biohazard labels for trash disposal. The Health Coordinator may dispose of waste in the regular dumpster.

If red sharp containers are used, the TNRCC does not recommend dumpster disposal. Options for disposal include; working with the current waste services provider; partnering with a local health department clinic, hospital, physician's office or other health care provider; or utilizing an approved medical waste transport service.

### **Medication/Health Related Incident Documentation**

Sacred Heart Catholic School maintains a daily log of health-related incidents, illnesses, or complaints, as well as a daily medication log. The daily medication log includes the time and dose administered to the student.

## **Child Abuse Laws**

The school is committed to the physical, emotional, spiritual, intellectual, and social well-being of students, and to the promotion of Christian family life concepts. Therefore, it is the policy of our school system to pursue all reasonable measures to assist maltreated children and their families. The school will cooperate with the Office of Child Protective Services in identification and reporting of suspected child abuse and neglect without hesitation.

Link:

Texas Department of Family and Protective Services (DFPS) <https://www.dfps.texas.gov/>

Texas Abuse Hotline Website <http://www.txabusehotline.org>

## **Student Accident Insurance**

Each school shall provide the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment and is usually part of the regular fees charged to parents each school year. Student accident insurance is secondary insurance and covers students at all school related activities and for travel to and from all school related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage. Parents are asked to familiarize themselves with the Student Accident Insurance and follow the guidelines outlined by the provider for filing a claim. The Archdiocesan student accident insurance does not cover school-sponsored overnight activities.

Accident Insurance is available to students through Sacred Heart Catholic School/San Antonio Archdiocese who uses Texas Kids First ([www.texaskidsfirst.com](http://www.texaskidsfirst.com)). Negotiations concerning insurance are strictly between the insured and insurance company.

## **Wellness**

The Archdiocese of San Antonio Catholic Schools is committed to providing school environments that promote and protect children's health, well-being, and the ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of Sacred Heart Catholic School that:

- All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at the school cafeteria will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.

- The school will provide nutrition, health, and physical education to foster lifelong habits of healthy eating and physical activity.

### **Physical Education (PE)**

Physical Education (PE) is an important part of your child's development. Your child will participate in physical fitness, motor skills development, rhythmic activities, games, and sport skill development. A student is expected to participate actively in PE. Any excuse from active participation in PE class involving three consecutive days must be accompanied by a physician's note. Until that time, a parental note is sufficient. Students should bring a water bottle to class each day.

### **Pediculosis (Head Lice)**

Students found to have head lice shall be excluded from school immediately. Students must be free of live lice and nits before re-admittance to school. A parent shall accompany the student to school following exclusion because the student must be checked by school personnel before re-admittance to school and found to be lice and nit free.

The school nurse or health coordinator is responsible for notifying the parents of the student who has lice. In order to prevent a widespread problem and to avoid the spread of misinformation, parents should be instructed on how to recognize nits and given tips on treatment and prevention.

### **Food Allergies**

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

#### ***Student's Responsibility:***

- Should not trade food with others
- Should not eat anything with unknown ingredients or known to contain any allergen
- Should be proactive in the care and management of his/her food allergies and reaction based on his/her developmental level
- Should notify an adult immediately if he/she eats something he/she believes may contain the food to which they are allergic

### **Dietary Wellness**

Sacred Heart Catholic School supports healthy eating choices and will commit to the following:

- Strive to comply with the Texas Public School Nutrition Policy and/or the USDA Dietary Guidelines for Americans for all foods and beverages sold or served at school.
- Provide and allow plain, unflavored water anytime during the school day for students in all grades.
- Provide opportunities for all students to be physically active on a regular basis.
- Assure compliance with the Federal Child Nutrition Program requirements when participating in the federal program

Snacks may be sent for your child and should be of nutritional value. These should be packed separately from his/her lunch to avoid that the snack become the lunch and vice-versa.

Birthday celebration foods as cupcakes and sweets should not be part of the student's lunch but are allowed after the lunch period and towards the end of the school day. Parents may provide snacks for the whole class, but must also be mindful of nutritional values and student allergies.

#### Food of Minimal Nutritional Value (FMNV)

- Soda: any carbonated beverage
- Water Ices: Any frozen sweetened water with exception of those products containing fruit or fruit juice.
- Chewing Gum: Any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing
- Certain Candies: Any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients.

#### Cafeteria School Lunch Program

Sacred Heart Catholic School provides a cafeteria school lunch to students who opt for this service. While students may bring their own lunch, all students are encouraged to take advantage of the cafeteria school lunch service. A yearly or monthly menu will be available.

Sacred Heart Catholic School may or may not participate in the **National School Lunch Program (NSLP)** in certain years. During the years of participation, the school cafeteria lunch program will abide by all requirements of the NSLP. During the years of non-participation, the school cafeteria lunch program will remain as closely compliant as possible to what NSLP would require.

**Sharing Food.** Each student has a unique health and allergy history. For the safety of each child, students are not permitted to bring lunch for other students, nor are they permitted to share lunch or snacks with other students.

**Fast Food Lunches/Energy.** In the interest of the student's well-being, parents are requested to refrain from bringing fast food lunches to their children. Highly caffeinated energy drinks are not permitted in the cafeteria. Students may not share food with each other in the cafeteria nor in the classroom during snack time.

**Eating Lunch with Your Child in the Cafeteria/ Parents Delivering Lunch During the School Day.** Parents are invited to have lunch with their child in the cafeteria periodically. If the parent visit is during the monthly Lunch Bunch day, the parent must both sign in and exit through the Parish hall side doors. If the parent lunch visit is during a non-Lunch Bunch day, the parent must sign in through the school office and obtain and wear a visitor's badge prior to entering the cafeteria. Parents are requested to refrain from bringing fast food lunches to their children. Children will eat during their usual class lunchtime. Children are to return with their classmates at the end of their scheduled lunchtime.

Soft drinks are in a category of Foods of Minimal Nutritional Value and are highly discouraged during the times that the National School Lunch Program (breakfast and lunch) is in effect. In order to stay in good standing with the program, Sacred Heart School must provide an atmosphere that encourages good nutrition. **Please do not send soft drinks or energy drinks in school lunches.** The cafeteria will strive to offer alternative, acceptable drink items in addition to milk.

A visiting parent may bring lunch to his/her child only and the parent must sit and eat lunch with his/her child only.



## **Asbestos Notification**

### **AHERA - Asbestos Hazard Emergency Response Act**

The mission of the AHERA program is to protect students, their families, educators, and staff from exposure to asbestos in schools. To prevent exposure to asbestos in school buildings, AHERA requires all public and nonprofit schools inspect each school building for asbestos containing building material and prepare an asbestos management plan to prevent disturbance of asbestos. The Texas Department of State Health Services (DSHS) strives to carry out the AHERA mission efficiently, effectively, fairly, and professionally with respect and dedication to all Texans.

## **Safety and Emergency Procedures**

Safety refers to the school environment and encompasses all factors that impact the safety and health of students and teachers. This can include environmental hazards, classroom and working conditions, drug and alcohol abuse, nutrition and health, and violence (bullying/harassment).

Our goals are to improve and maintain the safety and health of everyone in school as evidenced by fewer hazards and/or injuries, illnesses, and complaint referrals; to impact the awareness and culture of our school community towards greater commitment towards safety and health; and, to secure the confidence of our school stakeholders through our commitment and accountability to a safe school environment.



# School Safety Implementations

The following areas of safety have been addressed by Sacred Heart Catholic School and are operative or are in process:



## School Crisis Response Plan

Sacred Heart Catholic School uses the Archdiocese of San Antonio Department of Catholic Schools' Guidelines for School Crisis Response Plan as a guide and resource in creating a school crisis response plan for the school. The school implements the Standard Response Protocol and Standard Reunification Method established by the I Love U Guys Foundation. The Sacred Heart Catholic School Crisis Response Plan contains personal directory information and is published in

the school communication system drive accessible only to relevant school, church, DCS, and community individuals.

The principal is responsible for updating and publishing a crisis response plan annually for use in the event of emergency conditions. Annual staff training on the details of the school's crisis response plan must be provided. Staff training may occur during staff in-service before the start of each new school year and should include all school employees.

1. The crisis response plan should at a minimum include the following:
2. Chain of command and responsibilities
3. List of all emergency numbers
4. Emergency calling system for notification of parents/guardians to include in the event of a crisis before or after school hours
5. List and description of Standard Response Protocol
6. Aerial images of campus and surrounding area
7. Designation of two off-campus locations (at minimum) where students will be taken in the event of evacuation
8. Expectation for and frequency of practice drills for Standard Response Protocol

## Building Safety Procedures

Sacred Heart Catholic School meets all safety standards according to city ordinance and Archdiocesan Risk Management Programs.

It shall be incumbent on the Principal to make inspection reports known to the pastor/authorized agent and school council so that the recommendation of such inspectors can be implemented. Principals shall be diligent in conducting the appropriate fire drills, tornado drills, and any other disaster drills. Evacuation routes must be posted in each room. Principals shall arrange for active threat training every three years which must be provided by a law enforcement officer. The principal shall also arrange for annual review of the procedures. *See Policy 5207 Active Threat Training.*

Schools not in compliance with safety standards are to immediately report circumstances to the pastor/authorized agent and the superintendent.

School buildings shall provide smooth and safe flow of pedestrian and vehicular traffic. All building exit doors are to open outward, have egress capabilities, and be equipped with panic hardware. All exits are to be clearly marked and have legal exit lights. An exit plan shall be clearly displayed in each room.

### Bomb Threat

If a telephoned or written bomb threat is received by the school, the following procedures are to be observed:

- Staff will be notified with a pre-determined announcement.
- Evacuate the school as for a fire drill.

- Inform the police immediately. Once the police arrive, accept their decision as to the course of action to be taken.
- Inform the Pastor/authorized agent and Superintendent immediately.
- Make sure that all students are accounted for and not visible.
- Remain in pre-determined location until you are notified by the authorized individual to return to school.

## Fire Drills

One of the greatest dangers in a school building is fire. Therefore, students are urged to be safety-conscious and follow the fire regulations exactly. In accordance with regulations, a fire drill will be held every month.

### SIGNAL

- Fire Drills are signaled by the RINGING of the Fire Bell, or when this creates a greater collective chaos, by announcement through the intercom system

### STUDENT BEHAVIOR

- Absolute silence is maintained throughout the fire drill, unless necessity requires it otherwise.

### STUDENT PROCEDURE

- Students must leave the classroom and building as quickly as possible, proceeding from the classroom in a single file to the exit the class has been instructed to use. Students are encouraged to walk fast, but not run. Students should remain outside the building with their group at the designated site until the signal is given to return. Every drill should be considered as an actual emergency.

## Tornado Warning

If weather situations are severe the school will take precautionary measures. If a warning is in effect in the locality of the school, students should be taken to a safe place.

### SIGNAL

- Tornado Drills are signaled by one long continuous bell tone, or when this creates a greater collective chaos, by announcement through the intercom system
- The PA system will be used for directions

### STUDENT BEHAVIOR

- Absolute silence is maintained throughout the tornado drill, unless necessity requires it otherwise. Eyes and mouth are to remain closed.

### STUDENT PROCEDURE

- Students should be kept inside, away from windows/glass and preferably in an interior hallway on the lowest floor.
- Students should be sitting with their knees drawn up to their chest with their arms and hands covering their head and neck.
- Everyone will remain in this position until the signal is given to return to class.

## Lock-Down Drills

Lockdown drills are to be conducted periodically as a protection against intruders in the school, drive-by shootings, emergency situations around school property, etc. All procedures during such an event are to be followed according to the school's crisis management plan.

### SIGNAL

- Staff will be notified with a pre-determined announcement.

## BEHAVIOR

- Absolute silence is maintained throughout the lock-down drill, unless necessity requires it otherwise. Be calm, be quiet, and be still.

## CORRECT PROCEDURE

- All doors should be locked and door window covered, by the teacher not the student if possible.
- The Barracuda door tool should be installed on the door by the teacher, not the student if possible
- Students should move to the safest location of the room and not visible from the door.
- Everyone is to remain in their area until notified by an authorized individual that all is clear.

### Standard Response Protocol

Sacred Heart Catholic School adheres to the Texas Catholic Conference of Bishops' requirement for ongoing practice of safety drills. The Standard Response Protocol is implemented in executing safety drills.

The following safety drill are implemented:

- **Hold!** Hold is the protocol used when hallways need to be kept clear of occupants. The following are some examples of when the school might initiate a Hold: an altercation in the hallway; a medical issue that needs attention; unfinished maintenance operation in a common area during class changes.
- **Secure!** Secure is the protocol used to safeguard people within the building. The following are some examples of when the school might call for a Secure: an unknown or unauthorized person on the grounds; dangerous animal on or near the grounds; criminal activity in the area; planned police activity in the neighborhood.
- **Lockdown!** The following are a few examples of when the school might initiate a Lockdown: dangerous animal within a school building; intruder; an angry or violent parent or situation; report of a weapon; active assailant.
- **Evacuate!** Evacuate is called when there is a need to move people from one location to another for safety reasons. The following are a few examples of when the school might initiate an Evacuate: fire or smoke in the building; anytime it is no longer safe to stay inside the building.
- **Shelter!** Shelter is called when a specific protective actions are needed based on a threat or hazard. Examples of threats/hazards include tornadoes, earthquakes, hazardous materials situations, severe weather, or other local threats.

Additional information and resources can be found at

<https://iloveguys.org/The-Standard-Response-Protocol.html> .

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# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the “All Clear” is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **TEACHERS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Do business as usual  
Take attendance



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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<http://loveuguy.org>



## Active Threat Training

All employees must be trained in civilian response to an active threat event. All employees must receive updated training every three (3) years based on the date of their first training. Employee training must be provided by a law enforcement officer or agency that is both Advanced Law Enforcement Rapid Response Training (ALERRT) level 1 trained and Civilian Response to Active Shooter Events (CRASE) certified. At the start of each school year, the Principal should review with staff the active threat protocols and the schools Crisis Management Plan. Schools shall ensure all employees comply with this policy. Employee training must be documented, and documentation shall be retained in the employee's personnel file for three (3) years from the date on which the training occurred.

## School as Weapon Free Zone

It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus, or at school-sponsored athletic, social, or extracurricular activities. The person who does this will be immediately reported to the police. The Principal will notify the parents/guardians if a police report is made in violation of this statute. *18 U.S. Code § 922 (q)(2)(A)*.

## Student Transportation Safety

Sacred Heart Catholic School does not own or operate school vehicles and therefore relies on parent transportation for field trips and school activities. The school secures a Memorandum of Understanding for transportation with agencies/organizations/businesses identified to provide crisis response transportation, as would be the case in completely off-site relocation.

If the school or parish should ever be responsible for the operation of a school vehicle (e.g., bus), it is expected that all state regulations regarding licensing, insurance, safety, and other legalities be observed.

Any driver transporting students in an archdiocesan vehicle must be approved by the insurance company of the Archdiocese of San Antonio.

The National Transportation Safety Board has determined that 15-passenger vans are unsafe and, therefore, are not to be used to transport students.

Any driver transporting students in a private vehicle must adhere to the Archdiocesan of San Antonio safety rules. It is suggested that parents transport their own child to any event outside the school. Parents who provide transportation for students must have proof of valid driver's license and proof of a valid insurance. Parents who provide transportation do so at their own risk.

## Financial Policies

### Payment Agreement

The following is the current policy of Sacred Heart Catholic School regarding payment agreements:

- **Application Fee:** Sacred Heart Catholic School currently absorbs the FACTS application fee.



- **Enrollment Fee:** Payment of the enrollment fee is the last step of school enrollment and is due at the time of final enrollment submission via FACTS online. Payment is made to Sacred Heart Catholic School.
- **Monthly Tuition:** Tuition payment are made through FACTS online August – May.
- **Incidental Charges:** Incidental charges for incidentals as cafeteria lunch, After School Care, tardy and phone fees, etc. will be charged monthly separate from tuition. Unfulfilled service hour fees will be charged at the end of each semester.
- **Annual FACTS Fee:** The annual FACTS maintenance fee is currently not being charged to the parent.
- **Past Dues:** If at the end of the school year, a family has an unpaid balance, re-enrollment may be declined by the school.
- **Withdrawal:** If a student withdraws during the year, the tuition refund (if any) will be prorated and an administrative fee of \$200 per family will be withheld from any refund UNLESS military orders or proof of city relocation are provided as reason for withdrawal or the student has withdrawn as a disciplinary decision of the school.

## Tuition Rates and Policies

All families will pay tuition in accordance with the schedule of rates adopted by the school. Tuition rates will be defined by the cost to educate a student. Cost to educate is determined by taking the total cost of operating a PK-6<sup>th</sup> grade school and dividing that by the number of student enrollment. When the cost to educate is greater than what a parent might be able to pay, efforts are made by the school to fill the gap with fundraising, subsidies, and other financial sources. This effort makes especially important the parents' role in fulfilling service hours, as the service would otherwise be rendered through actual payment.

The following steps are taken when changing tuition rates:

1. The Principal studies the cost to educate, past and present budgets, and enrollment projections, and then arrives at a proposed tuition rate.
2. The School Advisory Council will review the proposed tuition rate and seek information and answers before arriving at a recommendation to the Principal. If the recommendation is different than the Principal's original proposed tuition rate, both the Principal and the Advisory Council will collaborate in arriving at an acceptable tuition rate.
3. The Principal will submit the proposed tuition rate to the Pastor, who will approve or deny the new tuition rate
4. The decision of the Pastor supersedes all decisions and/or recommendations.

The current tuition rates are below.

TUITION	YEARLY	10 MONTHLY PAYMENTS
Registered Parishioner	\$5,140	\$514
Non-Parishioner	\$5,440	\$544

The first enrollee pays the regular tuition. Thereafter, a \$150 multi-sibling discount is applied to each additional sibling of the enrollee. The discount is applied to the total tuition of the individual.

For example, if a student is the sister of an enrollee and whose family is a registered parishioner, her yearly tuition would be \$5,140 less \$150, which reduces to \$4,990. Every additional sibling in her family would also receive a \$150 discount.

#### Payment Options

- Option #1: Tuition is paid in full in August and then monthly incidental fees are paid by designated monthly dates.
- Option #2: Tuition is divided into 10 monthly payments. Monthly tuition and monthly incidental fees are paid separately by designated dates.

All tuition must be paid in full by May 20<sup>th</sup> of the respective school year.

#### House Bill 1881

House Bill 1881 was passed in the Texas Senate in May 2015, allowing Pre-K thru 12th grade private schools to no longer absorb the cost incurred with processing fees for tuition paid with a credit or debit card. This means that SHS parents will incur a processing fee when using a credit or debit card for payments made to FACTS or in the Business Office.

## Collection of Enrollment and Other Fees

The enrollment fee is used to reserve a place for the student. The Principal, with the support of the School Advisory Council, shall determine the amount of the annual enrollment fee. The enrollment fee is nonrefundable; and may not be transferred from one catholic school to another, except for extenuating circumstances regarding a family's financial needs.

A registration fee of \$185.00 per student is due in full at the completion of the online enrollment process if enrolled prior February 20<sup>th</sup>. On and after February 20<sup>th</sup>, an enrollment fee of \$225 per student will be assessed.

<b>ENROLLMENT FEE (NON-REFUNDABLE):</b>		
Per Student	Early Bird: \$185	After February 20th: \$225
Enrollment is complete only after all information requested is completed, all required uploads have been met, and the enrollment fee has been paid.		

Additional fees may apply, depending on the use of services and/or the completion of certain tasks or requirements.

<b>CAFETERIA FEES</b>	<b>EXTENDED CARE FEES</b>	<b>SERVICE HOUR FEE</b>
\$3.75 per meal. A la carte items are charged separately.	<u>Regular Participation Fee</u> \$40 flat weekly fee per child per week during the regular school operating weeks <u>Drop-In Fee</u> \$10 per child per day during regular school operating days. <u>Late Pick-Up</u> \$5 extra charge will be assessed for the day if picked up after extended care hours.	\$25 per service hour not met



## **Cafeteria Fees**

Sacred Heart Catholic School provides a cafeteria school lunch to students who opt for this service. The school may or may not participate in the **National School Lunch Program (NSLP)** in certain years. Cafeteria lunch fees will vary, depending on school participation.

The cafeteria uses the FACTS Renweb System for keeping track of student lunches. Parents make payment through their FACTS account online. For safety and internal control measures, payments are not accepted in the cafeteria. Payment notification will be made through the parent's provided email. Lunch accounts must not carry a negative balance. Students whose accounts have insufficient funds will receive a sack lunch of peanut butter and jelly until payment is made and the account is in the positive.

## **Extended Care Fees**

Sacred Heart Catholic School provides after school care to students during the regular school days. In order that adequate staff be secured by the school, parents must identify their level of participation during the online school enrollment process. The regular participation is charged regardless of use but secures that a child has coverage for the school year. The drop-in fee is suitable for the child who has daily consistent and reliable transportation after school but whose parent might encounter an unforeseen circumstance requiring the student's after school care.

## **Service Hour Fees**

Parents are required performing 20 service hours for the school year, with 10 completed the first semester and the remaining 10 completed the second semester. Performing service hours both exemplifies the school's mission of servant leadership and also aids in setting lower tuition rates and sustaining school operations. Parents not completing service hours by the designated dates will be assessed a \$25 fee per service hour not met. Service hour assessments will be charged once in January and once in May.

Sacred Heart Catholic School relies on prompt and complete payment of tuition and fees in order to meet its financial obligations. Tuition and school related fees from the prior year are to be paid in full prior to the next year enrollment, except for extenuating circumstances regarding a family's financial needs. In this case, the family must establish a repayment plan with the school's business office manager/bookkeeper, which will be approved by the school principal, before registering for the new school year.

## **FACTS Management**

FACTS Management (FACTS) is the billing provider for, but not limited to the following:

- Tuition
- Registration, Enrollment Fees
- General Fees
- Cafeteria Accounts
- Before/After School Care
- Service Hours
- Fundraiser/Raffle Fees
- Library Fees
- Field Trips
- Extra-Curricular Activities

- **Student Organizations**

**Automatic Tuition Deduction (ATD).** Parents are required to participate in the FACTS Tuition Management Program. Parents create a FACTS account prior the enrollment process and provide all requested payment information. Parents are to link their financial institute such that tuition and fees be withdrawn according to payment schedules. Parents are responsible for updating information in their FACTS accounts any time there is a change in payment methods or financial institutes.

FACTS does not charge a fee for automatic deduction of payments through a bank checking or savings account. However, a **2.85% processing fee** is charged with the use of a credit card or debit card. Tuition deductions are processed on the 5<sup>th</sup> or 20<sup>th</sup> of the month. FACTS applies a \$25 late payment fee/follow-up fee. Parents should communicate directly with the school bookkeeper if they are needing to make specific arrangements regarding payment dates.

Any check returned by the bank for the non-sufficient funds (NSF) will be charged a \$30 fee and if applicable a \$30 late payment fee/follow-up fee. A second NSF infraction requires that the remaining semester tuition or fees be paid in full by cash or money order.

Any graduating student (6<sup>th</sup> and Kinder) who is not current in tuition and incidentals may not be allowed to participate in the grade trips, luncheons, nor graduation exercises. This applies to all 6<sup>th</sup> grade and Kinder students and could jeopardize participation in the recognition and graduation exercises.

Failure to remit the remaining semester tuition or fees could result in a student being withdrawn from Sacred Heart Catholic School.

### **Tuition Discounts for Employees**

School and parish employees whose children attend Sacred Heart Catholic School qualify for a tuition discount of each child enrolled. The employee tuition discount for a full-time employee shall be 25% of their total tuition payment after any available tuition assistance. The employee tuition discount for a part-time employee shall be 15% of their total tuition payment after any available tuition assistance.

Employee tuition discount rates and policies shall be reviewed annually by the Pastor/Authorized Agent, Principal, and the school advisory council to ensure equity.

### **Refund Policy**

The business office will give pro-rated tuition (only) refunds as part of the withdrawal process when a family leaves Sacred Heart Catholic School due to a military deployment, a relocation of city, or a disciplinary decision of the school. Paid tuition for all other withdrawal reasons will be non-refundable. Should a family be suffering extenuating circumstances necessitating student withdrawal, a meeting should be requested by the parent with the Principal for special agreement and/or exemption.

Tuition must be current or in the case of overpayment, a refund will be granted.

### **Delinquent Tuition**

Sacred Heart Catholic School is blessed to be able to provide a quality education in a nurturing environment for our children. However, the school is also a business, which relies on prompt and timely payment of all tuition and fees in order to meet the school's financial obligations. At the discretion of the School Principal, any family account which becomes severely delinquent (60 days overdue) during the school year could result in the withdrawal of the child(ren). The child(ren) may re-enroll when the remaining semester tuition is paid in full; however, repeat

delinquent occurrences in subsequent semesters could possibly mandate the permanent withdrawal of the child(ren). If after a student is withdrawn due to delinquency and the account remains delinquent 30 days after withdrawal, the school may submit the account to a collection agency.

## **Tuition Assistance**

### ***Hope for the Future***

In the event a family experiences financial difficulties, any special tuition arrangements must be made through the business office, in consultation with the School Principal. The Archdiocese of San Antonio has established the Hope for the Future Scholarship Fund to assist families with the cost of school tuition. For information on eligibility and application process, please visit the website <http://hopeforthefuture.org>.

### ***Texas Education Freedom Account***

Texas has

## **Additional Scholarship**

### ***Kremer Foundation***

The Kremer Foundation offers grants yearly to various private Catholic schools. Sacred Heart Catholic School has been a recipient of this grant for distribution among qualifying student applicants. School selection for receiving the Kremer Foundation Grant is usually announced in the early spring and the student application window immediately follows for an approximate 20 day window. Families must meet a socioeconomic bracket to qualify and awards are made in the following fall. Application for the Kremer Grant is done directly through the school and is made available as soon as grant notification is received by the school.

### ***Sacred Heart School Scholarship***

When Sacred Heart School Scholarship funds are available, a small scholarship is awarded based on the following criteria:

1. Legacy – How long has the student/family attended the school? The longer the enrollment, the greater the chances for scholarship.
2. Multi-sibling Enrollment – How many other siblings attend the school? The greater the number of sibling attendance, the greater the chances for scholarship.
3. Student/Family Standing/Contribution – How does the student/the family add value to the overall school? The more actively contributing the student/family is, the greater the chances for scholarship.

Award may also be made at the discretion of the Principal when approached by a family's circumstance of dire need.

### ***Teresian Scholarship***

The Society of St. Teresa of San Antonio has been and continues to be a strong advocate for the education of students at Sacred Heart Catholic School. Recipients are recommended and are selected by based on legacy, multi-sibling enrollment, good school standing, and financial need. The Teresian Scholarship is available only as The Society of St. Teresa is able to fund.

## **Fundraising Activities**

All fundraising activities/programs must be approved by administration. Parents are not allowed to sell items on campus for personal gain. Any organization or group proposing to conduct any fundraising activity for the school and using the school's name shall first seek the approval of the Principal. Any funds raised from these activities shall be spent at the sole discretion of the

Principal and Pastor, in consultation with the organization who raised the funds. All revenues collected must be remitted to the school office or its representative for immediate deposit. Monies must never remain with the fundraising organization longer than 48 hours. In submitting deposits all forms and documentation must be included with the submission.

All fund-raising activities must adhere to the DCS Business Management Handbook, as well as all local, state, and federal regulations, where applicable.

## **Raffles**

Definitions:

Calendar year is defined as beginning January 1 and ending December 31 of the same year. *Tex. Occ. Code Sec. 2002.052.*

Schools cannot hold more than four (4) raffles, from selling tickets through awarding prizes, in a calendar year. Additionally, a school cannot sell tickets for a raffle during a period when the school is selling tickets for another raffle. *Tex. Occ. Code Sec. 2002.052.*

Raffle tickets MUST include the following information:

1. The name of the school/organization conducting the raffle
  2. The address of the school/organization or of a named officer of the organization
  3. The ticket price
  4. A general description of each prize having a value of more than \$10 to be awarded in the raffle; and
  5. The date on which the raffle prize or prizes will be awarded.
- Sec. 2002.055.*

Money cannot be offered as a raffle prize. The value of a raffle prize that is purchased by the school/organization may not exceed \$50,000. A raffle prize must be in the possession or ownership of the school/organization in order to be a lawful prize. *Sec. 2002.056.*

Schools cannot use paid advertising to “promote a raffle through the use of mass communication, including television, radio, or newspaper.” Raffles cannot be promoted or advertised statewide. Donated advertising is permissible. Raffles can be advertised using the school or church’s newsletter, email, social media or secure website (e.g., intranet) provided the website is accessible only to previously identified supporters of the organization (i.e., the school). Raffle tickets cannot be sold online. *Sec. 2002.054.* All raffle tickets distributed should be accounted for whether sold or unsold.

## **PTC as a Primary Fundraising Entity**

The Sacred Heart Catholic School Parent-Teacher Club (PTC) will sponsor fundraisers to offset annual operational expenses for the school. Parents are encouraged to support school fundraisers through donating their time, talent, and treasures, which may count toward parent stewardship obligations.

Sponsorship is a marketing opportunity, where Sacred Heart Catholic School will promote a business in exchange for a monetary contribution in support of an event or activity.

## **Methods of Internal Controls for Fund Raising Activities**

***Separation of Duties.*** No one person should handle an entire transaction from beginning to end. For example, if one person ordered supplies, received the supplies, wrote and signed the check for payment, performed the bank reconciliation, and issued the supplies, there is no way to detect whether property is being stolen or lost.

**Periodic / Temporary Reassignment.** Individuals involved in a cash handling position for an extended period of time should be transferred to other positions if possible. Be aware of any changes in the cash flow that could indicate mishandling of funds in the immediate past.

**Document All Transactions.** Without complete documentation, it is difficult or impossible to establish the integrity of any internal control system.

**Establish Written Procedures.** Written procedures and training programs must be established for all employees and volunteers. A simple matter such as improper completion of cash processing forms could have a detrimental impact on the internal control system.

**Independent Audit.** The use of an independent audit is not only necessary but can be a constructive management tool. A brief synopsis of the needs for an audit follows:

### **Procedures that Require Internal Controls**

#### **Receipts**

Receipts include all funds received by an entity whether in the form of cash or check(s). The following procedures should be used with general receipts:

- Receipts are to be kept in the clear plastic numbered bags provided by the bank and locked in the school safe until the deposit is made.
- If the school safe is unavailable (such as for weekend sales of Catholic Life Sweepstakes tickets), the receipts are to be safeguarded (in the clear plastic numbered bags) by a PTC officer.
- All checks should be restrictively endorsed immediately by the counters or recipient (Example: *For Deposit Only / Sacred Heart Catholic School / Account # xxx-xxxx*).
- Receipts should be deposited intact as soon as is practical.

#### **Deposits**

- All committees / entities must have two (2) members count the money at the same time. The money may be counted in the school bookkeeper's office at Sacred Heart Catholic School. One of the members must be the treasurer for that committee / entity.
- The treasurer will make a tally sheet and deposit slip for that deposit. Both money-counters will sign the completed tally sheet, which will accompany the bank deposit slip. Monies and all paperwork will be turned in to the school office for immediate deposit into the corresponding account.
- Copies of all paperwork should be made: one for the committee / entity and the other for the school office file. Originals will be submitted to the church/school bookkeeper.

#### **Fundraisers**

- See guidelines for *Receipts* and *Deposits* above.
- The event chairman must prepare a detailed report on total receipts and disbursements for the event. The report should be reviewed by the finance committee.
- All disbursements for the event will be paid through normal check writing procedures.
- Whenever possible, a "ticket" system should be used for purchases throughout the event. This system places cash in selective locations providing better security and control.

## **Purchase Approvals**

Purchases by fundraising entities require the Principal's prior approval. Prior to requesting approval, the fundraising entity should confirm availability of funds with the school bookkeeper. The treasurer, club sponsor, or committee chair should always maintain documentation of all financial transactions and balances. This practice creates a shared checks and balances.

All purchases require a proper check request submission to the school/bookkeeping office. Check requests require a two-week window prior need of check and must be accompanied by all pertinent paperwork. Reimbursements to individuals are discouraged and it is requested that research be done by the fundraising entity beforehand to request direct payment to the vendor instead. The school may deny any reimbursement for purchases not previously approved by the Principal and/or not properly documented with receipts.

Technology purchases totaling over \$50,000.00 must be submitted to the Archdiocese for an approval process. The school must submit a Financial Review Application to the Archdiocese Business Office and a letter to the Archbishop requesting approval for these purchases. Archdiocesan schools should consult with the Associate Superintendent of Business Operations prior to making purchases over \$10,000.

Textbook purchases, including technology purchases that are both textbooks and technology used for textbook resources (e.g., Chromebooks), are excluded from the expense approval process. Schools who purchase textbooks totaling over \$50,000 do not need to submit a Financial Review Application and letter to the Archbishop for these purchases. Archdiocesan schools should consult with the Associate Superintendent of Business Operations prior to making purchases over \$10,000.

## **Parents and Community Relations**

### **Parent Responsibilities & Cooperation as Condition of Enrollment**

A great advantage that a Catholic school has is the high degree of shared religious, academic, and moral values among the families who choose Catholic schools for their children and the adults who choose to work and teach there. In order for Sacred Heart Catholic School to serve the best interest of all families who attend this school, a general cooperation between home and school is needed and encouraged. It is essential that the authority of both the school and its personnel be recognized and respected both by the children who attend classes here and by their parents.

Parents who seek a Catholic Education for their child enter into a contractual agreement between the parent/student and the school and the rules of the school governing all areas of the student's development as stated in the school's philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both the parent/student and the school. Explicit rules and regulations are included in the parent/student handbook and various school communications. All students entering Sacred Heart Catholic School are admitted on a probationary status, and students may be dismissed/removed if deemed necessary by the Principal.

All families will pay tuition in accordance with the schedule of rates adopted for the year of attendance. No reduction or forgiveness of tuition will be granted to any individual, or family, without the consent of the school Principal and/or Pastor. Each family at a school shall sign a



tuition agreement with the school either on paper or through an online tuition management system.

## Visitors on Campus

To ensure the safety of all students, all visitors must check in at the school office regardless of their reason for visit. Visitors must be prepared with an identification document as a drivers' license and must both sign in and sign out prior and post their visit.

Visitors who have legitimate business at the school are welcomed. Parent and community participation in the regular school day instruction is encouraged. However, in order to preserve instruction, honor the time and intention of the teacher, and reduce interruptions to instruction, a visit to a classroom may be denied without prior arrangement with the teacher and/or administration. Visitors wanting to meet with teachers and administration are asked to make an appointment beforehand to the greatest extent possible.

## Requirements for Visitors/Volunteers

Sacred Heart Catholic School welcomes volunteers to help in the school setting. Any volunteer serving in a position where he/she may have contact with children or young people must undergo a criminal background check, complete safe environment training as conducted by the Office of Victim Assistance and Safe Environment and receive and acknowledge the Archdiocesan Sexual Misconduct Policy. No individual shall be permitted to volunteer for any position where there may be contact with children or young people without first satisfying these requirements.

Volunteers and employees in Catholic schools must be 18 years of age or older if they are in any position where there may be regular contact with children or young people. Volunteers and employees in a high school and in a position with regular contact with high school students should be 25 years of age or older. The principal reserves the right to decline or discontinue any offer of volunteer service at any time for any reason. Volunteers shall cooperate with the principal in providing a positive educational climate for the students. Volunteers are directly accountable to the principal. Volunteers agree to abide by policies and procedures of the school and the Archdiocese of San Antonio Department of Catholic Schools.

### Background Checks

The Archdiocese of San Antonio requires that every school conduct criminal background checks on all volunteers, this includes chaperones for field trips. No volunteer may work with students until a clearance is issued. A background check is initiated through the VirtusOnline system.

### Sexual Harassment Training

Per the Code of Conduct for Church Personnel within the Archdiocese of San Antonio, all employees must receive Sexual Harassment Training within 30 days from their hire date. Training must be renewed every three (3) years based on the date of the first training. All volunteers must receive Sexual Harassment Training prior to beginning their volunteer work. Training must be renewed every three (3) years based on the date of the first training. The Archdiocese of San Antonio uses the training program developed by VIRTUS.

### Safe Environment Training

Parents, family, and community members who contemplate assisting in the classroom, participating in field trips, or otherwise having contact with students are required to apply for a



criminal background check and complete the Office of Victim Assistance & Safe Environment Training (OVASE) required courses: Protecting God's Children, Vulnerable Adults Training, and Sexual Harassment Training. Individuals must complete the following steps.

1. Create a Virtus account at [www.virtusonline.org](http://www.virtusonline.org). This will initiate the background check and assign the 3 (three) required trainings.
2. Complete the 3 (three) required trainings: Protecting God's Children, Vulnerable Adults Training, and Sexual Harassment Training.
3. Submit certificate of completion to the school office. If a parent, completion will be verified instead during the student enrollment process. Training must be renewed every 3 (three) years.

The background check process can take several weeks. It is suggested that parents and volunteers complete the background check and OVASE training at the beginning of the school year

Parents, family, and community members who have not received criminal background clearances and OVASE may not assist in the classroom, participate in field trips, or otherwise serve as school volunteers.

### **Archdiocesan Code of Conduct**

All parents and school participants are required to follow the Archdiocesan Code of Conduct. Individuals who display disrespect or threat to the educational setting and/or the safety and security of the school may be asked to remove themselves and/or may have visitations to the school and/or its functions revoked.

## **Advocacy Organizations**

### **School Advisory Council**

The school council serves in an advisory capacity to the pastor and principal to determine improvements, establish needs, and ensure fiscal viability for the continued smooth operation of the school. The school council plays an integral role in the creation and implementation of the school's strategic plan, as each council member is a chairperson for a designated committee. Meetings are regularly scheduled for the third Wednesday of each month. The school council meetings are open to all interested parties. The right of visitors to address the school council is limited to those whose petition has been presented in writing to the school council president at least one week (seven days) in advance of the regular meeting and has been approved for the agenda. Visitors may not be in attendance during the executive session of the council.

Officers and members of School Advisory Council can be either elected or appointed and both the officers and members comprise the voting membership. The Pastor, Principal, Development Committee liaison, and PTC liaison are ex-officio and nonvoting members of the Council. The Council reviews and recommends changes in school policy. The Council reviews the school budget as prepared by the Principal and recommends action on it. The Council, along with the Principal, establishes both short and long term goals, and the Council acts in support of administrative decisions and actions taken by the Principal that implement previously established school policy. The Pastor retains the canonical responsibility of leadership in both parish and school, and in all cases reserves the right to take final decisions. The Council is advisory only in its capacity to make recommendations

### **Parent-Teacher Club (PTC)**

The Sacred Heart Catholic School Parent-Teacher Club (PTC) serves in assisting the administration, faculty, and staff of the school in the spiritual and educational development of the

Sacred Heart Catholic School families. The PTC actively promotes the welfare of the school by strengthening the relationship between home and school by promoting parental rights in education. The PTC also is responsible for providing and coordinating legislative action on behalf of Sacred Heart School; providing educational programs for the parents; serving as a conduit of information to the public at large regarding Sacred Heart Catholic School; and serving as a significant resource for fundraising opportunities. The general PTC meetings are regularly scheduled for the first Wednesday of every month for the school community during the school year. The PTC executive officers meet monthly in addition to the regularly scheduled general PTC meeting.

All parents and teachers are PTC members and are asked to participate in PTC activities and to do their part in support of the school, its operation, and extra-curricular activities. There are tasks for any disposition, talent, or circumstance, and there is no better application of parents' time than for those activities benefiting their own children.

### **Student Council**

A Student Council is a group of elected and volunteer students working together with an adult advisor within the framework of a constitution or bylaws to provide a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student/faculty/community relation. This definition is taken from the Texas Association of Student Councils. The Sacred Heart Catholic School Student empowers students to participate in the school's affairs and the decision-making process. Membership will be comprised of at least 5 (five) 5<sup>th</sup> and 6<sup>th</sup> grade students. A president and vice president will be elected by the student body at the beginning of the school year. Student Council is dependent upon student enrollment counts.

### **Principal's Student Advisory Committee**

The Principal's Student Advisory Committee will be comprised of one student representative from Grades K-6. Student representatives will be selected by their teachers. Each grading term a different student group will be nominated to serve. The Principal will meet with this student advisory group two times each grading term to discuss school topics and gauge student life.

## **Parent Service Requirement**

### **Service Hours**

Volunteerism is vital to the success of the Sacred Heart Catholic School community. Therefore, each family of a Sacred Heart Catholic School student is required to donate a minimum of 20 volunteer service hours per school year or compensate the school monetarily (\$25 per unfulfilled service hour). The service hour requirement is critical in maintaining tuition lower than the actual cost to educate. The service hour performance will be broken into two parts:

- 10 service hours for the fall semester
- 10 service hours for the spring semester

Service hours will be assessed separately at the end of each semester. Each incomplete service hour will be assessed a \$25 fee in FACTS. Surplus service hours from the fall may be credited towards the spring. Alternatively, parents may donate surplus service hours to another family.

The service hour requirement is per family of a student, not per student. For example, 20 service hours will be required of a family of one Sacred Heart student in the same way that the 20 service hours will be required of a family of 2 or more Sacred Heart students. Service hours may be earned by any member of the family. When signing in to volunteer rosters or turning in sales monies, the individual must always identify to what student/family the service will be credited. The family will be responsible for keeping track of all service hours and turning in the service hour log

at the end of each semester by the designated date. The school keeps records of activities to verify parent logs, not to create logs for families

The school encourages and applauds a family's support of the community at large; however, all acceptable service credits must come from service to Sacred Heart Catholic School/Parish.

The following parent activities are **required** of each family and will earn credit towards the 20 service hours:

1. Selling Annual Church Festival Meal Tickets
2. Selling Annual Church Raffle Tickets
3. Working a booth or station at the Annual Church Festival
4. Selling Catholic Life Raffle Tickets
5. Selling Knights of Columbus Fish Fry Tickets
6. Working a task at the Sacred Heart Annual Gala

Families must sell all tickets issued to earn credit. Partial ticket sales will not earn service credit. Families are encouraged to take more tickets to sell after fulfilling the first batch. All raffle monies are turned in directly to the school office and are not to be sent with students. NOTE: It is recommended for a parent not able to sell all tickets to buy and fill them, as these will nonetheless still be charged to the parent's FACTS account.

### **Service Roles**

In order to create an equitable balance of service, parents will earn a set number of credits for participating in the following activities:

1. School Council Officer/Member – 4 credits (2 per semester) for total of executive and general meetings held throughout the year.
2. PTC Officer – 4 credits (2 per semester) for total of all executive duties performed for the school year. Additional credits can be earned for participating in other school events that require service.
3. Head Room Parent- 4 credits (2 per semester) per classroom for being the head room parent. This includes head room parent meetings and time for planning and attending parties. Additional credits can be earned for participating in other school events that require the attendance of the head room parent.
4. Field Trips/Classroom Activities- Maximum number of hours as determined by the teacher luncheon/sweets.
5. Teacher Luncheon/Baked Items for Bake Sales-1 credit hour for fixing a dish for the teacher luncheon/sweets.
6. Volunteering in the Office/Library/School – 1 credit per physical hour worked.
7. Gala Wheelbarrow Items/Parade Donations/Other Item Donations – 1 credit per \$25 spent (receipt submission is required)
8. Basic Labor and Physical Participation in Event – 1 credit per physical hour spent actively participating in event
9. PTC Meeting/Activity Participation – 1 credit per physical actively hour spent (1 hour maximum time for PTC meeting credit).

## **Custody Issues**

It is the responsibility of the custodial parent to furnish the school with a copy of the custody section of the divorce decree. In the absence of the decree, a student will release to either parent. The school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, the school

will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. During any meeting with faculty and administration of the school, only the parent/guardian of the child may be present. Friends, relatives, acquaintances, etc. will not be permitted.

## Use of School Grounds and Buildings

Use of the school grounds and/or school facilities for any time is not allowable without the approval of the Principal and/or Pastor. Scheduling for building and facility use is to be sought by contacting the Pastor's secretary.

## Parties/Special Activities

School/classroom activities will be held to celebrate the following holidays: Thanksgiving Luncheon, Christmas, Valentine's Day, Spring/Easter, and End of Year.

Dates/times of each will be announced. Sign-up sheets will allow parents to volunteer to help with activities. A "Room Parent" will be designated to notify parents of upcoming activities for which they are signed up. Parents are to follow the wellness policy regarding treats being offered or served to students.

**Birthdays.** Birthday Celebrations will be scheduled at the end of the day from 2:45 to 3:15 and will be limited to store bought cupcakes only please.

**Private Parties.** All invitations for out-of-school parties are to be delivered to and distributed by the teacher. For the sake of courtesy, invitations distributed at school must include all members of the class (or all boys or all girls). Invitations to smaller groups cannot be distributed at school.

## School Publications

School publications serve to foster the creative talents of students and to assist and support the school in its public relations. Such publications shall be available to students, parents, pastors, and the parish community at large. Articles of archdiocesan interest shall be sent to the Department of Catholic Schools, through Hope for the Future, for publication. All publications must be approved and reviewed by the school administration.

The school's Acceptable Use of Technology Policy applies to all parents, volunteers, and school representatives participating in the creation and maintenance of school publications.

### School Website

Schools shall maintain a website that promotes the school and provides information to enrolled families, prospective parents, and the wider community. The school website is under the authority of the school and the school Principal. The principal shall designate a webmaster who is responsible for the content on the school website. Schools shall have written authorization from the parent/guardian before posting photos and videos on the school's or any Archdiocesan website. Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed.

Webmasters and individuals aiding in the creation and representation of the school website must at all time demonstrate professionalism and abide by the Archdiocese Code of Conduct.

### **School Sponsored Social Media**

Schools may maintain official school social media accounts to promote the school and provide information to enrolled families, prospective parents, and the wider community. The school social media accounts are under the authority of the school and the school Principal. The principal must designate a person who is responsible for monitoring and updating the school's social media accounts. Schools shall have written authorization from the parent/guardian before posting photos or videos of students.

Individuals representing and/or contributing to the creation, representation, and maintenance of the school social media must at all time demonstrate professionalism and abide by the Archdiocese Code of Conduct. Individuals are not to engage in aggressive, biased, dramatic communication or any communication that is not representative of Sacred Heart Catholic School. Individuals breaching the trust of the school will be removed from administering the school social media.

### **Media**

Members of the media will not be allowed on school property unless authorized by the Principal after presenting appropriate valid identification. The Principal shall notify the Superintendent if members of the media come onto school property. The Principal shall receive the approval of the Superintendent and Archdiocese Communications Office prior to any information released or communicated to the media.

Parents may not speak to the media on behalf of Sacred Heart Catholic School. Any representation of the parent must be prefaced as that of the parent and not of the school.

## **Communication Between Parents, Teacher, Administration, Pastor, and/or Authorized Agent**

### **Confidentiality**

Teachers and school personnel will keep confidential information entrusted to them as long as no one's life, health, or safety are at stake. Parents will be promptly notified of teachers' concerns.

### **Principle of Subsidiarity – Solve Issues at the Lowest Level Whenever Possible**

Parental involvement in the life of the school is both desirable and encouraged. Parents are invited to seek clarification in matters both of schoolwork and of student discipline at the classroom level first. The tone of such inquiry should be in the spirit of cooperation and mutual support.

In order to foster the sense of unity and community integral to Catholic schools, parents are asked to communicate their complaints directly to the classroom teacher by e-mail, phone call, and/or in-person conference. Texting is not an acceptable form of communication between a parent and a teacher when discussing student, classroom, or school concerns.

If the classroom teacher is unable to resolve the concern, the concern may be brought to the Principal, followed by the Pastor. For instructions on how to do this, refer to the Due Process/Appeals section of this handbook.

### **Procedures for Contacting School Personnel**

Procedure for contacting school personnel is the following:

1. Email the individual directly. Sacred Heart Catholic School relies heavily upon email to get news and information to parents. Parents are asked to maintain current email address in

the student information system and to check their email frequently for school communication.

2. Do not text the teacher or school personnel, especially during the school day when instruction is taking place. Priority is to safety and instruction to the student.
3. If the communication is urgent or time-sensitive, call the office and leave a message with the administrative assistant, who will then relay a written message to the specified individual. Do not call the teacher or personnel directly on the cell phone during the school day.
4. All calls should be directed to the school office at (830) 278-2661.

The school administrative assistant will be in the office from 7:30 am to 4:00 pm. If there is a need to call the school office, please do so during those hours. School matters will be handled during regular school hours.

The school will make every effort to respond within 24 hours.

### **Parent-Teacher Conferences**

Parent/teacher conferences are held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> nine-week grading period where report cards will be issued to the parents. At the end of the 2<sup>nd</sup> and 4<sup>th</sup> nine-week grading period report cards are issued and a conference may take place at the parent request (All report cards are emailed electronically via the FACTS RenWeb student information system).

These conferences provide an opportunity for the teacher and parent to converse about the academic, physical, emotional, and spiritual needs of the child. A Family Support meeting will be held when a student is a risk of failing one or more classes. If parents wish to meet with a teacher, they may do so by scheduling an appointment. It is recommended that parents contact their child's teacher whenever there is a question or concern. However, it is important to respect teachers' schedules and privacy by scheduling conferences in advance whenever possible. Teachers should not be contacted at home unless the teacher has specifically invited parents to do so. Teachers should also not be texted during the school day, as their immediate responsibility is to student instruction. No parent/guardian should enter a classroom for the purpose of meeting with a teacher with a teacher or student without prior scheduling with the teacher and explicit permission from the school office.

Classroom issues or concerns should not be brought to the attention of the administration until after discussing it with the teacher or staff member concerned and seeking resolution at that level. Any situation which cannot be satisfactorily resolved through direct contact with the teacher or staff member should be brought to the attention of the Principal.

## **Parents as Partners**

### **Parental Cooperation and Behavior**

In the Archdiocese of San Antonio, all members of the school community, including parents and family members, are expected to comply with all rules and policies while on campus and in communications with the school. Parents should be respectful, cooperate with the school with respect to all decisions affecting students, and avoid behavior which disrupts the orderly administration of the school. Any community member's failure to meet these expectations detracts from the mission of our Catholic schools and may jeopardize a student's continued participation in the school community.



## Reimbursement for School Costs and Attorney's Fees

The Archdiocese of San Antonio and its schools recognize the financial sacrifice many families make to participate in Catholic school communities. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Archdiocese and its schools have implemented the following policy: At times, a school is required to retain legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the pastor or Superintendent deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings). Accordingly, each person by enrolling a student in a school within the Archdiocese of San Antonio, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Archdiocese of San Antonio, and their respective officers, employees, agents, and representatives on demand from and for any and all attorney's fees and related costs without limitation.

## Parent Electronic Portals

The FACTS Family Portal is an internet-based electronic platform that Sacred Heart Catholic School offers parents so they can connect with their child's records and school. Facts Family Portal is a private and secure website that will allow you to see complete information specific to your child, while protecting your child's information from others. All you need is an Internet connection to view information such as tuition accounts, payments, attendance, grades, progress reports, transcripts, homework, missing assignments, and other useful school information.

RenWeb is the student information system that houses grades, attendance, assignments, and other school information that is not financial. RenWeb is linked into the FACTS Family Portal.

Parents receive instructions for creating a FACTS upon being accepted for school enrollment. Enrollment is then completed accessing this FACTS Family Portal and continues to be used for ongoing tasks, including re-enrollment.

The FACTS Family Portal can be assessed at <https://factsmgt.com/parents/#family-online>.

Sacred Heart Catholic School's District Code is **SHU-TX**

## Academic Policies

### Student Expectations and Responsibilities

It is the expectation and responsibility of each student enrolled at Sacred Heart Catholic School to use his/her God-given talents to enhance spiritual, personal, and academic growth through prayer and Christian like service, as stated in our mission statement. Student responsibilities for maintaining a positive learning environment at school or at school-related activity include the following:

- Living the Gospel Values.
- Accepting responsibility for his or own educational achievement.
- Attending all classes, daily and on time.



- Being prepared for each class with appropriate materials and assignments.
- Exhibiting respect and sensitivity toward others' learning needs
- Conducting oneself in a responsible manner conducive to learning.
- Respecting all property of SHCS, including books and desks.
- Promoting good home-school communication by promptly taking home all schoolwork, correspondence, etc. and returning what is required.

## Curriculum

The curriculum followed by Sacred Heart Catholic School is in accordance with the Archdiocesan Curriculum and Instruction Policy and is aligned with the Texas Education Agency **Texas Essential Knowledge and Skills (TEKS)** as well as the **Archdiocese of San Antonio Religious Standards Grades PK-8**.

Academic Instruction	Religious Instruction	Socio-emotional Learning
Texas Education Agency (TEA) Texas Essential Knowledge and Skills (TEKS)	Texas Conference of Catholic Bishops (TCCB) Archdiocese of San Antonio Religious Standards Grades PK-8.	<i>Kimochis Curriculum</i> <i>Just Say Hello</i> <i>Say Something</i>

Academic instruction at Sacred Heart is guided by **TCMPC/TEKS Resource System**, a state-wide comprehensive curriculum and assessment management system utilized by both public and private schools throughout Texas. The TCMPC/TEKS Resource System provides teachers with an instructional **Year at a Glance (YAG)** identifying the main units to be taught in a quarterly format as is the 9 week four term structure of our school. TEKS Resource System also provides teachers with the **year-long curriculum guide** to ensure both vertical and horizontal alignment of instruction. Teachers utilize the following textbooks/resources to carry out their instruction.

Core Area	Curriculum/Textbook/Resource
English Language Arts	<i>Sadlier English Language Arts</i>
Reading	<i>Sadlier Vocabulary Workshop, Sadlier From Phonics to Reading, Zane-Bloser Superkids, Scholastic Magazine, Novel Sets, Accelerated Reader (AR)</i>
Math	<i>Sadlier Math, IXL Intervention, STMath</i>
Science	<i>Science Weekly</i>
Social Studies	<i>Social Studies Weekly</i>
Religion	Ignatius Press <i>Image of God Who Am I?</i> (PK), Loyola Press <i>Christ Our Life</i> (K-6)

## Building Strong Foundations

Sacred Heart Catholic School participates in the Uvalde CISD Title I program designed to provide academic tutoring to qualifying students. Additionally, Sacred Heart participates in the Title II program designed to provide professional development to teachers in areas relevant to student instructional needs.

Sacred Heart Catholic School partners with Uvalde CISD in identifying and servicing to the best of our ability students with learning needs as dyslexia services, speech therapy, and other special education needs.

A Family Support Team Meeting can be held to discuss and plan for a student who may be experiencing academic difficulty and may be in need of intervention. The Family Support Team Meeting can be initiated by the parent or guardian, school counselor, Administration, or teacher. Parents/guardians, the student's teachers, and the school counselor, are present to discuss academic or behavioral concerns and develop solutions. These meetings are held for any student who has demonstrated the need for assistance and for those students who are on contract for admission. If documentation of progress of a student show that a student continues to struggle academically, additional tutoring outside academic support may be required for a student to remain enrolled. If a student is not making adequate progress, the Administration and the Academic Team may determine that a student shall not enroll for the following school year. If the decision is made, Sacred Heart School will assist the family in finding a school which appropriately meets their needs.

## Report Cards

The report card is an evaluation of the student's performance in school. Report Cards are issued four times a year based on a nine-week grading period. Sacred Heart Catholic School uses the FACTS RenWed student information system to document and email report cards. You can view your child's grades, attendance, homework and conduct, as well as other useful school information. Please refer to the section entitled Parent Electronic Portals.

Teachers update grade books periodically and upload grade reports to RenWeb for parent reference. Parents are asked to use RenWeb grade reports as a means of tracking missing coursework and overall progress. Parents are advised not to construe interim reports as predictions or promises of specific final grades. The definitive grade report is the Report Card.

To avoid grossly overstating an interim grade average, missing coursework generally will be recorded as a zero until the student completes the missing work.

The marking system is based on four criteria:

- Daily/Formative Assessments 60%
- Test/Summative Assessments 40%

Conduct is based on the student's respect for the Discipline Code

## Grading Policy

Grades are determined by the student's performance on tests, projects, quizzes, class work, homework, and participation. The conduct grade is based on the student's adherence to the behavioral guidelines, attitude, and personal responsibility.

Alphabet grades are used for students in grades PK-1 and numerical grades are used in grades 2<sup>nd</sup>-6<sup>th</sup>.

For **Pk3 through grade 1**, the following evaluation key is used:

- **E** = Excellent 94-100
- **S** = Satisfactory 85-93
- **P** = Progress 75-84
- **N** = Need Improvement 70-74
- **N/A** = Not Applicable 69-below

For **2nd grade through 8th grade**, the following evaluation key is used:

- **94-100 (A)** Exceptionally High Achievement
- **85-93 (B)** High Achievement
- **75-84 (C)** Average Achievement
- **70-74 (D)** Low Achievement
- **0-69 (F)** Failure to Master Material

For **PreK-8<sup>th</sup> grade**: Physical education, Art, Music, Technology the following evaluation key is used:

- **E** = Excellent 94-100
- **S** = Satisfactory 85-93
- **P** = Progress 75-84
- **N** = Need Improvement 70-74
- **N/A** = Not Applicable 69-below

**Conduct Grades.** The following grades apply to all grade levels PK-6:

- **O** Outstanding Effort 94+
- **S** Satisfactory Effort 85+
- **I** Improvement Needed 75+
- **U** Unsatisfactory Effort 70+
- **N** Effort not observed 69-

**High Honor Roll:** 94-100 Average of core subjects with no grade below 85 in any subject.

**Honor Roll:** 85-93 Average of core subjects with no grade below 70 in any subject.

**Academic Honor Roll (Grades 1-6):**

High Honors/A Honor Roll: 94-100 in all subjects with letter grades of “S” or higher in Rotation subjects

Honors/AB Honor Roll: 85-100 in all subjects with letter grades of “S” or higher in Rotation subjects. (AB Honor Roll)

## Promotion / Awarding Course Credit Policies

There are no social promotions in the schools in the Archdiocese of San Antonio. Students are promoted to the next grade level based on their academic achievement.

The following are the specific regulations for promotion for various grade levels:

- **PK3-PK4.** Promotion at this level is determined by the teacher and principal in consultation with the parent/guardian.
- **5K-1.** Students must have at least a “G” (*Good Progress*) final average in Reading **and** Mathematics.
- **2-5.** A student must have at least a “70” final average in Religion, Reading, English, Language Arts, Mathematics, Science, and Social Studies. A student who fails Reading and Mathematics will not be promoted.
- **6<sup>th</sup>.** A student must have at least a “70” final average in, Religion, English, Reading/Literature, Mathematics, Science, and Social Studies. A student who fails more than 2 core subjects is not promoted.

## Credit Recovery

Any student who fails **one core subject** for the year must attend summer school in order to be promoted. Proof that the failed subject has been successfully completed must be submitted to the school office before promotion is granted. If a parent/guardian chooses tutoring as a summer school substitute, 24 hours with a qualified teacher or agency is required. Depending on the progress of the student in summer school, re-admission may be granted on a probationary basis by the principal

## Homework

Homework is assigned primarily to reinforce class instruction and, secondly, help the student form good study and work habits. Keeping these two positive aspects in mind, parents should demonstrate an active interest in the child's day-to-day progress and provide suitable conditions for home study. Each student will be responsible for submitting all assignments on time. This may vary according to age level. Each grade level will specify appropriate consequences. In the case of an absence, the student remains responsible for assignments due during that period. It is the student's responsibility to see that all assignments, class work and homework, are completed and submitted to the teacher within the ordinarily allowed one-day grace for each day absence. If not turned in during this time, the assignment(s) will be recorded as late work. An administrator may be consulted for any exceptions due to extraordinary or extenuating circumstances.

Our school adheres to the policy of assigning homework to our students. Assignments are primarily a means of reinforcing and enriching classroom instruction. Parents should aim to give their child the kind of help that encourages and develops good work habits, independence, and a sense of responsibility.

Ordinarily the assignments should only require from one-half hour to one hour of time. Keep in mind that written work is not the only kind of homework. Study assignments may be given occasionally

All students should participate in 15-20 minutes of reading per school night (Monday – Thursday).

It is the responsibility of the child's parent to:

- Provide a well-lighted, quiet space for study and reading.
- Assure that homework assignments are completed on time.
- Communicate with the teacher(s) regarding academic / behavior concerns.
- Attend Mass or other church services with their child(ren) on weekends.
- Provide proper rest and nutrition for their child(ren).

### **Testing Program**

Testing is diagnostic in purpose and indicates to both the teacher and students the effectiveness of the learning process. It points to areas that need improvement. It should make the students aware of their performance and should encourage progress. Sacred Heart Catholic School engages in two school-wide assessments:

1. NWEA MAP Growth. MAP is a progress monitoring test implemented in grades K-6 in the areas of Math, English Language Arts, Reading, and Science. MAP is tested three times per year and satisfies the testing requirement set forth by the Texas Education Agency and TCCB.
2. ARK Test. The Assessment of Religious Knowledge (ARK) is a required assessment for grades 2<sup>nd</sup> and 5<sup>th</sup>. Sacred Heart opts to test ALL students in grades 2<sup>nd</sup> -6<sup>th</sup> and all teachers and professional staff.

### **Copyright Policies**

All employees, volunteers, and students will abide by the Federal Copyright Laws. Employees, volunteers, and students may copy print or non-print materials allowed by the following:

- Copyright laws
- Fair use guidelines
- Specific licenses or contractual agreements
- Other types of permission

Employees, volunteers, and students who willfully disregard copyright laws are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

### **Field Trip and Outings Policy**

Form: Field Trip Form – 7108A

Volunteer Driver Form -7108B

Employee Driver Form – 7108C

Field trips are permissible for all grades when advanced planning, location, and experience ensure a successful learning opportunity. The principal must initially approve the planning of the field trip or outing. The following criteria should be taken into consideration when planning a field trip or outing:

- The nature and purpose of the trip should relate to the mission, philosophy, and goals of the school.
- Field trips should be related to the curriculum, meet educational objectives and goals.

- The trip should be appropriate for the age and maturity level of the students. The following requirements must be met when seeking approval for the Field Trip:
- The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance or poor conduct.
- Adequate transportation must be provided by the school. Appropriately licensed, insured, and bonded transportation must be used. The school is discouraged from using private individuals for transportation. In the event that private individuals are considered for transportation, all requirements from the Archdiocesan Office of Risk Management must be met.
- Adequate supervision by qualified adults must be provided by the school, including one or more employees of the school. Supervising adults and employees must review and acknowledge the Archdiocesan Sexual Misconduct Policy. The school is responsible for tracking and documenting the compliance of volunteers and employees with the aforementioned requirements.
- The student must have a signed and dated release form from the parent/guardian for each field trip. Specific information such as purpose, destination, activities, method of transportation, fees, emergency numbers, estimated time of arrival and return, must be indicated or requested on the permission release form.
- All student emergency medical information or medication permission forms remain in effect during the field trip activity. The field trip permission form and any medical forms, including, but not limited to, medication permission forms, must accompany the student on the trip. If the field trip is out of town and/or overnight, parents should be asked to submit more specific information as needed.
- For one-day out of town field trips, the principal and Pastor/authorized agent must approve. For overnight field trips, out of state or out of country field trips the principal and Pastor/authorized agent must approve in writing in addition, the Office of Risk Management must approve if the ultimate liability coverage for the trip is carried through the Archdiocese. Unless the school specifically approves a trip, the school's name cannot be used. Privately organized trips that involve students will not be promoted or organized within the school.

### ***Chaperones***

Successful field trips depend on adult volunteers, traditionally parents or family members (collectively referred to as chaperones) to ensure adequate transportation and supervision for students. To be eligible for field trip participation, chaperones attending any portion of the field trip must adhere to the following:

- Chaperones must pay for their own field trip attendance.
- All chaperones must have completed Safe Environment (OVASE) Trainings, Code of Conduct and a Criminal Background Check.
- Unless warranted by field trip facility size, or equitable reason, the school will not limit the number of chaperones who may attend each field trip. However, ALL chaperones must complete a participation form prior to the field trip to allow the school to verify OVASE and Background Check.

- Classroom teachers will establish a minimum chaperone to student ratio for each field trip, depending on the age of children in their class, and the nature of the field trip.
- Classroom teachers will provide chaperones with a written itinerary of the field trip schedule, including the field trip location and the preferred route to and from the field trip.
- Chaperones will be responsible for the care of designated students assigned to them by the teacher.
- Chaperones may not leave the designated field trip area with any student from the field trip at any time.
- Chaperones should attend for the full duration of the field trip; however we understand in limited circumstances, a chaperone may only be able to attend a portion of the fieldtrip. In these instances, chaperons may not transport students and may not count toward the chaperone to student ratio.
- Only drivers will receive 1 stewardship hour. Teachers will make every effort to rotate driver opportunities among parents, regardless of vehicle size, to allow different parents to earn stewardship hours throughout the year.

### ***Transportation***

- Sacred Heart Catholic School relies on parent transportation for field trips.
- All chaperones transporting students in privately owned vehicles to/from school must have a valid driver's license, proof of liability insurance, and completed the Motor Vehicle Request form for office to obtain driving record. Chaperones may only drive if driving record has been approved. A copy of the driver's license and proof of liability insurance information must be provided to the school prior to EACH field trip.
- Chaperones transporting students to and from field trips assume full responsibility for the students riding with them in their vehicle.
- All children must be secured in seat belts and/or car seats (by weight and height) at all times during transport. The driver/chaperone must properly install the car seat in their vehicle. A teacher must inspect car seat installation and that each child is properly secured prior to departure for the field trip.
- All students must leave from the school and return with their assigned chaperone. Teachers are not allowed to sign students out from field trip locations.
- Ideally, two adults should ride in each vehicle transporting students. This ensures the driver is able to focus on the road, maintaining the safety of students during transportation.
- In an emergency situation there may be a need to reassign chaperones and students. For example, vehicle trouble, injury, sudden illness, or other family emergencies. Reassignments should be coordinated with the classroom teacher if possible. If the teacher is affected by the emergency situation, every effort should be made to notify the school office.
- Given that the school relies on private transportation for field trips, depending on the size of the class and the capacity of each vehicle, the classroom teacher may request a chaperone driver who does not transport students to the field trip, with the intent this chaperone would be a backup driver in an emergency situation.
- Only drivers will receive 1 stewardship hour. Teachers will make every effort to rotate driver opportunities among parents, regardless of vehicle size, to allow different parents to earn stewardship hours throughout the year.



- Unless the school specifically approves a trip, the school's name cannot be used. Privately organized trips that involve students will not be promoted or organized within the school.

### **Use of Student Information**

Sacred Heart Catholic School has designated the following information as directory information:

- Student's name, address, and telephone number
- Photograph, participation in officially recognized activities and sports, and weight / height of athletic team members (if applicable)
- Dates of attendance, grade level, enrollment status, degrees, honors, major fields of study, awards received in school, and most recent school attended.

Any checks in the "no" boxes on the *Parent / Student Authorization Form* will result in the blocking of directory and other information in the designated categories.

### **Use of Student Generated Information**

All Sacred Heart Catholic School classrooms are able to use the Internet's rich resources, and also publish information on the Internet. As part of the curriculum, the school may wish to publish a variety of student products on the Internet. The types of products may include, but are not limited to these: creative writing, artwork, and slide and audio-visual presentations produced by the students and their teachers.

The school will not publish student grades, test scores, home addresses, phone numbers, or other information protected by federal regulations. Your permission given on the Acceptable Use of School's Technology Resources form is needed for any of the following to appear on the Sacred Heart Catholic School webpage:

- Child's work
- Child's first name
- Your child's digital image or video clip (group setting only with child's first name only)

### **Textbook Policies**

Textbooks will be issued to students as needed. It is the student's responsibility to take good care of these textbooks. All hardback textbooks must be covered with book covers. Books lost by students must be paid for before another can be issued. If books are damaged or lost, at the end of the year students will be fined according to the degree of damage and value of the book.

### **Library Policies**

The mission of the Sacred Heart Catholic School Library Program is to ensure that students are effective users of ideas and information. The library center strives to provide the school community with a wide range of materials on appropriate levels of difficulty that will encourage growth in knowledge, establish a life-long love of reading, and foster information literacy. Sacred Heart Catholic School library center complies with the American Library Association Standards-21st Century Learner, T.C.C.E.D. guidelines, and collaborates with the classroom teachers.

All grades have a weekly scheduled class time to visit the library. A student who loses a book or who returns a book that has been damaged will be billed for the full replacement cost of the book. At the discretion of the Librarian, seriously overdue books may be declared lost. Reimbursements are not given when a book is found.

## Helpful Forms

## ADVISORY COUNCIL OPEN FORUM ITEM REQUEST

[illegible]

-----OFFICE USE--DO NOT WRITE BELOW THIS LINE.-----

Date Received: \_\_\_\_\_ Date report received by Principal/President: \_\_\_\_\_

*"The mission of Sacred Heart Catholic School is to form the hearts and minds of our students in faith development, academic excellence, and leadership with Jesus as our role model." All for Jesus—¡Todo por Jesús!*

# Bullying Reporting Form for Students



## Sacred Heart Catholic School - Uvalde

### BULLYING REPORTING FORM FOR STUDENTS

Bullying is hurtful and we do not tolerate it at our school. It can be hard to tell an adult about bullying. Some kids worry that they will be called a "tattle tale." Telling about bullying behavior is not being a tattletale; telling is reporting in order to improve the situation or help someone. If you believe that you or another student has been bullied or hurt, or you are worried that you or someone else could be bullied or hurt in the future, tell a teacher or another adult at your school. The adults will help you.

**About You:** If you feel that you or someone else may be a target of bullying behavior, fill out the form below and turn it in to the school front office. We know it can be scary to tell or "report" suspected bullying, so you do not have to include your name on this form. However, a teacher or the principal may want to ask more questions about this, so including your name will help them know more about the problem.

**Your name (optional):** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

I am a (choose one): ☐ Student ☐ Parent/Guardian ☐ Staff ☐ Other

I am (choose one): ☐ Reporting for myself ☐ Reporting for another student

#### Tell Us What Happened:

Student Who Was Harmed: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Who Did Harm: \_\_\_\_\_ Grade: \_\_\_\_\_

When did it happen (Day, Time)? \_\_\_\_\_

Where did it happen? \_\_\_\_\_

Did you see this happen? ☐ Yes ☐ No

Who else saw this happen? \_\_\_\_\_

Was an adult nearby? ☐ Yes ☐ No If yes, Who? \_\_\_\_\_

Did you tell an adult? ☐ Yes ☐ No If yes, Who? \_\_\_\_\_

What kind of harm happened? (Check all that apply)

☐ Physical Examples: Hitting, spitting, kicking, damaging your or another's possessions

☐ Verbal Examples: Saying mean or hurtful things or threatening you or another

☐ Social Examples: Excluding you or another student from a group, telling other kids not to talk to you or another student

☐ Emotional Spreading mean rumors or lies about you or another

☐ Cyber/Online Occurs on website, social media, cell phone, email, or text message

☐ Other Please, describe: \_\_\_\_\_

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Has this same person harmed you or the person you are reporting for before? Check one.

- ☐ No, this is the first time.  
☐ Yes, once before.  
☐ Yes, two or three times before.  
☐ Yes, this person does this a lot to me or to the person that I am reporting for.  
☐ Other:

How did you or the person you are reporting for respond to this person? Check one.

- ☐ I or the person I am reporting for didn't say anything or tell the person to stop.  
☐ I or the person I am reporting for told the person to stop and he/she stopped.  
☐ I or the person I am reporting for told the person to stop but the person did not stop.  
☐ I or the person I am reporting for have told the person to stop many times and I or the person I am reporting for try to stay away from him/her but the person still looks for or harms me or the person I am reporting for.  
☐ Other:

Describe What Happened (Please, include as many details. Use more paper if you need):

[illegible]

I am turning in this form based on my belief that \_\_\_\_\_ (write the person's name) hurt me or another person. I am reporting this because I am concerned and I want things to be better in the future.

My Signature (Optional): \_\_\_\_\_ Today's Date: \_\_\_\_\_

OFFICE USE--DO NOT WRITE BELOW THIS LINE.

Report Received by \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_

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

Date report received by administrator: \_\_\_\_\_

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# Bullying Reporting Form for Parents/Guardians



## Sacred Heart Catholic School - Uvalde

### BULLYING REPORTING FORM FOR PARENTS

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying behavior reflects a pattern of gestures or written, electronic, or verbal communication, or a pattern of threatening communication that takes place on school property, at any school-sponsored function, or on a school bus.

**DIRECTIONS:** If you feel that your child or someone else may be a target of bullying behavior, fill out the form below and turn it in to the school front office. Attach additional documentation as needed. You will be contacted as soon as possible regarding these concerns. Turning in this form does not confirm a case of bullying, but initiates the process for identification and action.

Printed Adult Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

My Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Please, check one:

\_\_\_\_\_ My child is the target of a possible bullying behavior.

\_\_\_\_\_ My child reported that someone else may be the target of bullying behavior.

Name of child possibly targeted: \_\_\_\_\_

Describe what you witnessed or what your child reported to you (please, include details, dates, places, and names of possible witnesses. Use additional paper as necessary):

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Who was involved in the incident? \_\_\_\_\_

Were threats communicated to the child in any way? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list how the threats were communicated (text, verbally, written, other technology use, etc.):

Prior to completing this form, was this action reported to a staff member at school? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list the name of the staff member: \_\_\_\_\_

When was the original report made to the staff member? \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

-----OFFICE USE--DO NOT WRITE BELOW THIS LINE.-----

Report Received by \_\_\_\_\_ Signature of Administrator: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date report received by administrator: \_\_\_\_\_

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# Medical Permission Request Form



**CATHOLIC SCHOOLS**  
— ARCHDIOCESE OF SAN ANTONIO —

**Department of Catholic Schools**  
*Archdiocese of San Antonio*  
2718 W. Woodlawn Ave  
San Antonio, Texas 78228  
[www.sacatholicschools.org](http://www.sacatholicschools.org)

## MEDICATION PERMISSION REQUEST FORM

**Submit this form to Sacred Heart Catholic School at 401 W. Leona St., Uvalde, TX 78801 or email shcsuvalde@sacredheartuvalde.org.**

According to the policies of the Archdiocese of San Antonio, students are not allowed to carry any medication on their person. (An exception may be allowed if, by physician direction, a student requires diabetic or rescue medication.) The principal designates a responsible person to supervise the storing and administration of medications at school. Medication may be administered by non-medical personnel. The school will be held harmless for adverse drug reactions and side effects of properly administered medication. The following steps must be taken before a student is allowed to take medication at school:

1. The prescribing health care provider (*either a licensed Physician, Dentist, Physician Assistant or Nurse Practitioner*) must complete this form so that medication may be given by school personnel.
2. **Parent/guardian** must present this completed consent form to the school
3. **Parent/guardian** must bring the medication in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. If bringing a prescribed over-the counter, must be accompanied by prescription and in original, unopened container labeled with the student's name.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

\*\*\*\*\*  
**TO BE COMPLETED BY HEALTH CARE PROVIDER**

Medication #1	Name	Strength	Dose	Route	Time (at school)	Duration
Medication #2	Name	Strength	Dose	Route	Time (at school)	Duration
Medication #3	Name	Strength	Dose	Route	Time (at school)	Duration

Allergies: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Printed Name of Health Care Provider (MD/DO/PA/NP/DSS/DMD): \_\_\_\_\_

Signature of Health Care Provider: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*  
**TO BE COMPLETED BY PARENT**

I, \_\_\_\_\_, request that my child be given the above medication as directed. The school and its employees will be held harmless for adverse drug reactions and side effects of properly administered medication.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email: \_\_\_\_\_



# Parental Consent for Counseling Form

## Archdiocese of San Antonio

Department of Catholic Schools  
Counseling and Guidance Services  
Parental Consent for Counseling



Today's Date: \_\_\_\_\_

Dear (Parent or Legal Guardian) \_\_\_\_\_

It has been recommended that (your child) \_\_\_\_\_ receive school counseling support services. This request for counseling has been made by one or more of the following:

The classroom teacher	_____	Email: _____
The counselor	_____	Email: _____
The school principal	_____	Email: _____
You, parent or legal guardian	_____	
The student (your child)	_____	

Counseling services can be provided through classroom lessons, small group meetings, and individual sessions to address a variety of issues that may include the following: understanding self and others, social skill development, making and keeping friends, coping skills, family relationships, managing change, time management and study skills, conflict resolution, and bullying issues.

Parent permission/consent for counseling is being requested to provide on-going individual counseling services to your child. Although individual counseling sessions may address a variety of student specific needs, an overall goal of counseling is to assist the student in reaching their potential for success in school and to work towards desired change. Please do not hesitate to contact the school counselor to discuss your child's progress in counseling or to inform us of any changes or challenges in the home that may be affecting their academic performance or behavior in school. Should the school not have a counselor readily available, please, contact the school principal, who can help you arrange for a counselor.

Through counseling support services, we strive to further strengthen the school-parent partnership, to provide support to parents as primary educators of their children, and to continue to help you in working toward the formation of the WHOLE child – fostering their academic, social, emotional, behavioral, and spiritual development. We believe that working together with parents and students, each child can be successful in school.

**PARENT CONSENT:** I agree to allow (student) \_\_\_\_\_ to receive individual counseling services. I understand that I may revoke this consent at any time by signing and dating a written notice.

Parent/Guardian Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## Required Form: Acceptable Use of Technology User Agreement

### Sacred Heart Catholic School School Year 20\_\_\_\_ - 20\_\_\_\_

**INSTRUCTIONS:** Please, complete this acknowledgment form and return it to the Sacred Heart Catholic School Office directly. This form will be kept on file by the school for the current school year and will be renewed by you annually. Alternatively, your electronic acknowledgement during the online school enrollment process will serve as the formal acknowledgment and agreement of Acceptable Use of Technology.

**Parent:**

I have read the Internet and Use of Electronic Communication section of the Parent and Student Handbook, which includes Acceptable Use of Technology Resources, and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access, including the privilege of bringing a personal laptop/mobile device to school, and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

**Student:**

I understand that my computer use is not private and that Sacred Heart Catholic School will monitor my activity on the School's Technology Resources. I agree to follow the rules as published in the handbook and I accept responsibility for any violation of this policy made by me. Any violation of this policy will or may result in suspension of internet/technology privileges and will incur disciplinary action as stated in the local school disciplinary code.

**Permissions:**

\_\_\_\_\_ Yes, I give permission  
\_\_\_\_\_ No, I don't give permission

for my child to participate in the Sacred Heart Catholic School's technology resources, utilizing a school-provided technology device. A personal wireless or mobile device may be used only when allowed for educational or instructional purposes under the supervision of an instructor. If permission for your child to access the school's technology resources, your child will not be allowed access to technology or the internet while at school.

In consideration for the privilege of my child using the Sacred Heart Catholic School technology resources and internet, I hereby release the Sacred Heart administration, faculty, staff, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use the system, including, without limitation, the type of damage identified in the school's policies and administrative regulation.

Student Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name (print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## Required Form: Parent and Student Handbook Acknowledgment Page

### Sacred Heart Catholic School School Year 20\_\_\_\_ - 20\_\_\_\_

**INSTRUCTIONS:** Please, complete this acknowledgment form and return it to the Sacred Heart Catholic School Office directly. This form will be kept on file by the school for the current school year and will be renewed by you annually. Alternatively, your electronic acknowledgement during the online school enrollment process will serve as the formal acknowledgment of the *Sacred Heart Catholic School Parent and Student Handbook* and permission for the publication of student work/pictures.

**Right to Amend.** The administration reserves the right to amend policies and procedures in the current handbook at any given time should the need arise. Parents/Guardians will be notified in writing.

**Access.** Please, initial each below:

- The Sacred Heart Catholic School website is the primary source of access to *Sacred Heart Catholic School Parent and Student Handbook*. I may access this at shcsuvalde.org. \_\_\_\_\_ (Initial)
- I may request a request a paper copy of the handbook via written email to the administrative office at [shcsuvalde@sacredheartuvalde.org](mailto:shcsuvalde@sacredheartuvalde.org). \_\_\_\_\_ (Initial)

**Publication of Student Work/Photographs/Video.** I understand that from time to time the school may wish to publish examples of student's projects, photographs of students and other work on an internet accessible World Wide Web server. The student's name will be removed or blurred for his/her protection.

**My child's work and/or photograph can be published on the Internet.**

	Child's Work	Child's Photo/Video
1. Name: _____ Grade: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Name: _____ Grade: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Name: _____ Grade: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Name: _____ Grade: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Acknowledgment.** By completing this form, you acknowledge that the *Sacred Heart Catholic School Parent and Student Handbook* information is being made accessible to you by Sacred Heart Catholic School. In addition, you agree to uphold and be governed by the policies and procedures as defined in the Handbook.

Parent/Guardian's Name (print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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