

Sacred Heart Catholic School Parent and Student Handbook



2020-2021

**THIS HANDBOOK IS SUBJECT TO CHANGE AT ANY TIME AND WILL
BECOME EFFECTIVE IMMEDIATELY.**

**ANY CIRCUMSTANCE OR OCCURRENCE NOT EXPLICITLY
DESCRIBED IN THIS HANDBOOK WILL BE ADDRESSED AT THE
DISCRETION OF THE PRINCIPAL.**

Sacred Heart Catholic School
Parent -Student Handbook
2020-2021

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Sacred Heart Catholic School

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SCHOOL MOTTO STATEMENT

“All for Jesus”

MISSION STATEMENT

Our mission at Sacred Heart Catholic School is to form the hearts and minds of our student’s faith development, academic excellence, and leadership with Jesus as our role model.

Philosophy

Sacred Heart School is an extension of the Roman Catholic Church, whose mission is the evangelization of the Good News of Jesus Christ. The school recognizes the parents as the primary educators of their children in Catholic values and morals. The school functions as an extension of the educational process and strives to aid in the education with attention to spiritual growth, academic excellence, and physical development.

Students are encouraged to share in Christ's love, and to respect others as individuals, regardless of race, religion, or intellectual, and physical abilities. The school is in partnership with the Church, parents, and community to foster civic and moral responsibility, and to instill a firm belief that we are called by God to work for peace and justice for the people of the world.

WELCOME TO SACRED HEART CATHOLIC SCHOOL

THE HISTORY OF SACRED HEART CATHOLIC SCHOOL

Sacred Heart School was established in 1913 and has served the community of Uvalde for over 100 years and has provided a holistic education for many students.

Sacred Heart School spreads the Good News of Jesus Christ by providing a quality faith-based education. Our Catholic faith is promoted by providing opportunities such as daily religion classes, weekly and monthly Sunday school mass, and service projects which foster the skills and attitudes necessary to live a Christ-centered life.

S.H.S. provides a challenging academic environment for students in PK3-6th grade. Students grow in wisdom and knowledge by participating in extracurricular activities. The Altar Servers Guild enriches and nurtures the spirituality of students who are eager to serve by assisting the pastor during mass. Students are involved in the yearly Archdiocese Creative Arts and academic Competition (CAAC).

Year-round family events such as the fall festival (Church), Thanksgiving luncheon, Veterans Day recognition, Christmas pageant, annual GALA, book fair, and a variety of Catholic school week activities support the parents and their commitment of raising a lifelong learner and future servant leader.

Today, Sacred Heart School continues to honor the richness and vision of the foundation established in 1913 by Fr. Bernard Hermann, the Teresian Sisters and so many others while meeting the challenges of the present. Together, we empower each child of God to strive for academic excellence, faith development and leadership with Jesus as our role model. All for Jesus!

GOALS

The faculty and staff at Sacred Heart School, working with the home and the church, endeavor to provide children with experiences which develop a character equal to the responsibilities of fundamental Christian living in the American democratic society. We shall attempt to accomplish these ideal objectives:

- By creating a Catholic environment where faith is enlivened by knowledge and is shared by the school family, parish, and community.
- By providing opportunities for a spiritual relationship with God
- By creating an environment conducive to high academic standards
- By assisting parents in the educational and religious formation of their children.

ACCREDITATION OF SACRED HEART SCHOOL

ACCREDITATION AND ASSOCIATIONS of BISHOPS (7300) Sacred Heart Catholic School is fully accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED) an accrediting agency established by the Texas Education agency (TEA). Sacred Heart Catholic School maintains an institutional membership in the Catholic Education Association (NCEA). Although several teachers at SHCS hold a master’s degree, all have a minimum of a bachelor’s degree.

COMMUNITY MEMBERS RESPONSIBILITIES

The members of Sacred Heart Catholic School must all share in the responsibility of fulfilling our mission and living our vision.

Administrator Responsibilities

Administrators have the responsibility to:

- Model and promote the Gospel Values to all persons in the school community.
- Share in the responsibility for the moral and spiritual development of students, faculty and staff.
- Promote effective self-discipline of all students.
- Encourage and facilitate parent communication with the school, including participation in required parent/teacher conferences.
- Provide appropriate assistance to students in learning self-discipline.
- Assume responsibility and instructional leadership for all academic programs.
- Ensure that the school is in compliance with all Archdiocesan and TCCED requirements.
- Observe and evaluate all professional staff; provide ongoing professional development for all faculty and staff members.
- Work with the Pastor, Business Manager and School Council to plan and implement a responsible budget.

Teacher Responsibilities

Teachers have the responsibility to:

- Model and promote the Gospel Values to all persons in the school community.
- Cooperate with and show respect toward the school faculty and staff.
- Provide for the physical, emotional, and spiritual needs of their children.

- See that their children attend church on Sunday and Holy Days of Obligation and receive the appropriate sacraments.
- Teach the children to listen to teachers and other school personnel and to obey all school rules.
- Be sure that their children attend school regularly and on time, promptly report and explain absences and tardies to the school.
- Be sure that their children attend school tutorials when required or as the need arises.
- Encourage and lead their children to develop proper study habits at home.
- Be sure their children are appropriately dressed and groomed at school and school related functions.
- Keep informed about school policies and events through reading, complying, and responding to school communications especially to the newsletters.
- Allow their children to experience the consequences of his/her own actions.
- Discuss report cards, weekly posting of grades and school assignments with their children. Sign and return all report cards, and notices requiring a parent signature.
- Participate in meaningful parent-teacher and administration any learning problems or conditions that may relate to their student's education.
- Communicate with the teacher in an appropriate manner by scheduling conference times through proper channels.
- Do not approach teachers to discuss a child or issue when the teachers are "on duty" or with the children.
- Participate in school-related activities.
- Maintain up-to-date work, home, and emergency telephone numbers.
- Keep current with all financial obligations.
- Submit a signed statement that the parent/guardian understands and consents to all policies and information in the "Parent-Student Handbook." (Statement included in the Parent-Student handbook)

Student Responsibilities: Student responsibilities for maintaining a positive learning environment at school or a school- related activity include:

- 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.
- Being properly attired according to the uniform policies outlined in the Parent/Student Handbook.
- Exhibiting respect and sensitivity toward others. Personal party invitations may only be distributed in the classroom or anywhere on campus if there is one for all the children in the class, or all the boys or all the girls.
- Conducting himself/herself in a responsible manner.
- Refraining from violations of student behavioral guidelines.
- Cooperating with faculty and staff with regard to disciplinary issues and volunteering information when the student has knowledge relating to the serious offense in the spirit of the best interest of the entire school community.
- 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.
- Submitting a signed statement that the student understands and agrees to comply with the policies outlined in the “Parent/Student Handbook.”

Parents as Partners

Ethical Code of Conduct for all Members of the School Community

A great advantage Catholic schools benefit from is the high degree of shared values, morals, and faith among the families who choose a Catholic school for their children and a faculty and staff who also share those values. When both home and schoolwork together, the impact on the life of the child is immeasurable. In order for Sacred Heart Catholic School to serve in the best interest of all families who attend, cooperation between home and school is crucial.

In cases of anything other than routine classroom management, parents will be informed regarding the disciplinary process. It is essential that the authority of the school and the faculty and staff be recognized and respected by the students who attend Sacred Heart Catholic School and by their parents/guardians.

In matters of school discipline, the administration and the school faculty will be the final arbiters of student conduct that occurs during school hours and all school-sponsored activities.

Parental involvement in the life of the school is both desirable and encouraged. Parents and guardians are invited to seek clarification in matters of both schoolwork and of student discipline. The tone for such inquiry, however, should always be in the spirit of cooperation and mutual respect.

Parents, family members, faculty and staff are role models to all persons, most particularly the children. The way in which one conducts oneself sends a message to all in the school community. As a Catholic/Christian community, all persons should be aware of how to conduct themselves and refrain from any behavior, actions, language, or gestures that are unbecoming. Any person acting in an abusive manner toward anyone on campus or at any school-sponsored event will be asked to leave, or if necessary, be removed from the premises. Attending Sacred Heart Catholic School is a privilege, not a right. Anyone who is removed and wishes to return must meet with the Pastor and School principal before resuming attendance.

Although all persons at Sacred Heart Catholic School hope that the home life of a child would reflect the faith and values that are nurtured at school, the reality is that this is not always the case. Therefore, the school will not be responsible for any activity or event that is not officially sanctioned by the school administration whether or not it takes place on school premises.

Admission Policies

NON-DISCRIMINATION (3001)

Sacred Heart School admits students of any race, color, or national or ethnic origin to programs and activities with all rights and privileges. Equal opportunity and access is provided to persons without regard to race, color, ancestry, national and ethnic origin, or gender.

This policy is in compliance with Title VI and VII of the Civil Rights Act of 1964 and Title IX Education Amendment of 1972.

Catholic Schools of the Archdiocese of San Antonio are open to all students regardless of race or ethnic background, but preference must be given to students of the Catholic faith. The Parish and school should make a strong effort to provide a Catholic education for students whose parents are unable to pay full tuition. In those cases in which physical space makes it necessary to restrict the intake of students in a given school, priority must be given to students of Catholic parents residing in the parish and who have demonstrated support of Catholic education in the past.

REQUIREMENTS- AGE & DOCUMENTS (3002)

Form: Registration-3002A

Student Admission Checklist -3002B

Schools must adhere to the age of admission for K3, K4, kindergarten, and 1st grade established by the Texas Catholic Conference of Bishops Education Department (TCCB ED). Parents who seek a Catholic education for their child(ren) enter into a contractual agreement. This agreement is established between the parent/child(ren) and the school and in accordance with 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 new students including siblings of current students must follow the admission requirements.

- A child must be three (3) years of age on or before September 1st of the current school year to be admitted into the 3K program.
- A child should be four (4) years of age on or before September 1st of the current school year to be admitted into the 4K program.
- A child should be five (5) years of age on or before September 1st of the current school year to be admitted into the Kindergarten program.
- **Note: A child must be potty trained for the SHS Early Childhood program, grades PK3-Kinder.**
- A child should be six (6) years of age on or before September 1 to be admitted into the first grade. Exceptions 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 a written statement from the kindergarten teacher that the student is ready for the first grade.

Before a student's admission the following records are required. #3002

- Official Birth Certificate
- Baptismal Certificate (if applicable)
- Report card from the previous school (if applicable)
- Standardized Test results (if applicable)
- Health record
- Immunization record
- Illness record
- Legal Documentation (if applicable)
- Divorce Degree
- Custody Degree
- I-20, for International Students (if applicable)
- IEP/504 Special Education Services records

Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school. The nature of education in the Catholic school setting calls for a holistic growth process involving every aspect of human knowledge, understanding, belief and learning.

Every student entering Sacred Heart Catholic School for initial enrollment is on probationary status for one year. The principal may, at his/her discretion, remove a student from probation or extend a probation period. Failure to perform satisfactorily after having been placed on probation may result in removal from Sacred Heart Catholic School.

Missing Children Program (3003) If a student is enrolled under a name other than the student's name as it appears in the student's official birth certificate, then the school shall notify the Texas Department of Public Safety's missing children and missing persons records and name under which the child is enrolled. The information in the notice is confidential and may be released only to a law enforcement agency. If an official birth certificate is not furnished to the school within 30 days of enrollment, then the school shall notify the police department of the municipality or sheriff's department of the county in which the school is located and request a determination of whether the child has been reported as missing. A school may accept a child for enrollment without the documentation required by the Admission Requirements Policy if the Department of Protective and Regulatory Services has taken possession of the child under Chapter 262, Family Code. The Department of Protective and Regulatory Services shall ensure that the documentation required the Admission Requirements Policy is furnished to the school not later than the 30th day after the date the child is enrolled in the school.

ADMISSION OF STUDENTS FROM SCHOOLS WITHIN THE ARCHDIOCESE (3004)

The transferring of a student from one Catholic school to another within the Archdiocese can occur only after consultation between the principals of the two schools involved.

ADMISSION OF STUDENT FROM PUBLIC AND OTHER NON-PUBLIC STATE APPROVED SCHOOLS (3005) Admission of students transferring from public and other state approved nonpublic schools is the decision of the principal based on testing, 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 principal.

ADMISSION OF STUDENTS FROM HOME SCHOOLING AND NON-ACCREDITED SCHOOLS (3006) Students entering Sacred Heart Catholic School from another school or homeschooling will be tested in reading and mathematics to determine proper grade placement. Students in grades kindergarten through eighth grade must present at the time of registration a copy of the following:

ADMISSION OF STUDENTS FROM FOREIGN SCHOOLS (3007) The principal of the school in which the student is enrolling must determine placement of students transferring from foreign schools. All government required documents must be completed by the school and parent/guardian; copies must be kept on file at the schools located in foreign countries, once verified, will be accepted only after review and approval of the principal. I-20 or visa status documentation is required.

ADMISSION OF STUDENTS WITH SPECIAL NEEDS (3008) The policy of the Archdiocese is that: Schools will, if able, provide students with special needs the opportunity for a Catholic education. Students with special needs shall be given the same consideration as all applicants. If the school is not capable of providing the necessary facilities or services for the child to be successful, they will be referred to other schools and/or programs which meet their needs. S.H.C.S. strives to provide the accommodations within the scope of our school's resources for students who are identified as having special learning needs. S.H.C.S. will collaborate with parents/guardians, the public school, and appropriate agencies and/or professionals when providing services for the child throughout the school year. Prior to admitting a child with diagnosed special needs, the school shall make a determination of its ability to appropriately meet the educational needs of the child. The needs of each child will be considered on an individual basis and the school must consider the following factors:

- The severity and degree of the need/disability
- The level of support/special services needed or any special equipment the student may require
- The school's available resources such as support staff, accessibility of the facility, class size, etc
- The school's ability to provide and effectively implement the accommodations, or academic recommendations listed in the child's IEP, or evaluation report.
- The school's ability to provide and effectively implement the accommodations, or academic recommendations listed in the child's IEP, (if applicable) or evaluation report.

- Opportunity to share more about the school’s process and policy for providing accommodations/modifications and how often reviewed with parents.

School calendar (7203) The Department of Catholic Schools publishes an annual school calendar that governs Catholic Schools in the diocese of San Antonio. Catholic schools may deviate from this calendar because of local public-school schedules or for other reasons. All schools must have 180 teaching days plus 10 in-service days for teachers. During inclement weather, the practice of the local public school district will ordinarily be followed except on certain occasions when the Archdiocesan Superintendent must respond to special situations, Days lost because of inclement weather will be made up at the discretion of the Superintendent of Catholic schools in accordance with TCCB ED standards. The school calendar will be found at the back of the handbook.

Arrival and Dismissal of School

Daily Schedule (7201) A school day is a minimum of seven hours in length with a minimum of six hours for instructional time. Any time set-aside for lunch, recess, etc. will be in addition to this minimum instructional time. Reduction of the amount of instructional time in the regular school day, apart from the approved calendar, shall be only for serious reasons and requires the prior approval of the Archdiocesan Superintendent, class schedules are planned according to the allotments specified by the TCC ED.

7:55 a.m. -7:55 am	Dropped off at Parish Hall
8:00 a.m.	Morning Prayer/Classes Begin
11:30 a.m.-1:00 p.m.	Student Lunch Periods
3:30 p.m.	PK-6th Grade Dismissal

All students who are not enrolled in Extended Care must depart the campus no later than 15 minutes after dismissal. This also applies to early dismissal days. **Any student on campus 15 minutes after dismissal will be escorted to the Extended Care Program.**

Note: Following dismissal Extended Care students will be escorted to a designated classroom. This is also the expectation for students remaining after school for other extracurricular activities.

Extended Care

- Extended care begins at 3:45 p.m. and ends at 5:30p.m.
- Students are provided a healthy snack, supervised study hall and a recreation period
- Students are released to an authorized adult only
- Parents/guardians must sign out each child every day on the sign-out roster. The sign-out time is recorded next to the parent’s name
- If someone other than the parent/guardian is to pick-up the child, the office must be notified of the pick-up.
- *A fee will be charged for children picked up after 5:30 p.m.*
- Number of Children Rates

\$20 per child per week. (flat rate)

ATTENDANCE

ABSENCES (3101-3102) If a student is absent the parent/guardian must notify the school office by 8:30 a.m. If no notification is received by 8:30 a.m., the school office will call the parent/guardian to verify the absence. Current email address and phone numbers for parents and guardians must be on file at all times.

The Texas Education Code (TEC) 25.085 requires students to attend school each school day. Texas state law and Sacred Heart Catholic School requires that a student attend 90% of the scheduled instructional days per school year, and per core subject in Upper Unit. A student who incurs eighteen absences per year may be required to repeat the grade or assigned summer school or other consequence. This decision lies with the school administration. Whether an absence is excused or unexcused, the student will be marked absent. Students must be physically present in the classroom to not be marked absent.

Written reasons for absences are required on the day the child returns to school. Absences will be excused with 1) a doctor's note 2) notice of death of a family member 3) deployment of a parent and 4) events approved by administration. Please submit these notes to the student's teacher. The teacher will keep this information in the student's personal file for appropriate documentation. 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.

- Each student has the responsibility to make up work and/or tests that are missed due to absences. The student must take the initiative to meet with the teachers and schedule a time to make up the work.
- 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.
- 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 significant family occasion is scheduled may be excused. The administration is the final arbiter of what constitutes a significant family occasion. Teachers will not be required to honor requests for work prior to a student's planned absence.

Attendance for PK3-6th Grade

- Students absent from school for up to 3 hours will be marked as ½ (half) day absence.
- Students absent for more than 3 hours will be marked as 1 (one) full day absence.

The school is required to keep an accurate record of attendance, tardiness, and absences. Daily attendance records must be kept for each student and a daily report must be reviewed by the principal. Every student enrolled in the school must be included in the records and is a member of that school until officially withdrawn. A student is considered absent unless officially withdrawn. Attendance records are to be maintained by the school office. The attendance record must be kept on file for a minimum of five (5) years.

CONSECUTIVE NON-ATTENDANCE DAYS Schools shall contact a student's parents or guardian when a student has been absent ten (10) consecutive school days. If through repeated efforts by school staff (e.g. administration, school counselor, health coordinator, nurse, or other administrative staff) there has not been successful contact, then the school may withdraw the student.

ATTENDANCE COMMITTEE When a student fails to meet the attendance requirement and attends less than 90 percent of the days a class is offered then the school may convene an attendance committee to review the circumstances surrounding the student's excessive absences, excused and unexcused. The committee may decide to award class credit due to extenuating circumstances or established ways for the student to make up work or regain credit loss due to their excessive absences. The attendance committee shall be comprised of the principal and/or his or her designee, the school counselor and the classroom teacher.

Tardies (3103): *Prompt arrival at school is expected of all students. Tardiness is disruptive to the learning environment. A student who arrives at 8:00 a.m. or later is tardy and must obtain a tardy slip from the school office to enter the classroom.* Many factors can cause a student to be late for school, most are 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 per school year.

- After the 10th tardy arrival, notification will be sent to the family that the student is near the tardy limit for the year
- On the 16th tardy a fine of \$30 will be billed automatically via FACTS.
- Beginning on the 17th tardy and each tardy thereafter, \$10 will be added to the student's FACTS account.
- 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.

All tardies will be monitored and billed every 2 weeks.

The Business Office will bill on the 1st and 15th of every month.

NOTIFICATION NECESSARY FOR RELEASING STUDENTS DURING SCHOOL HOURS (3104)

Parents or guardians will be notified by telephone call to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification is kept in the school office or the health office. Students may only be released through the sign-out procedure in the school office. Once at school and for reasons other than illness, no student may leave the school premises without a written note from the parent or guardian.

Parents or designated persons who need to pick up a student during the school day should send an explanatory note at the beginning of the school day stating the time the student will be leaving and if the student will be returning for the remainder of the day. The parent or guardian must sign the student out in the school office. Students in grades PK-6th will be called to the school office once the parent/designated person has arrived and signed the student out. **Students are not allowed to miss class to wait for the parent/designated person.** Only students in the CCD building may be picked up by the parent/designated person at the classroom after they have been signed-out in the front office. **A student will not be released from school during school hours into the custody of any person other than those listed on Ren Web as authorized to pick the child up. Identification of the person to whom the student is released must be verified. Identification of the person to whom the student is released must be verified.** Should the student return to school after an appointment or other valid reason, the student must be signed back into school by a parent/guardian at the school office.

RELEASE OF STUDENTS TO A LAW ENFORCEMENT OFFICER (3105) 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 © 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.

APPOINTMENTS WITH A HEALTHCARE PROFESSIONAL: Medical and dental appointments should be scheduled after school hours. If this is not possible, a parent or guardian **MUST** send a note to the teacher on the morning of the appointment stating the time the student will be picked up. A student absent 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 ¼ day or ½ 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.

Inclement Weather/Tardy Waiver Day: On the rare day in which road conditions are hazardous for families to arrive on time, the principal will declare an inclement weather day. On those days, a tardy does not count in the calculations of total tardies; however, students must still report to the office first to receive an admit/tardy slip. Depending on the severity of the weather, which does not constitute a tardy waiver day, unless approved by administration.

ATTENDANCE AWARDS: Any student who has zero unexcused absences and no more than 1 tardy will earn a Perfect Attendance Award. The awards are given on a quarterly basis.

EARLY DISMISSALS: Sacred Heart Catholic School will have early dismissals throughout the year for the purposes of faculty meetings, parent conferences and holiday dismissals. Please refer to the school calendar for these early dismissal dates and make special arrangements to pick up your child(ren) at that time. **On early dismissal days, there will be no Extended Care program.**

RELEASE OF STUDENTS DURING SCHOOL HOURS--CUSTODIAL/NON-CUSTODIAL 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. 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. Documentation of this notification is kept in the school office. Students will not be released from school, sent off the school grounds, or sent home for books, homework, etc. without written parental permission. Student's will only be released through a definite process conducted through the school's main office.

EMERGENCY DISMISSAL/SCHOOL CLOSURE In case of inclement weather, San Antonio television and Uvalde radio stations broadcast the status of the school day. Sacred Heart Catholic School follows the same status as Uvalde Consolidated Independent School District (UCISD) for cancellation. Since Sacred Heart School does not have a bus transportation system, the school will open at the regular time, even if UCISD has a delayed opening.

SPECIAL SCHOOL EVENT; SIBLING ATTENDANCE: During a special school event, i.e. play, awards, graduation, if a parent or guardian wishes for a sibling to be present, the parent must sign the child out in the front office; office personnel will call for the student. The student should return to class as soon as the event is over. The parent is responsible for notifying the school office that the child is returning to the classroom by signing the child back in school.

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 being readmitted to school.

WITHDRAWAL FROM SCHOOL: If it becomes necessary to withdraw your child(ren) from the school, a 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. Sacred Heart School will release a copy of the student's permanent record and the original health record upon direct request from the receiving school.

Student Records (3200)

Emergency Information Card (3202) Current contact information is vital for the safety and well-being of all students. It is the responsibility of the parents/guardians to maintain current and accurate information on file for their children. All parents/guardians to maintain current and accurate information on file for their children. All parents/guardians must complete an Emergency Information Card. This card contains pertinent information in case of an accident or illness including address, home/work/cell phone numbers, email address and other emergency contact information. **Parents/ guardians are required to send emergency contact information changes throughout the school year as they occur.**

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.

STUDENT PHOTOGRAPHS/INTERVIEWS (5004) 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 (3201) A permanent record is maintained for each student at Sacred Heart School. Each student's official file contains only these items: permanent record and academic testing. Only the contents of the official file will be forwarded to a new school. A copy of the permanent record is retained by Sacred Heart School when a student transfers or graduates

Access to Records 3203

In 1975, the Buckley Amendment, also known as the Family Educational Right, allows parents the right to view their child's permanent record in the office. This record should also include academic transcripts. Academic testing, testing results from outside testers if submitted to the school by the parents are kept in the counselor's office and health records are kept in the Health Coordinator's file as well as any emergency information. Any parent wishing to review records must notify the school office in writing at least 24 hours in advance.

RELEASE OF RECORDS (3204) All materials in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, to the legal guardian, the parents and to the students after his/her eighteenth birthday. (Family Educational Rights and Privacy Act, 1974).

Non-Custodial Parents Access to Records Sacred Heart Catholic 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, Sacred Heart will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is 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. In the case of a custody dispute, the custodial parent is required to provide the school with a copy of the entire divorce decree with the judge's signature. If a child is not to be released to a particular individual at any time, it is the responsibility of the parents to provide the school with official documentation to this effect. We ask that all divorced parents provide the school with a copy of the custody section of the divorce decree. This information will help the school in determining when, if ever, the child is to be released to the non-custodial parent.

Request for and Transfer of Student Records (3205)

Permanent Records and Health Records will be released to a receiving school when that school applies directly by correspondence to the sending school. A copy of the student's records and health record shall be transferred. 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 card and health record shall be transferred. A copy will be retained for the 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 shall be transferred.

All special education or psychological results, which are to be released to a receiving school, must include a parent signed release of that information. The student's original permanent record card and a copy is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date and the reason for transfer.

Withholding School Records (3206) 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, reports cards or other records of student's work be used for the enforcement of collection.

Conduct and Discipline (3300)

Code of Conduct (3301) The Sacred Heart Catholic School community believes self-discipline is the 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.

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 may be obtained from the student's teacher. Classroom expectations are posted in the classroom.

DISCIPLINARY ACTION (3401) The following guidelines are utilized by all Sacred Heart Catholic School faculty and staff for establishing appropriate disciplinary action:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Emphasis should be placed in positive reinforcement rather than on punishment. In dealing with student behavior, respect for the personal dignity of the student should be evident.
- Conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction must be logged and kept in file by the teacher or staff member.
- Conferences are typically held with the teacher first regarding disciplinary incidents or concerns.
- Sacred Heart Catholic School administration, faculty and staff implement the Code of Conduct and Disciplinary Action in a fair, just, and loving manner with all students. Parent partnership, communication and support is imperative throughout this process. Discussions regarding the consequences of a student other than a parent's own child is prohibited.

It takes both home and school, working together, to nurture a child with a sense of responsibility, the importance of good choices, and Christian values and morals. It is believed that daily communication between home and school greatly facilitates this cooperative effort. In order to realize this objective, student discipline and accountability at St. Gregory the Great School is in the form of a teacher signature system implemented throughout the grades. It is imperative that parents/guardians be kept informed of their child's progress, whatever the grade level, with regard to conduct and work habits. Parents and guardians are strongly encouraged to check their child's folder (grades Pre-K 3 through 6th grade.)

Every choice and every action has a consequence. Students respond better when the consequences for making improper choices are made clear to them from the beginning. With knowledge of the developmental level of the children, the teacher clearly conveys to the class his/ her expectations in order to optimize learning for the individual and for all the students in the class. When expectations are not met, a teacher's signature in the take-home folder (or other form of immediate communication) or student assignment book indicates the student's infraction. For more serious infractions, more serious consequences follow such as but not limited to Student Office Report (SOR) and one of the following:

1. **Loss of Privileges**
2. **Detention-** If a teacher or administrator issues a detention, the student will serve the detention after school as assigned by the teacher.
3. **SOR-** One or a series of infractions earns a Student Offense Report (SOR). The SOR serves as notification to parents of significant misconduct. The misconduct and its consequence/s are noted on the SOR. The SOR is signed by the parent/guardian and returned the following school day to the homeroom teacher to an administrator; parents should keep their copy of the SOR. Parent support in talking with their child and using their judgment in imposing their own consequences at home will greatly influence their child and increase the effectiveness of modifying the behavior.

Note: A parent's refusal to sign a disciplinary report (detention, SOR, etc.) will not negate the report or the consequence.

A student may be issued a signature for:

- Missing or incomplete assignments
- Failure to follow directions when given (verbal or written)
- Failure to be prepared for class
- Chewing gum
- Desecration of the assignment notebook (anew assignment notebook will be required to be purchased)
- Disrespecting one's own or another student's books, supplies or property
- Excessive talking in class or church
- Inappropriate/Disrespectful behavior
- Passing notes in class (depending on the content this may be more serious than a signature)
- Disrespectful or disruptive behavior (this may be more serious than a signature)
- Inappropriate language (verbal or written), drawings of gestures (this may be more serious than a signature)
- Uniform violations
- Grooming violations

Discipline Process Parents of students in grades PK3 through 6th grade receive a report in the child's take-home folder (or by another form of communication, i.e. telephone, email) of any significant infraction that has occurred during the school day. Consequences are commensurate with the infractions. Teachers will make every effort to modify unacceptable behavior in the classroom. However, behavior that is disruptive or may injure or hurt another person is serious and may result in a loss of privilege, and a visit to the Administration office accompanied by a Student Offense Report or even suspension. If a student is physically aggressive, the student will be sent home for the remainder of the day. **The second SOR will result in a required conference with the parents/guardians to determine an effective plan of action. Three SORs for aggressive behavior may result in the child being withdrawn from school.** Academic progress, conduct, and social behavior are noted on the report card.

Regarding the child's Detention

- If a teacher or administrator issues a detention, the student will serve the detention after school as assigned by the teacher.

The following Conduct Grade Rubric is used for students:

- 0-1 Conduct Signature O
- 2-5 Conduct Signatures S
- 6-8 Conduct Signatures (1 SOR) S-
- 9-14 Conduct Signatures (2 SORs) I
- 15+ Conduct Signatures (3 SORs) U

The loss or destruction of an assignment Book is serious. Students are responsible for locating the lost book or purchasing a new one within two school days. Depending on the student's record of conduct and responsibility, a signature may be issued for a lost Assignment Book. This will be at the discretion of the administrator.

Bullying: A single significant act or 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 aggression, 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 school or the Archdiocese of San Antonio 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; or
2. Is sufficiently, severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education and substantially disrupts the operation of a school.

Cyberbullying means 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.

Harassment: Is defined as physical, verbal, or non-verbal 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 to 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.
3. Otherwise adversely affects the student's educational opportunities.

- All Sacred Heart School students are expected to represent themselves, their parents, and Sacred Heart School at all times with respect, pride, integrity, moral character and as a

child of God. Therefore, **bullying that occurs off-campus** between St. Gregory the Great students will not be tolerated and if brought to the attention of the administration, will be handled accordingly.

Types of Bullying- Persistent or other Extenuating Circumstances:

1. **Physical bullying** is physical acts of aggression such as hitting, kicking, tripping, or pushing.
2. **Emotional bullying** is causing harm to someone's self-esteem or feeling of safety.
3. **Relational/Social bullying** is spreading rumors, intentional exclusions of others, passing harmful notes about another person.
4. **Verbal bullying** is threats of physical bullying, name-calling or other insults, such as making faces or obscene gestures, graffiti on bathroom walls.
5. **Internet (Cyber) bullying** is spreading harmful information or lies about others through email, social media apps, chats, text messages, online blogs, cell phones, and cameras. This includes but is not limited to Facebook, Instagram, Snapchat, WhatsApp, and using another student's password/account.
6. **Sexual bullying** is unwanted touching or comments made about a person's body, body type or physical features including wedgies, bra snapping, and obscene gestures.

Prohibition Against Bullying and Harassment

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

Examples of Bullying:

- Bullying of students may include hazing, threats, taunting, teasing, confinement, and assault, demands of money, destruction of property, theft of values possessions, name calling, rumor spreading, or ostracism.

Retaliation:

- Sacred Heart School prohibits retaliation by a student or employee against any person who in **good faith** makes a report of bullying, serves and a witness, or participates in an investigation.

Examples of Retaliation:

- Examples of retaliation may include threats, rumors spreading, ostracism, and assault, destruction of property, unjustified punishment, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

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 through our school website or the App, which allows information to be sent anonymously and with supporting documentation if applicable.

Student Reporting Procedures:

- To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal or other administrators. Students are allowed to write a note to their teacher or principal to report bullying anonymously.
- Employee Reporting Procedures:
- Any employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Complaint Filing and Investigating Procedures:

The following procedures must be followed for filing and investigating a harassment claim.

- The person may first choose to tell the individual causing the bullying/harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, or if the person feels uncomfortable talking directly to the individual causing the bullying/harassing, then the person must report the behavior to the teacher or administrator. However, the person alleging the harassment will not be required to present a complaint to a person who is the subject of the complaint.

Reporting any type of Bullying complaint may also be done anonymously through:

- Written note submitted to the Complaint Box in the Office.
- If the complaint is against the principal, the person must report the incident to the pastor or the superintendent of the Catholic schools.
- The person alleging the harassment will be asked to complete a formal, written complaint. The Principal will promptly investigate the claim thoroughly and impartially, involving all necessary parties. The Principal will meet with the alleged person. A written report of the investigation shall be kept on file by the school. The confidentiality of such a report will be maintained to the fullest extent possible.
- To be considered is the type, frequency, and duration of the offensive conduct, i.e. there is a pattern or practice of sustained harassment. A series of incidents at the school, not involving the same student but different students, when taken together, could create a hostile environment. corrective action within its authority.
- If the complaint is against a non-employee, such as a parent, vendor, or volunteer, the school will investigate and take appropriate corrective action within its authority.
- The school considers harassment by students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.
- If the school determines that sexual harassment by a student has occurred, it should take timely, age appropriate and effective correction action, including steps tailored to the specific situation.

- Corrective action, such as changing seat assignment, changing schedules, or suspending the offender, is expected to minimize the burden on the student who has been harassed. Consequences of serious and/or repeated harassment will be caused for expulsion.

Investigation of the Report:

- The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of the investigation, if appropriate.

Concluding the Investigation

- Absent extenuating circumstances, the investigation should be completed within ten school days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary, to complete a thorough investigation.
- **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.
- Professional Development for staff will be given each year and/or staff may seek out own training.
- **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, persons against who 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.

Discipline Management Program:

Sacred Heart School administration, faculty and staff will use the school's discipline policy when determining consequences for reported bullying and harassment behavior. When determining the consequence for bullying, the following will be considered: age of the child, development and understanding of the child, nature of the offense, and the context in which the alleged incident occurred.

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

1. Both parties shall be separated while not discriminating against either party.
2. 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.
3. An investigation will then be conducted by the principal or designee. Upon completion of this investigation a disciplinary action will be implemented, the disciplinary action could result in expulsion.

4. 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.

Parents/guardians of both parties will be kept informed throughout the investigation process.

The Bullying Prevention plan is subject to change at any time and will become effective immediately.

School Uniform Regulations

Dress Code (3303) 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 equality 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; oversized uniform clothing may not be worn. Uniforms can be purchased **from Academic Outfitter San Antonio, 8055 West Ave, Suite 102, San Antonio TX 78213.**

Label All Outerwear with Students Full Name.

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 then 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.
- Boys’ socks must be white crew socks.
- 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.
- 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.
- Students not in compliance with the uniform code will be addressed by the teachers and will be expected to correct the infraction. Students who do not follow the uniform policies will be issued a responsibility signature. Flagrant or continual infractions will be addressed by the Principal or designee.

***Note:** All t-shirt must be tucked in at all times. The boys' and girls' shirt must be size appropriate for the age of the child. When wearing the t-shirt, if the shorts and/or slacks have belt loops, a black belt must be worn.

Full dress uniform is required on all Mass days (usually on Fridays)

Boys PK-6th Grade

Khaki Pants or Shorts
Black Belt
Navy Blue Polo with School Logo
Black Tennis Shoes **ONLY**
White Crew Socks

Girls PK-2nd Grade

Khaki Pants, Shorts, or Skorts
Black Belt
Navy Blue Polo with School Logo
Black Tennis Shoes **ONLY**
White Crew Socks

Formal Uniform

White, Long Sleeve Oxford Shirt
Khaki Pants
White Crew Socks
Black Dress Shoes
Black Belt and Black-Tie

Formal Uniform

White Sailor Skirt with Navy Tie or Jumper
Plaid Skirt
White Knee Socks
Black Dress Shoes
Navy Tie for Sailor Blouse or Cross Tie for Jumper

P.E./Health and Fitness Dress Code:

- PK3 and 4 do not dress out for P.E.
- **Red shorts and red T-shirt** must be worn for P.E. for both boys and girls. Shorts must be (all grades) **NO SHORTER** than 3 inches from the center of the knee.
- Only athletic shoes must be worn; the uniform athletic shoe may be worn for PE and health and fitness class.
- **Black athletic pants** may be worn in cooler weather for P.E.

Note: All P.E. and health and fitness attire must be size appropriate; no sagging of shorts allowed.

P.E. Attire for All Students

Red shorts and Red School t-shirt for summer
Black warm-ups for winter
Navy Blue Jacket or Sweater (Solid Color, Boys and Girls)
Red bows for hair (girls)

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 "uniform" cardigan V-neck pullover or buttoned-down sweater
2. Navy blue school jacket
3. Solid white, long sleeved knit shirt/turtleneck may be worn under the uniform shirt
4. PK3 & 4 may wear black or white tights or leggings on cold days.

A parent/guardian request for an exception to the school uniform code must be made in writing and be approved by the administration. Students not in proper uniform will be subject to disciplinary action.

Free Dress Day, Thursday, and Spirit Day Dress Code (all grade levels):

- 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; *skin tight 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 for grades K-6.
- A belt must be worn with slacks or shorts that contain belt loops.
- Groom code must be followed.
- Students may wear any Spirit SHS **Catholic School Shirt** may wear it **every** Thursday with their uniform bottoms.
- On the **last Thursday of the month** students may wear **any Catholic School Shirt** with jeans and tennis shoes.

Note: If a student forgets free dress day, he/she may not call home or receive a delivery from home to change at school.

Grooming (Applicable for all grade levels with uniform and for Free Dress/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.
- 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, bows, barrettes). 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 or designee 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.

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.

School Suspension (ISS) Process and Policy (3402)

In-school suspension (ISS) will be given for serious infractions at the discretion of the Administration.

- The student is removed from the classroom for the day and placed in an on-campus setting with a supervisor. The student is expected to complete all assignments and any scheduled tests that the teacher sends to the ISS supervisor.
- There is a \$50.00 ISS fee added to FACTS tuition the day the student serves the ISS. The process remains the same for the second through ISS.
- During the course of the school year, any student who serves the ISS, will automatically receive an Off-Campus Suspension and will be placed on probation for the remainder of the school year; NO extracurricular activities or events unless otherwise specified. A parent conference with the counselor and an administrator will be required and the status of continued enrollment will be discussed.

Off-Campus Suspension (OCS) Process and Policy (3403) An *Off-Campus Suspension (OCS)* may be issued to a student for one serious infraction, for repeated infractions, or for five *In-School Suspensions*.

- Parents/guardians will be notified of any OCS via the SOP and phone call and/or in-person conference.
- An OCS requires that the student be picked up from school for the remainder of the day or the student may be issued a full one-day suspension depending on the severity of the

infraction. An all-day or suspension (one or two days) requires a meeting with a parent upon the student returning to school.

- The student will be ineligible for extracurricular activities during the days the OCS was served and will receive a “U” in conduct on the report card.
- The student is responsible for completing all class and homework assignments on the due date.
- **A student serving a two-day off campus suspension will be placed on probation for the remainder of the school year. The student may not participate in extracurricular activities.**
- If a student has served a two-day OCS and earns another OCS while on probation, a meeting must be scheduled with the student, parent/guardian, administrator, and pastor. Expulsion may be necessary in the best interest of the student and student body.
- If a student shows no marked improvement, or gives the impression that he/she has no intention of improving behavior or attitude, through his/her actions, the principal may ask the parent to remove the child from the school. If the parent refuses to remove the child from the school, Administration can expel the student.
- The OCS process and policies apply to all students in grade PreK3 through 6th grade.

Serious Infractions

For any infraction, it is the judgement of the Principal or designee to invoke a severity clause. The consequences based on the severity of the action will be at the discretion of the Principal, designee, and/or pastor, and may result in a Student Offense Report, In-School Suspension, Off-Campus Suspension, and/or Expulsion.

The following are examples of, but not limited to, the types of behaviors that are not tolerated at Sacred Heart Catholic School at any time:

- Forbidden Items-bringing to school any non-school supply or item that is inappropriate or can harm another without specific permission from the teacher or administrator. These include but are not limited to laser beam instruments, aerosol sprays, electronic games, radios, MP3 players, handheld games, iPods, iPads, Smart watches, **fidget items such as spinners, blocks, or any other similar item (unless pre-approved by the counselor)** etc. Any faculty or staff member has the right to confiscate such items and deliver to the Principal or designee. Items collected will only be given back to the parent.
- Cheating/Dishonesty- **giving or receiving** any information on any assignment, quiz, test, or project. A grade of zero will be issued on the work of any student who participates and/or dishonesty. The student(s) will then be subject to disciplinary action.
- Plagiarism-taking someone else’s work and claiming it as one’s own, such as: using a person’s exact words, paraphrasing a person’s work, using a photo or illustration without crediting the source, copying and pasting articles from an encyclopedia or website.
- Bullying- A single significant act or 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 aggression, 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 school for the Archdiocese of San Antonio and that:

- 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 to the student's property; of
- Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
- This conduct is considered bullying if it:
- Exploits an imbalance of power between the student perpetrator and he student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education and substantially disrupts the operation of a school.
- Harassment: Is defined as physical, verbal, or non-verbal conduct based on the student's race, color, religion, gender, notional origin, disability, or any other basis prohibited by law that is so severe, persistent, or persuasive to the conduct:
- Affects a student's ability to participate in or benefit from an educational program or activity, or creates and intimidating, threatening hostile, or offensive educational environment:
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance: or
- Otherwise adversely affects the student's educational opportunities.
- 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 is 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

Cell Phones & Smart Watches

Students are permitted to have cell phones on campus, however, they must be **turned off and out of sight**, unless the teacher permits use for instructional purposes. On testing/quiz days, cell phones are prohibited in classrooms and testing areas. Confiscated phones will be turned into Administration and will only be returned to a parent or guardian. **Smart Watches are prohibited** and will be confiscated and turned into the Administration office and will only be returned to the parent or guardian. Students may receive disciplinary consequences for failure to follow cell/smartwatch policy. Cell phones may not be used during extra-curricular events and may not be used by participants. Sacred Heart School employees shall confiscate any cell phone/smart watch from students who violate this policy. Once a student commits a third violation to this policy in a school year, the privilege of possessing a cellular phone on campus shall be revoked for the remainder of the school year. Sacred Heart Catholic School is not responsible for lost, damaged, or stolen cell phones.

1st Offense	2nd Offense	3rd Offense
Student will receive a cell phone violation signature	Student will receive a cell phone violation signature	Students will receive an SOR. 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 form Administration between the hours of 7:30 a.m.-4:00 p.m.	Parents must pick up cell phone or smartwatch from Administration between the hours of 7:30 a.m.-4:00 p.m.	Parent must pick up cell phone or smartwatch from Administration between the hours of 7:30 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.

Expulsion (3403) 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 infractions 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.

Expulsion is a serious matter and implemented only as a last resort. Normally it will follow a grave offense or a series of chronic offenses indicating a basically hostile attitude. When such a serious case arises, the following procedures will be followed:

- There will be a documented conference of the principal, teacher, and student. If the problem cannot be resolved, the student is suspended.
- This is followed by a documented conference of the principal, teacher, and parents. If no solution is reached, another conference is held with the Pastor present.
- The principal and pastor then decide either to readmit or expel the student. If readmitted, the student is on probation for the remainder of the school year. If the decision is for expulsion, the Archdiocesan Superintendent of Catholic Schools is notified and given a brief written explanation of reasons for the expulsion.

Immediate Expulsion A student will be subject to immediate expulsion when he/she:

- Participates in disruptive activities by a group such as a gang.
- Arson, starting a fire or causing an explosion with the intent to destroy or cause damage.
- Possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school campus or during school-sponsored activities.
- Smokes or uses any tobacco product on school property or at a school-related activity.
- Threatens any student, parent or any school personnel.
- Vandalizes school property or property of others.
- Engages in chronic or repeated misbehavior that disrupts the learning environment.
- Behaves in any manner inside or outside of school that would negatively impact sexual behavior, pornography, promiscuous behavior.

In imposing discipline, the principal or designee will consider the seriousness of the offense, the student's age and grade level, the student's attitude, and the potential effect of the misconduct on the school environment.

Readmission Policy: Once expulsion has occurred or a student has been asked to withdraw for disciplinary purposes, readmission will not be permitted within the school year or the following school year. Under special circumstances, admission may be allowed in subsequent years after review and approval by the pastor and principal.

Substance Abuse 3309 No student shall possess, use, or attempt to possess, use or be under the influence of any of the following substance on school premises during any school time or off school premises at a school-related activity, function or event:

1. 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.
2. Alcohol or any alcoholic beverage.
3. Any volatile chemical substance for inhalation such as glue or aerosol paints.

4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

Note: Any parent, faculty or staff member chaperoning any school-sponsored event are bound by the above policy.

Definitions:

1. "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.
2. "Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.
3. Students who violate this policy shall be subject to disciplinary action including expulsion. A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student's use and who has given this medication with a written request to the Health Care Coordinator shall not be considered to have violated this policy.
4. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this school. Students involved in such actions shall be expelled from school.
5. Any student who has knowledge of the occurrence of any of the above infractions, which may be harmful to the perpetrator of the offense or other persons, has the responsibility to call the incident to the attention of school authorities. Failure to do so may be defined as involvement and will also be subject to disciplinary action.

Weapons Sacred Heart Catholic School is concerned with providing a safe and productive work environment for all employees. The school and Archdiocese prohibit any and all acts or threats of violence by any employee, parishioner, vendor, or visitor to archdiocesan facilities. In addition, the possession or use of any and all weapons including handguns and those licensed by the State of Texas on school or diocesan premises by any employee, parishioner, vendor, or other visitor, whether licensed or unlicensed and whether concealed or visible, with the exception of peace officers, is prohibited. 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 should be immediately reported to the police. Premises include but are not limited to main facilities of schools and parishes, entrances, exits, and break areas, etc.

Employees are further prohibited from the possession or use of any and all weapons while conducting business on behalf of the Archdiocese and school off premises.

The school reserves the right to conduct searches of archdiocesan and school premises and property at any time and intends research such as when, in the opinion of management, there is a reasonable cause to believe that the search is necessary and appropriate to business security or workplace safety issues and/or to monitor compliance with this and other archdiocesan policies and procedures.

Search and Seizure 3310 The legal relationship between Sacred Heart School and the student [or the student's parent(s) or guardian(s)] is one of contract law. The principal may search student desks, lockers and belongings including, but not limited to, handbags, briefcases, backpacks and other items in a student's possession at any time.

Anti-Harassment Environment (3302)

Each school must have a bully prevention policy and bullying prevention plan. Each year the school must publish the approved bully prevention policy and plan. The bullying prevention policy and bullying prevention plan shall be submitted annually to the Department of Catholic Schools for review and approval. It is the responsibility of all Catholic school to ensure that a safe, positive and productive educational environment be established in each school, where no student shall be subjected to bullying, discrimination/harassment, cyber-bullying, or retaliation. The principal of each school and designated staff members (school counselor, lead teacher) with the oversight of the pastor, are Collectively responsible for the implementation of bullying prevention and intervention procedures. the prohibition against acts of bullying, discrimination/harassment, cyber-bullying or retaliation applies to all people engaged in all school related activities all students, regular or temporary, art-time or full-time employees, volunteers, instructors, and consultants.

All Members of the school community shall:

- Conduct themselves in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the Principal, designee, or pastor: if not available, report incidents to the school counselor or other school personnel.
- If informed that one is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, that conduct should be immediately cease and any future display of offensive behavior must be avoided.

Code of Conduct: Our Catholic faith calls for discipline that is derived from respect, compassion and understanding of each other. Sacred Heart School joins the parents in accepting responsibility for teaching children to learn to control their own behavior and to be responsible for their own words and actions. Children are guides toward this goal in an atmosphere conducive to learning with a strong emphasis on spiritual and moral growth. Parents and students are expected to support the disciplinary process and to cooperate fully with the administration and the faculty in the enforcement of these policies. Lack of cooperation on the part of the parents and/or the students may jeopardize the present and the future enrollment of a student. Additionally, it is important for parents to understand that to the discipline policy, as individual circumstances require.

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

- **Respect for God:** Students are encouraged to practice the Catholic-Christian faith through:

1. Active participation in liturgies
2. Sharing Oneself through community activities
3. Reverence of God through their actions, including exhibiting reverence in church and prayer
 - **Respect of Self:** Each individual is a child of God. Each student’s behavior reflects this self-respect through:
 1. Propriety in dress
 2. Use of proper body language, including posture and facial expressions
 3. Fulfillment of all student responsibilities
 - **Respect for Others:** Each student, parent, teacher, staff member, and visitor is treated as a child of God. Each student's behavior reflects this respect for others through:
 1. Cooperation with students, parents, teachers, staff members, and visitors
 2. Treatment of others with kindness in word and actions, a no “bullying” expectation
 3. Modulation of one’s voice
 4. Preservation of privacy of others
 5. Preservation of other’s personal spaces, a “hands-off requirement”
 - **Respect for Property:** Students are expected to use facilities and material properly through:
 1. Use of school property and equipment in that manner for which they were intended
 2. Preservation of all these areas of the church and school campus by keeping them clean, neat, and tidy

Use of Electronic Communication (3307) A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasizes the dignity of and respect for all persons. Words, actions, or depictions, which violate the privacy, safety, or good name of others, are inconsistent with that goal. Whether occurring within or harmonious school environment is contrary to Gospel values, he/she can be subject to the full range of disciplinary consequences, including expulsion.

The policy applies to communications or depictions through email, text/sexting messages, or website postings, whether they occur through the school’s equipment or connectivity resources or through private communication, which are 1) of a sexual nature; 2) threaten, libel, slander, malign, disparage, harass or embarrass a member of the school community or; 3) in the principal’s discretion, cause harm to the school to the school community. This conduct shall be subject to the full range of disciplinary consequences.

Whether communication occurs within or outside the 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.

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 include personal files.

Electronic Communication Definitions

Electronic communication includes, but is not limited to, the following: communications or depictions through e-mails, text messages, direct messages, private messaging, website posting, or social media whether they occur through the school’s equipment, connectivity resources (e.g. Wi-Fi) or using a personal device.

1. **Professional Electronic Communication** is a non-work-related activity that addresses instructional, educational, or extra-curricular program matters.
2. **Personal Electronic Communication** is a non-work-related activity
3. **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, and wikis. Examples of social media include, but not limited to Facebooks, Twitter, Instagram, Snapchat, Vine, WhatsApp, YouTube, Google+, and Flickr. Additional Social media may be developed in the future that could be covered in this policy.
4. **Any reports of misuse of social media that indicates harm, bullying harassment, or dangers to school students, staff, and property should be reported to the school principal immediately. TEXAS PENAL CODE Sec.43.25**

Electronic Transmission of a Sexual Image (3308) Schools have a duty to report to the Department of Child Protective Services (CPS) or local or state law enforcement any suspected cases of electronic transmission of a sexual image involving a minor. If a school official (administrator, teacher, counselor or otherwise) is made aware of any electronic transmission of visual material depicting a minor engaging in sexual conduct, the school must follow their investigation protocol and confirm whether or not the visual material exists. The image at issue should never be printed. The matter must be reported not later than 48 hours after the school official first suspects material and should be reported to the following parties:

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

Minor(s) means a person younger than 18 years of age. Sexual conduct is defined as “sexual contact, actual or simulated sexual intercourse...or lewd exhibition of the genitals, the anus, or any portion of the female breast” including the nipple. Tex. Penal Code Sec. 43.25.

Student’s access to School Email

Access to the school email and similar electronic communications systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the

same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of the policy.

1. Unauthorized attempts to access another person's Email or similar electronic communications or to access another student's name, computer address or workstation to send email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
2. All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential, as a matter of law, should not be communicated over email.
3. Sacred Heart School reserves the right to access email, to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations or to disclose messages, data or files to law enforcement authorities.
4. Any information contained on school computer's hard drive or computer disks, which were purchased by the school, is considered property of the school.

The policy applies to stand alone units as well as units connected to the network or internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure or the attempt. In addition, school disciplinary action and/or appropriate use of technology or telecommunication resources is final.

Unacceptable communications (deemed unacceptable by the administration) that in any way diminish the reputation or threaten any person or persons at Sacred Heart Catholic School or church will be subject to one or more of the following:

- Suspension from school for a minimum of two days; disciplinary probation for the remainder of the school year; no extracurricular activities.
- Expulsion or invitation to withdraw from Sacred Heart School.
- Legal action to the fullest extent for any violation that warrants it.
- Monetary compensation will be sought for damage necessitating repair or replacement of equipment.

All sponsors of any extracurricular activity, including teachers, and staff, may not publish first and last names of students on the school website unless a parent has signed the student Acceptable Use Policy (AUP) Form and the Media Consent and Release Form. For the Safety of all our students, we discourage parents and students from publishing photos and full names of students on personal websites and social media with specific permission from the students who are involved.

The Acceptable Use Agreement for Network and Internet Access (3307)

Acceptable Use: Members of the school community are encouraged to use the computers, software packages, electronic mail (email) or outside the school network for educational or school related activities and to facilitate the efficient exchange of useful information.

- All use of the network must be in support of education and research and consistent with the mission of Sacred Heart Catholic School.

- The use of the Internet to facilitate illegal activity is prohibited.
- Unauthorized use of copyrighted material is prohibited
- Network accounts are to be used by the authorized owners of the account for authorized purposes.
- Downloading information or research, public domain or copyrighted, and submitting it as one's own original material will be considered plagiarism with the resulting consequences.

Netiquette:

Users shall be polite.

- Users shall not intentionally send information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.
- All communications and information accessible via the Internet should be assumed to be private property of the school.
- No use of the network shall serve to disrupt the network or the use of the network by others.
- Hardware or software shall not be destroyed, modified, or abused in any way.
- Posting of anonymous messages is prohibited.
- Users shall abide by generally accepted rules of network etiquette and ethics.

Personal Safety:

- The student shall not give out personal information such as home address, telephone number, or the name and location of the school with explicit permission from a teacher or administrator.
- The student shall not send his/her picture or anything else without first checking with the teacher.
- The student shall inform the teacher immediately if information is accessed that makes him/her feel uncomfortable or is not in agreement with the policy.
- The students shall not reply to any messages that are offensive or in any way make him/her feel uncomfortable.

Vandalism/Harassment:

- Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or network and/or damage the software components of a computer or network is prohibited.
- Vandalizing the data of other antisocial behaviors are prohibited.
- The illegal installation of copyrighted software for use on school computers is prohibited.
- Use of the internet to transmit material likely to be offensive or objectionable to recipients is prohibited.

Penalties:

- Any user violating these policies is subject to loss of internet privileges.

- Loss of internet privileges may affect the student's grade due to his/her inability to complete assignments.
- The *Parent/Student Handbook of School Policies*, which governs everyday behavior, will also be applied to the use of computers.
- The supervising teacher will make the initial decision regarding inappropriate use, as well as the initial consequence, as soon as it occurs.
- The Principal or Director of Students will make the final determination as to what constitutes unacceptable use, the length of the loss of privilege and the student action needed to restore the privilege. The decision of the Principal or Director of Students is final.

School Responsibilities:

- Sacred Heart Catholic School will make determinations on whether specific use of the Internet is consistent with the acceptable use policy.
- Sacred Heart Catholic School reserves the right to log Internet use and to monitor file server space utilization by users while respecting the privacy of user accounts.
- Sacred Heart Catholic School reserves the right to bar access to the Internet in order to prevent unauthorized activity.
- Sacred Heart Catholic School will follow the state and federal laws regarding the use of filters on computers connected to the internet.
- All communications and information accessible via the internet should be assumed to be private property of the school.
- No use of the network shall serve to disrupt the network or the use of the network by others.
- Hardware or software shall not be destroyed, modified, or abused in any way.
- Posting of anonymous messages is prohibited.
- Users shall abide by generally accepted rules of network etiquette and ethics.

Morality (3304)

Pregnancy A primary purpose of a Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is a 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 the marriage, the total school community seeks to offer support to the pregnant student and to the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimension, is to be treated in a Christian and humane manner.

In order to ensure the best interest 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 parents or guardians.

- 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 parents or guardian.
- The father-to be must be involved in a counseling program similar to that provided to the mother-to be.

The school will assist the pregnant student in completing her education either 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 (3305)

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. In all circumstances, the mother of the unborn must be treated with compassion and respect.

Marriage and Co-Habitation (3306)

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 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.

Due Process/Appeals (3304)

Grievance for Student Expulsion (3404)

The following grievance procedure shall apply only to instances of student expulsion.

Procedure:

Prior to the initiation of a formal grievance parents who seek redress for their expelled child must first confer directly with the principal (i.e. 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. A written statement of the complaint, including a brief summary of all pertinent conferences, must be prepared and filed with the school council secretary within three (3) school days of the conference, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original complaint.
2. The school council secretary will, in 24 hours or filing, inform and forward the grievance to the Local Grievance Council (LGC), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments with seven (7) school days of the receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.
3. If the aggrieved party is still not satisfied with the decision of the Local Grievance Council, an appeal may be made to the Pastor within three (3) school days of the decision of the Grievance Council. The Pastor/authorized agent will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the Pastor's/authorized agent's receipt of such an appeal. The Pastor/authorized agent will then render his decision within five (5) school days.
4. The LGC's findings are a mere recommendation to the parties on how they might resolve their differences. Notwithstanding the recommendation, the pastor/authorized agent retains the right to abate the expulsion or not, in his or her sole discretion.
5. If the aggrieved party remains unsatisfied with the decision of the pastor/authorized agent, they may contact the Superintendent of Catholic Schools.

Local Grievance Council-Composition

1. The Local Grievance council shall be composed of three (3) members appointed by the local School Council.
2. Individuals appointed to this Council should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One (1) member may be a present or former School Council member. The other two (2) members should have no direct relationship to the school.
4. The appointment to the local Grievance Council is for one (1) year and is renewable.

Local Grievance Council-Duties and Process:

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The LGC will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal.
2. If the decision of the LGC is to uphold the principal's decision, then the process moves to process Step No. 8 (LGC renders its recommendation in writing to both parties involved).
3. If the decision of the LDC is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who will act as an observer and not an advisor. The observer needs not to be an attorney.
5. Both parties will appear before the LGC together and make an oral presentation. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the LGC will enter into a closed session to consider the oral and written presentation.
7. The LGC may recall both parties to the grievance for clarification of points that may have been raised in either of the written or oral statement.
8. The LGC will render its recommendation in writing to both parties involved

Grievance for Non-Expulsion (3405) All grievances that do not result in student expulsion will be resolved at the local school level. Neither the Local Grievance Council nor the Archdiocesan Grievance Council will hear these matters.

Sacred Heart Catholic School recognizes that misunderstandings or conflicts can arise in the course of managing a school. While most issues are able to be resolved, there are times when an individual may want a specific policy, action or decision reviewed.

Sacred Heart Catholic School provides all individuals an opportunity to be heard and redress any issues regarding policies, regulations, or decisions that are perceived to be unfair to any individual or group.

The "Parent-Student Handbook" is the official source for student conduct and disciplinary policies. In case of disagreement of an interpretation of the handbook or actions taken by the school, the following steps need to be taken: Prior to initiating a formal grievance, parents who seek redress for their children in matters of policy, regulation, or discipline must first confer directly (either face-to-face or by telephone) 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:

Step 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.

Step 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.

Step 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 Council President for further review.

Step 4: The school 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).

Step 5: If the complainant(s) is/are not satisfied with the decision 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.

Step 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.

At times it may be impractical to arrange meetings with the specified time limits of this procedure. In these circumstances, the pastor, principal and/or school council president may make modifications to the procedure, as necessary.

Counseling Opportunities and Expectations (8501)

In the event that a student may be referred for counseling, the administrator will contact the Archdiocese in San Antonio and a licensed counselor will make arrangements to come to Uvalde to service the student. The school will also provide available resources when needed. If the situation requires immediate attention, the school administration will contact the local school district for services until the assigned counselor from the Archdiocese can make other arrangements.

Student Organizations and Extracurricular Activities Eligibility (3500)

The school principal must approve all social events scheduled at Sacred Heart Catholic School. These functions must have a sufficient number of adults in attendance as chaperones. Students who fail to conduct themselves properly at any social function will be asked to leave (parents/guardians will be called to pick up the student) and will be subject to disciplinary action by the principal. All extracurricular activities, sponsored by or held in the school, are considered to be learning experiences and must be supervised by school personnel. Students must have a permission slip signed by parents /guardians to attend a dance. Written permission from a parent/guardian must be given to a teacher/chaperone in order for a student to leave with another student.

Enrichment of student life at Sacred Heart Catholic School is offered in a variety of ways. Clubs and organizations appeal to the interest of many and are offered for the purpose of making the student's life more meaningful and enjoyable. Students are encouraged to seek out a club or share their particular interests and talents.

Specific Activities

Eligibility criteria applies to the following organizations:

1. Student Council: The students Council is open to grades 4-6. The student body in 4th-6th grade shall elect the officers and representatives. The Student Council Advisor, in consultation with the school administration, shall decide the time and guidelines to be followed in the election. The president is to be a 6th grade student. The Student Council will:

- Be responsible for Field Day each year.
- Promote the welfare of the student body
- Represent the student body
- Promote better student-teacher relationships
- Furnish citizenship training
- Develop Interest in civic affairs through school spirit

Catholic Arts and Academic Competition (CAAC): Students in grades 1-6 may participate in different areas of competition. The sponsors of the various competitions will schedule meetings.

Service Learning (6008): Sacred Heart Catholic School has developed a service program that is developmentally appropriate for students, rooted in and growing from real life situations and regularly evaluated in the light of Gospel values. Each grade level Pre-Kinder 3 through 6th grade adopts a charity or organization that the class prays for on a daily basis throughout the school year. In addition, the homeroom teacher works with the students to provide a service to this charity or organization on a quarterly basis.

Spiritual Retreats: Each grade level, 1st through 6th grade, participates in one spiritual retreat on an annual basis.

Health and Wellness

Texas Catholic Conference Education Department School Health Manual (8001-7)

The Texas Catholic Conference of Bishops Education Department's annual School Health Manual provides all Catholic schools within Texas with recommendations for school health and the children they serve.

Role of Principal (8002) The principal of the school, as the chief administrator, is responsible for ensuring that qualified staff is 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 regulations.

Role of the School Nurse (8003) A registered nurse or a licensed vocational nurse, whether employed or volunteering to act in the capacity of the school nurse, is subject to the Nurse Practice act of the Board of Nurse Examiners, State of Texas, and may perform nursing functions only under the supervision and standing orders of a licensed physician and only this a current Texas license. A registered nurse or licensed physician and only with a current Texas license. A registered nurse or licensed vocational nurse, trained and certified in screening procedures and emergency response, may perform screenings, emergency response procedures, immunization surveillance and other non-nursing procedures without physician supervision. The Texas Board of Nurse Examiners performs verification of licensure.

Role of School Health Coordinator (8004) 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 service-related duties for which they are trained.

Role of Health Screener (8005) 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 screenings and follow up findings on student's health records. Schools must comply with state laws regarding student health screenings. Only state approved screeners who have taken and passed a Texas Department of State Health services approved screener workshop are permitted to perform screenings. The school must keep a copy of the screener's certification on file. Additionally, a copy of the certification must be submitted to the Department of Catholic Schools.

Role of Counselor (8007) A counselor is a professional with a master's degree in a mental health field. The counselor supports the academic, social, emotional, and behavioral needs of all students. The counselor may provide a large group, small group, individual or crisis or concern (e.g. suicidal ideation, abuse or neglect, self-harm, etc.) should be referred immediately to the principal. The Counseling and guidance Services Department of the Catholic School Office is available for consultation.

Asthma (8303)

Form: Asthma Action Plan-8303A

It is the responsibility of the asthmatic student's parents to inform the school principal, the student's teacher, teacher aide, school nurse, 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 (Form 3202B) and within their Health Record. See also TCCB ED Health Manual.

It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator an Asthma Action Plan (Form 8303A) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian 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 (8304)

Form: Student Cumulative Health Card- 3202A

Appendix: Worksheet for Insulin Dependent Diabetics on Insulin Pump - 8304A

Worksheet for Insulin Dependent Diabetics- 8304B

It is the responsibility of the diabetic student's parents to inform the school 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 (Form 8304A) and how the school shall respond to a diabetic crisis during the school day. The meeting must include the student's parents/guardian, the school principal, teacher(s), school nurse or health coordinator and other staff who would supervise the student (e.g. before/after school care, coaches, etc.) See TCCB ED Health Manual.

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/guardian cannot be the same person.

The school nurse, 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 (e.g., Ren Web) or worksheet (Appendix 8304A or 8304B).

Individual Student Health File (3202)

Form: Student cumulative Health Card- 3202A

Student Health Form-3202B

A health file must be maintained on each student that will include the student's Cumulative Health Card (Form 3202A) and a Student Health Form (Form 3202B). Health records kept in the student's health file 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 shall be stored in a locked filing cabinet in a secure area of the school, which may be the school clinic or principal's office. The Student Cumulative Health Card and Student Form may be kept electronically using the school's student data management system (e.g. Ren Web).

Immunizations (8102) 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 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, if 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 school, do not qualify for an exemption in Catholic School 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. The statement must state that, in the physician's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. 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.

Medication Policy (8201)

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 exemption may be made in 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 dentist will be administered during school hours.

The Medication Permission 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 ointment, cold tablets, cough drops, sunscreen and bug spray), 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. 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.

Bloodborne Pathogens (8103)

Sacred Heart Catholic School follow the Bloodborne Pathogens Exposure Control Plan approved by the Revised for 2019- 20200 Health and Wellness 144 Superintendents of the Texas Catholic Conference Bishops Education Department with the following modifications:

All schools are to have designated waste receptacle should be of heavy-duty plastic with a fitted lid which opens in and not out. The receptacle should be lined at all times with a plastic bag. Whenever handling

waste material, the staff person should always wear gloves, or something comparable in the case of latex allergies.

Schools are not viewed by the Texas Department of Health or the Texas Commission on Environmental Quality (TCEQ) as being generators of “regulated medical waste” and are therefore not required to use red bags or biohazard labels for trash disposal. The school nurse or health coordinator may dispose of waste in the regular dumpster.

If red sharp (i.e., needles or syringes) containers are used, the TCEQ does not recommend dumpster disposal. Options for disposal include working with the current waste services provider, partnering with local health department clinics, hospitals, physician’s offices or other health care providers, or utilizing an approved medical waste transport service.

Training All employees, which includes volunteers, shall receive bloodborne pathogens training at the time of the initial assignment to tasks where exposure may occur, and annually. Additional training will be provided whenever there are changes in tasks or procedures which affect employee or volunteer’s occupational exposure. Training must be documented, and documentation must be retained in the school for three years from the date on which training occurred.

Student Accident Insurance (8104) 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. The Archdiocesan student accident insurance does not cover interscholastic football related accidents or injuries (with the exception of spring or summer training or off-season workouts) or school-sponsored overnight activities.

Student Cumulative Health Card 8105

Form: Student Cumulative Health Card- 3202A

A cumulative health card must be maintained for each student which will include their immunization record, vision, hearing, scoliosis, and acanthosis nigricans screenings, pertinent medical information and doctor’s name. The Student Cumulative Record Card Revised for 2019-2020 Health and Wellness 145 (Form 3202A) is treated as confidential. It is available to the principal, school nurse, health coordinator and the professional staff, as necessary. The Student Cumulative Record Card shall be stored within the student’s student health file.

The student’s parent/guardian must sign a release of records for student health records to be transferred to another school. The release must define the method of transmission, (i.e., fax, scan, email, regular mail, or hand-delivery to parent/guardian). Documentation shall be maintained in the student’s file. The student’s original cumulative card record is given to the receiving school when the student transfers to another Catholic school.

The Student Cumulative Record Card may be kept electronically using the school's data management system (e.g., Ren Web). If kept electronically and upon transfer or graduation, a paper copy shall be maintained in the student's file. Please see also Policy 3202: Individual Student Health File.

Annual Student Health Form 8106

Form: Student Health Form- 3202B

Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness.

The school must request for parents to update information contained on the Student Health Form annually. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year.

The Student Health Form is treated as confidential. It is confidential. It is available to the principal, school nurse, health coordinator and the professional staff, as necessary. The Student Health Form shall be stored with the student's student health file.

The Student Health Form must be retained for one (1) year after the information is obsolete or the student leaves the school. The student Health Form may be kept electronically using the school's data management system (e.g., Ren Web). It is recommended that a paper copy of the Student Health Form for each student be kept on hand in the case of an emergency. Please see also Policy 3202: Individual Student Health File.

Child Abuse Policy (8601)

Link : Texas Department of Family and Protective Services (DFPS)

<http://www.tdprs.state.tx.us>;

<http://www.txabusehotline.org>

The Catholic schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic Schools will:

1. Require that all Catholic schools comply with the requirements of Texas Statutes Family Code Chapter 261-Investigation of Report of Child Abuse or Neglect.
2. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with official child protective agencies if officials seek to interview a child at school.
4. Provide child abuse awareness in-service education, including legal requirements, for school personnel.

5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

Reporting Abuse or Neglect A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by Texas Family Code 261.101. The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected. The person who first suspects that the child has been or may be abused or neglected cannot delegate or rely on another person to make the report.

The report shall contain name and address of the child, the name and address of the person responsible for the care, custody, or welfare of the child, and any other pertinent information concerning the alleged or suspected abuse or neglect.

Reports shall be made to any local or state law enforcement agency, and in addition shall be made to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53-ABUSE or by their toll-free number 1-800-252-5400. More information on reporting can be found on the DFPS website: (www.tdprs.state.tx.us). Online reporting can be done at www.txabusehotline.org.

If the allegation of abuse is being made against a school employee, the Superintendent must also be notified immediately.

Reporting Sexual Abuse Any allegation of sexual abuse that involves abuse by a priest, deacon, or other church personnel must be reported to the Office of Victim Assistance and Safe Environment (OVASE) in addition to DFPS. If the allegation of abuse or misconduct involves school personnel, then the Superintendent of Catholic Schools shall be notified in addition to OVASE and DFPS.

Training Schools shall facilitate annual training for school employees regarding child abuse awareness, prevention, and reporting.

Medication/Health Related Incidents Documentation (8107)

Form: Accident and Illness Log

Medication Log (Daily)

Sacred Heart Catholic School maintains a daily log of health-related incidents and illness occurring at school. The school's Accident and Illness Log must include the name and grade of the student, complaint/issue, assessment information, treatment (if any) and the disposition.

SHS maintains a daily medication log, which is to include a recording of each dose of medication administered to the student by school personnel.

Where available, schools should use the school data management tool available to them (e.g., Ren Web).

First Aid and Emergency Response (8108) Each school must have a minimum of two full-time employees currently certified in American Red Cross First Aid or a comparable, nationally recognized training in first aid and American Red Cross or American Heart Association CPR/AED or a comparable, nationally recognized agency on campus at all times when students are present.

Each school is required to maintain an approved First Aid manual (e.g., American Red Cross First Aid and Safety or The School Health Handbook by Newton, Adams, and Marcontel) in the clinic or school office for reference.

In the event that a student must be transported for emergency medical care and parent/guardian cannot be contacted, a copy of the parent/guardian's original release to obtain medical care and a school staff member must accompany the student. The staff member shall stay with the student until a parent is present.

The use of Insect Repellents at School (8109) 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.

Sunscreen at School (8202) Sunscreen shall be treated like any other medication and require 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 (8203) Daily and rescue medications (i.e., asthma, allergy, diabetic, and seizure medications) shall be sent on field trips with the teacher. All medications must be labeled according to Policy 8201 and be accompanied by a copy of the signed medication permission form.

The field trip organizer must carry a cell phone on their person at all times during the field trip in case of emergency.

Storage of Medication (8204)

Form: Sample Medication Refrigerator Log - 8204A

Schools must store medication in a locked cabinet or drawer. Medication requiring refrigeration must be stored in a locked refrigerator.

Student Transportation (8602) If a school or parish is 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.

Student Wellness Program and Policy (8701-7)

The Catholic Schools of the Archdiocese of San Antonio are committed to providing school environments that promote the development of lifelong wellness practices. In order to protect students' health and the ability to learn by supporting **healthy eating** and physical activity Sacred Heart Catholic School will:

- 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.
- Plain, unflavored water, will be allowed anytime during the day for students in all grades.
- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical education.
- Provide opportunities for all students to be physically active on a regular basis.
- Involve students, parents, teachers, food service employees, and other interested community members in developing and implementing school nutrition and physical activity goals.
- Assure compliance with the federal Child Nutrition Program requirements and nutrition standards for reimbursable school needs.

Food of Minimal Nutritional Value (FMNV)

- Soda: Any carbonated beverage.
- Water Ices: Any frozen sweetened water with the 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

Individual Student Health File (3202)

Form: Student Cumulative Health Card -3202A

Student Health Form -3202B

A health file must be maintained on each student that will include the student's Cumulative Health Card (Form 3202A) and a Student Health Form (Form 3202B). Health records kept in the student's health file 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 shall be stored in a locked filing cabinet in a secure area of the school, which may be the school clinic to the principal's office. The Student Cumulative Health Card and Student Health form may be kept electronically using the school's student data management system (e.g., Ren Web).

Student Cumulative Health Card The Cumulative Health Card (Form 3202A) must be maintained for each student which will include their immunization record, vision, hearing, scoliosis and acanthosis nigricans screenings, pertinent medical information and doctor's name. The student's original cumulative card record is given to the receiving school when the student transfers to another school. If kept electronically and upon transfer or graduation, a paper copy shall be included in the student's file for transfer to the new school.

Pediculosis (Head Lice) 8401 Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before readmittance to school. A parent/guardian shall accompany the student to school following exclusion. The student must be checked by school personnel before re-admittance to school and found to be lice and nit free.

School personnel, including but not limited to the school nurse or health coordinator, involved in detection of head lice should be appropriately trained. The importance and difficulty of correctly diagnosing an active head lice infestation should be emphasized.

The school nurse or health coordinator is responsible for notifying the parent(s) or guardian(s) of the student who has lice. Letters of notice for parent/guardian of student with lice and classmates are available in the TCCED Health Manual. 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.

School Lunch Program (7601/8701) Sacred Heart Catholic School provides reduced-price meals to students who qualify under the poverty guidelines of the program, which are adjusted for family size (proof of income will be required to qualify).

A cafeteria type lunch will be available, and all students are encouraged to take advantage of this service. A menu will be available, and all students are encouraged to take advantage of this service. A menu will be provided at the beginning of each month.

The cafeteria uses Parent Web/ FACTS System for keeping track of student lunches. Parents make full and reduced-price meal payment through Ren Web to the FACTS link. For safety and internal control measures, payments are not accepted in the cafeteria.

Lunch accounts must carry a positive balance. When there are no longer funds in lunch accounts, notifications will be sent via email or text. Students' whose accounts have insufficient funds will receive a sack lunch of peanut butter & jelly, until payment is made, and the account is in the positive.

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Breakfast prices:

- \$2.50 per child (all grade levels)
- \$1.25 qualified reduced breakfast

Lunch prices are as follows:

- \$3.75 per child (all grade levels)
- \$1.85 qualified reduced lunch
- \$3.75 per adult (faculty and visitors)
- \$.85 for milk, \$.60 for juice, \$1.00 bottled water

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.

Soft drinks are in a category of Foods of Minimal Nutritional Value and are highly discouraged during the times that the National 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 parent may bring lunch to his/her child only and the parent must sit and eat lunch with his/her child (only).

Notice of Asbestos This is our annual notice of the presence of asbestos containing materials in Sacred Heart Catholic School. The location and condition of these materials are found in the approved Management Plan located in the Principal's office. Sacred Heart Catholic School's Management Plan is available, upon request, for reviewed by parents, teachers, and school employees.

In November 2015, we had our three-year re-inspection and in January and June we have our periodic surveillances. All of the school inspections are conducted by ASTEX ENVIRONMENTAL SERVICES. The results of these inspections and surveillances are recorded in the Management Plan in order to keep the school's plan updated. The contact person for ASTEX is Leonor Becknal, License #10-5662. Ms. Beckanal can be reached by contacting (210) 828-9800.

FINANCIAL POLICIES (4400)

All families will pay tuition in accordance with the schedule of rates adopted by the School Council for the year of attendance. The School Council approves annual tuition rates, registration fees and general fees in conjunction with the Principal and the Pastor. No reduction or forgiveness of tuition will be granted to any individual, or family, without the consent of the School Principal.

Tuition Discounts for Employees (4403) Employee tuition discount rates should apply to employees who are personally responsible for the tuition of a student in the school. 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 council to ensure equity.

Tuition rates for PK 3/4 and elementary vary, with PK 3/4 being higher than elementary. Sacred Heart Catholic School offers a discount for multi children enrolled at school. Tuition rates are:

Student(s)	Monthly	Per Year	Multiple Child Discount
1 Child (PK)	\$417.50	\$4,175.00	N/A
1 Children (Elementary)	\$391.50	\$3915.00	N/A
2 Children	\$778.00	\$7,780.00	\$50 decrease from full cost of \$7,830.00
3 Children	\$1,167.00	\$11,670.00	\$75 decrease from full cost of \$11,745.00
4 Children	\$1,556.00	\$15,560.00	\$100 decrease from full cost of \$15,660.00

It is very important that all tuition is paid on time. All parents must be registered through FACTS Management Program. Tuition is due by the 1st /15th of each month. A \$25 late fee will be added after the 1st/15th of each month.

All outstanding balances must be paid in full before registration.

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. **SHS parents will incur a processing fee when using a credit or debit card for payments made to FACTS or in the Business Office.**

Collections of Tuition and Other Fees (4402)

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

- Tuition
- Registration Fee's
- General Fee
- Cafeteria Accounts
- Before/After School Care
- Extra-Curricular Activities
- Student Organizations
- Family Volunteer Program
- Fundraiser/Raffle Fees
- Library Fees
- Service Hours

- Field Trips

Families should pay their tuition and incidentals online with FACTS. The School’s business office discourages families from making “in school” payments in lieu of using the FACTS online systems. Additionally, the business office will not accept credit cards or debit cards for tuition and/or incidentals.

REGISTRATION FEE (4406) The registration fee is used to reserve a place for the student. The School Council shall determine the amount of the annual registration fee. The registration fee is nonrefundable; and may not be transferred from one Catholic School to another, except for extenuating circumstances regarding a families’ financial needs. A registration fee of \$350.00 per student is due in full at registration.

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 at the time of registration, except for extenuating circumstances regarding a families’ financial needs. In this case, the family must establish a repayment plan with the School’s Business Office Manager, and approved by the School Principal, before registering for the new school year. Sacred Heart Catholic School offers the following payment options for **tuition** only:

Plan A -12 Months	Plan B- 10 Months	Plan C-Semester	Plan-D Repayment
Tuition payments start on June 1st or 15th of current year through May 1st of the following year.	Payments start August 1st or 15th of current year through May 1st of the following year.	Fall Semester (½ of annual tuition) due by August 15th. Spring Semester (remaining ½ of tuition) due by January 15th.	Tuition paid in full by August 15th of current year. 3% tuition discount applies.0

ALL TUITION MUST BE PAID IN FULL BY MAY 15TH OF THE RESPECTIVE SCHOOL YEAR.

Automatic Tuition Deduction (ATD) - Families are required to participate in the FACTS Tuition Management Program. FACTS does not charge a fee for automatic deduction of payments through a bank checking or saving account. A **2.85% processing fee** is charged with the use of a credit card or debit card. Tuition deductions are processed on the 1st or 15th of the month. FACTS apply a \$25 late payment fee/follow-up fee.

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

Any 6th grade student who is not current in tuition and incidentals may not be allowed to participate in the 6th grade trips, luncheon, nor graduation exercises. This applies to end of year

activities for pre-kinder and kindergarten students as well and could jeopardize participation in the recognition and graduation exercises.

Delinquent Accounts (4405)

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 on time payment of all tuition, fees for after school care in order to meet the school's financial obligations.** At the discretion of the School Principal, any family account which becomes severely delinquent 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).

Tuition Assistance (4404) 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>.

Tuition Refunds The business office will give pro-rata tuition (only) refunds as part of the withdrawal process when a family leaves Sacred Heart Catholic School. Tuition must be current or in the case of overpayment, a refund will be granted.

Fundraising Activities (4409) Any organization or group proposing to conduct any fundraising activity for the school and using the school name shall receive 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 or its representative.

All fund-raising activities must adhere to local, state and federal regulations, where applicable.

School Raffles (4410)

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 two (2) 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 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
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.

Emergency Procedures

Building Safety (5201)

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

Crisis Response Plan (5202) Crisis Management requires planning, practice, and clear thinking. No school can be fully prepared for everything that might occur at school or school-related activities; however, implementing a plan helps faculty, staff and students prepare for sudden occurrences and deal with them in a safe, professional manner. Consequently, crisis drills will be conducted at various times during the school year. Should the school have to be evacuated for a major emergency; students will be escorted to Sacred Heart Catholic Church until it is safe to return to the campus. Usually emergencies requiring evacuation involve the police and/or fire department, which will issue directives as to how the situation will be handled.

During any Crisis Drill, a Lockdown (5206) procedure is followed:

- Door windows are covered, and blinds/curtains are closed.
- Students are instructed by the teacher to take a duck-and-cover position in the classroom out of sight of anyone who might be looking into windows or doors.
- Teachers will barricade doors if necessary
- Students are expected to remain *silent* until an all-clear signal is given.
- During a lock-down, all school lines need to remain clear for emergency personnel. Updates will be sent out via Facebook and text alerts.

Bomb Threat (5203) If the school receives a telephoned or written bomb threat, the following procedures will be observed:

- The school is evacuated as for a fire drill.
- The police are immediately informed. This is a police matter. The police will determine the course of action.
- The pastor and superintendent are informed immediately.

Fire Drills (5204) Monthly fire drills are conducted as a precautionary measure for the safety of the students for two purposes: (1) to train students to leave the building in an orderly manner and quickly in case of emergency alarm; and (2) to teach self-control and composure in emergency situations. Fire drills will be held in accordance with the rules of the local Fire Department and in

cooperation with the State Organization for Fire Prevention. Fire Drill Plans, which include evacuation routes and safety zones, are posted in all classrooms and offices. When the fire alarm sounds, students silently and rapidly leave the building in an *orderly* manner, under supervision of the teachers, to the designated safety zones, leaving all personal belongings behind. Lights need to be turned off and doors to the classroom closed. If the fire signal sounds while students are in the cafeteria, on the playground, or anywhere other than the classroom, they will go to the nearest safety zone under the supervision of the teacher in charge. An all-clear signal is given to allow students to return to class.

Tornado Drills (5205) To help protect students in case of a tornado or other storm with extremely high winds, tornado drills are held within the school year. The Tornado Warning Signal will consist of 1 long continuous bell tone followed by and all call announcement “**A tornado warning has been issued for our area—Please seek Shelter.**” Students should be kept inside, away from windows/glass and preferably near and interior hallway. Students who are in the Parish Hall should move to an interior hall and presume the protective position. All those in the Church will remain in the church and assume the tornado safety position. All those on the playground or in passing period will move to the nearest designated space. Students who are in the restrooms will remain in the restroom and assume the tornado safety position. Office staff will move to the back room and take cover. At the conclusion of the drill, a bell will beep 3 times and an all-call will go out to give the “All Clear.”

Schools as Weapon Free Zones (5207)

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 should be immediately reported to the police. The Principal should notify the parents/guardians of any student who is arrested for violation of this statute. 18 U.S. Code § 922 (q)(2)(A).

Parents and Community Relations (5100)

Participation in Community Life (5103) Good public relations demand harmonious and friendly cooperation with the local public-school system, Uvalde Consolidated Independent School District, St. Philips Episcopal School, Classical Academy, and its officials. Sacred Heart Catholic School will make efforts to participate in activities and to assist civic officials in projects aimed at the common good.

Visitors and/or Unauthorized Personnel (5006) During school hours, Sacred Heart Catholic School is a closed campus. All visitors must report to the school office immediately upon arrival to receive an electronically printed visitor badge. A driver’s license or other form of identification must be presented. All faculty and staff will require parents/guardians to check in at the school office before releasing a child. Unauthorized persons will be asked to leave campus immediately. Police intervention will be used when necessary. Parents eating lunch with their child are required

to obtain a Visitor's Pass from the office. For the safety of the children, the doors to the Parish Hall (cafeteria) will be locked during school hours.

Parent Organization (4101/4102)

School 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 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 school 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.

Sacred Heart Catholic School Council

Father Eduardo Morales---	Pastor (ex officio)
Joseph Olan	Principal (ex officio)
Gene Ayala	President
Maria Elena Lara	Member
Elissa Gonzales	Financial Liaison
Olivia Rish	Member
Bryan B J Perez	Member
Sarah Ortega	Secretary
Rose Puente	Treasurer

Parent Teacher Club 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 School families. The PTC actively promotes the welfare of Sacred Heart 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 resource for fundraising opportunities. Meetings are held every first Wednesday of the month for the school community during the school year providing both spiritual and educational topics.

Family Volunteer Program (Service Hours): Volunteerism is vital to the success of the Sacred Heart Catholic School community. Therefore, each parent of a Sacred Heart School student is required to donate a minimum of 20 volunteer credits (1 credit = 1 hour) each school year or compensate the school monetarily (\$25 per uncompleted credit). Families who enroll later in the year will have their credits prorated. 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. In addition, each parent is required to contribute a minimum of 2 hours (2 Credits) for each of the following events: Church Festival, Fish Fry, and GALA. These will go into your 20-hour total, but they are not voluntary, and each family must participate.

How to Earn Service Hour Credits:

20 credits per family – 1 credit = 1 hour of participation. Each incomplete hour is a **\$25** penalty that will be assessed via FACTS.

Many volunteer activities are acceptable. Examples include but are not limited to, participation in organized events, attending field trips, assisting teachers with class projects, assisting with class parties or other activities, presenting career day speeches etc. Volunteer credit will also be awarded to parents who serve on the many school committees, the PTC board, and the School Council. Refer to the list of activities below for maximum credits earned and for a list of activities that are not eligible to earn credits.

In order to create an equitable balance of service, parents/guardians will earn a set number of credits for participation in the following activities for the school year.

1. School council member – 5 credits for total of executive and general meetings held throughout the year.
2. PTC board member – 5 credits for total of all executive and general meetings held throughout the year.
3. Head Room Parent- 5 credits 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 Parties- 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/ book fair/ -Parent volunteer sheet be signed by the office staff.
7. **Mandatory hours are church festival, GALA, Fish Fry. All parents are responsible for all raffle tickets and selling chocolates.**

Attending/working at the following events WILL NOT be accepted for credit:

1. Science Fair
2. Awards assemblies
3. Prayer services

4. Parent teacher conference
5. School programs

Volunteers (2115)

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 Investigations (2104)

Criminal Background Checks (2102) The Archdiocese requires that every school conduct criminal background check on all volunteers, this includes chaperones for field trips. No volunteer may work with students until a clearance is issued. Forms are available at the school office. Parents and guardians are encouraged to submit the form at the start of the year as it may take a few weeks for clearance. The background check is valid for three years.

Safe Environment Training 2105 All volunteers must receive Adult Safe Environment Training prior to working with or around children. Training must be renewed every three (3) years based on the date of the first training. The Archdiocese of San Antonio uses the Protecting God's Children program developed by VIRTUS to educate adults on abuse prevention.

Sexual Harassment Training (2105) 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.

Custody Issues (3002/3204) 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 The principal and/or pastor must approve the use of the school grounds and/or school facilities for any time that school is not in session. The schedule/ availability of facility use is the responsibility of the pastor's secretary at the church office.

School Publications (5106) 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.

School Website (5106) 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. See Policy 5004. Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed.

School Sponsored Social Media (5107) 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. See Policy 5004.

Definitions 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, and wikis. Examples of social media include, but are not limited to, Facebook, Instagram, Twitter, Snapchat, Vine, WhatsApp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

Media (5108) 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.

Communications (2014/3307) Sacred Heart Catholic School maintains open communication. Newsletters are sent at the beginning of the months and as needed. Parents can access Facebook for information. News are also posted on the Church bulletin and the local newspaper.

Parent - Teacher Conferences: To bring about closer cooperation between home and school, formal parent-teacher conferences will be scheduled after the first grading period in October for parents of students in grades Pre-Kindergarten through 6th grade. 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. These will be scheduled by the teacher. If parents wish to meet with the 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. No parent/guardian should enter a classroom for the purpose of meeting with a teacher with a teacher or student without 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.

Pastor- If a concern arises, and cannot be solved at the school level, parents need to set an appointment with the Pastor by contacting the Church secretary.

Academic Policies

Expectations and Responsibilities For Students 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.

Christian Formation

In view of the philosophy of Sacred Heart School, Religion, and all that it implies in the life of the child is of the utmost importance and requires total cooperation on the part of the home. Parents are the first teachers of Religion and form the foundation for their child's faith. At Sacred Heart School, students are active participants in the Liturgical choir.

The Catholicity of our school is a primary focus. Religion is not just a "subject" but us to be infused in all that we do at Sacred Heart School and integrated throughout our school day. One formal period each day is devoted to religious instruction. The selection of Religion textbooks is the responsibility of the Principal, in consultation with the faculty (6006). Weekly liturgies and other

religious observances are celebrated throughout the school year. Students in grades 3-6 receive the sacrament of First Reconciliation and Holy Eucharist is scheduled for children in second grade. Students who enroll at Sacred Heart School Form 2nd grade and beyond, and have not yet received their sacraments, are offered the opportunity to begin preparation, in consultation with their parents/guardians.

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 and holy days are 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.

Curriculum Objectives: The distinct purpose of the Catholic school is to proclaim the Gospel message, to build community, and to educate. Within the school community the teachers, priests, parents and students experience what it means to live a life of prayer in the following ways: community, personal responsibility, and freedom, manifesting the Gospel values of peace, justice, community, love, patience, reconciliation, and respect. To achieve this purpose, Sacred Heart Catholic School organizes its curriculum, its staff, and its physical facilities in order to:

- Make known to all students the person and message of Christ and help students develop a spirit of prayer and worship.
- Assist the students in developing an understanding of Christ's Church, its community growth and world dimensions.
- Develop in all students a respect for the rights of others, as individuals and as groups with moral and spiritual values, ethical standards of conduct, and basic integrity.
- Provide for all student's educational opportunities and experiences related to their heritage, and their responsibilities to family, local community, and the larger society.
- Enable students to acquire basic skills, especially in the art of communication, quantitative and qualitative thinking, and the sciences.
- Help students develop the power to think constructively, solve problems, reason independently, and accept responsibility for self-evaluation and self-instruction.
- See that all students have available experiences to develop a sense of wonder and an appreciation for beauty and culture as their knowledge of human development expands.
- Help students to develop and foster physical and mental health and constructively manage the psychological tensions inherent in change and adaptation.
- Ensure that students follow the Catholic expectations of reverent prayer.

Curriculum and Instruction (7001-3)

The curriculum followed at Sacred Heart Catholic School is in accordance with the Archdiocesan Curriculum and Instruction Policy (8001) and is aligned with national and state standards.

Curriculum implementation follows the *Curriculum Guides of the Archdiocese of San Antonio* which incorporate the *Texas Essential Knowledge and Skills (TEKS)*.

Sacred Heart School offers a balanced curriculum of Religion, Reading/Literature, Language Arts, Mathematics, Social Studies, Science, Health, Physical Education, Music, Art, and Technology Integration. Our PK-3 curriculum is Super Kids Reading curriculum is used for Pre-K 4 through 2nd grade. A vertical alignment in Math connects skills throughout all grade levels, pre-kindergarten through 6th grade with our series, Progress in Math.

Grading Policy (7104-5)

Report Cards (7105) Individual assessment of a student's academic progress is a vital part of the educational system. Sacred Heart Catholic School follows the grading policy set forth in the *Handbook of Policies and Regulations for the Archdiocese of San Antonio*. Report cards are issued four times a year based on a nine-week grading period. The report card is an evaluation of the student's performance in school. 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.

Academic Grading - All schools are on a quarterly grading period schedule. The following evaluation keys are used for 3K, 4k, 5K, and grade 1:

<i>Grade 1 Equivalencies</i>	<i>PK3 &4</i>	
E = Exceptional Progress	E 94-100	E Excellent
V = Very Good Progress	V 85-93	S Satisfactory
G = Good Progress	G 75-84	P Progress
G = Minimal Progress	G 70-74	N Needs Improvement
L = Limited Progress	L below 70	

Numerical grades are used from second grade through eighth 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

Rotation Subjects and Conduct/Responsibility Grades are indicated in the following manner:

O	Outstanding
S+	More than Satisfactory
S	Satisfactory
S-	Minimal Expectations met
I	Improvement Needed
U	Unsatisfactory

Academic Honor Roll (Grades 1-6):

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

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

Promotion Policy (7105) 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. The failure of **two or more core subjects** for the year will result in the student having to repeat that grade. The core subjects are Religion, English, Reading/Literature, Mathematics, Science and Social Studies; Spanish is a major subject in middle school. There are no social promotions in the Catholic schools in the Archdiocese. Students are promoted to the next grade level based on their academic achievement. Students in pre-kindergarten, kindergarten and first grade may not be promoted if they are exhibiting limited progress in emotional and social growth, motor development, language, cognition, Reading or Math. 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- A student must have at least a “70” final average in each core and major subject. The core subjects are: Religion, English, Reading/Literature, Mathematics, Science, and Social Studies. A student who fails two or more subjects is not promoted.

Student Support Process (7103) Sacred Heart School recognizes that the academic success of each

success of each student as an important goal and therefore utilizes a positive solution-based student in preventing academic failure by the use of the schools’ resources and staff. The process titled Family Support Team Meeting. The sole purpose of this process is to assist students in preventing academic struggles before, during and after interventions. The Fa

mily 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 shows 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.

Homework (7106) 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.

Individual study/homework times will vary from student to student. The following time allotments are recommended:

Kinder	20 minutes
First grade	30 minutes
Second grade	40 minutes
Third grade	50 minutes
Fourth grade	1 hour
Fifth & Sixth grade	1 ½ hours or more

Remember that these times are approximate times. Occasionally, assignments will take longer due to the difficulty of the topic, etc. At various times, teachers assign special projects that extend over several days or weeks. Homework will also take longer to complete if students do not begin long-term projects as soon as they are assigned. Homework assignments will be sent home in the assignment notebook. Parents should check their child's assignment notebooks for homework and test dates daily for updates.

Academic Assessments: Teacher constructed or publisher-supplied tests (such as weekly, chapter, or unit tests) will be administered as deemed necessary by the teacher. Students can expect to be assessed on academic subjects as well as some elective courses. Students must be prepared for any such tests. Prior to a scheduled test, the teacher will provide adequate notification to the student. It is the parent's responsibility to be aware of his/her child's

performance by reviewing, on a regular basis, the graded work of their child and by checking Ren web. Teachers will return graded work on a regular, timely basis.

Standardized Testing (7400) NWEA Assessments, in accordance with the Archdiocesan policies, are administered during the spring each school year. Students in grades K-8 are administered total battery of the test for the NWEA, the Archdiocesan testing program includes standardized tests of general achievement and scholastic ability. This balance should provide Sacred Heart Catholic School and the Archdiocesan system as a whole with sufficient data for making realistic decisions about future goals of the system, Sacred Heart School, and individual students. For specific test interpretations, the parent is encouraged to discuss his/her child's scores with the student's teacher. Students in grades 5 are also administered the National Catholic Association Education (NCEA) Assessment of Catechesis Religious Education (ACRE), also in accordance with the Archdiocesan policies, in the spring of the school year. The ACRE tests faith knowledge and students' beliefs, attitudes, practices, and perceptions.

Copyright Policies (7005)

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: 1. copyright law, 2. fair use guidelines, 3. specific licenses or contractual agreements, and 4. other types of permission. Employees, volunteers and students who willfully disregard copyright law are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

Field Trips 7108

Field trips of an educational or curriculum related nature may occur. All field trips must be approved by the school administration. With some exception, all field trips will be limited to approximately 2 1/2 to 3 hours in length. Non-school approved trips that involve students will not be promoted or organized within the school. The following policies govern all school-sponsored field trips:

1. A teacher/sponsor will lead and organize all school field trips. Parents/guardians may be asked to serve as a chaperone. Chaperones make a commitment to supervise and are expected to remain with their assigned group at all times and to follow the teacher's guidelines. A copy of a current criminal background check (cleared through the Archdiocese of San Antonio (valid for 3 years) must **accompany all field trip permission forms** for all parents/guardians wanting to chaperone.
2. The teacher/sponsor will verify that each student has submitted the formal permission form signed by the parent or guardian prior to departure on the trip. **NO TELEPHONE REQUESTS WILL BE HONORED.** If the parent/guardian does not provide the required permission, the student will not be permitted to participate. It is respectfully requested that the permission form be submitted on time to prevent undue stress on the part of the student, teacher and parent.

3. Transportation will be approved by the school administration.
4. Parents/guardians who provide their own transportation for their child (only) take full responsibility for that child to and from the field trip as well as during the field trip activities; the child must be signed out and in at the school office.
- 5 Teachers will provide students and parents with a written permission form for the trip which shall include:
 - place, date, time of departure and return, and the name of the teacher/sponsor
 - the method of transportation
 - a list of items needed by the student while on the trip
6. Teachers and chaperones will support and enforce the rules and regulations as outlined in the SHS Parent – Student Handbook during all field trips. Infractions of the rules and regulations established by the teacher/chaperone may become the rationale for excluding students from future trips and activities.
7. All field trips will be scheduled through the Principal's office.
8. Sacred Heart Catholic School dress and grooming codes are enforced during field trips, unless the Principal directs otherwise.
9. Any student who is absent a half-day or more from school the day of the field trip will not be allowed to participate upon arrival at school or at the site.
10. Any parent who does not allow his/her child to attend a class field trip will be responsible for keeping the child at home or securing alternative care.
11. No siblings (younger or older) will be allowed to attend a field trip.
12. **Any student with 2 or more SORs will need to be accompanied by a parent in order to attend the field trip.**
13. **No refunds will be provided to any parent whose child does not attend the field trip, regardless of the reason.**

Textbook Policies: All textbooks used are those adopted by the Department of Catholic Schools and meet the requirements established by the Texas Catholic Conference Education Department. Textbooks are the sole property of Sacred Heart Catholic School.

- Each student is responsible for the set of books issued for his/her use.
- All hard-bound textbooks are to be neatly covered throughout the school year; textbook covers are not to be taped to inside binding of books.
- Students may not write or deface textbooks in any way.
- Textbooks which are damaged or lost must be paid for by the student before he/she can receive report cards or end-of-semester/end of the year exams are administered.

Library Services Sacred Heart Catholic School library provides a variety of reading materials. The collection is accessed with the Follett Destiny operating system. There are several computers available to our teachers, staff, and students. These computers provide access to the Internet to search our inventory, do educational research, or take Accelerated Reader quizzes. The librarian provides answers and assistance in finding materials to accommodate requests of teachers and students.

The Accelerated Reader reading comprehension program of books and accompanying quizzes are available for individual student use. All students are encouraged to utilize the services and programs of the library. A variety of incentives are provided. Pre-K3 through 6th grade are scheduled for library classes once a week. During this time, the students borrow and return books, learn library skills and acquire knowledge of various genres, authors, the Dewey Decimal System, and take Accelerated Reader quizzes. The librarian encourages the students to choose books that will match their reading ability and interests. Students may borrow books for one week and may renew the book for another week.

If a book is lost, the full cost of replacement is required. The students will be given a computer printout reminder for late books on progress report and report card day and parent/guardian will receive an email. After reminders, replacement costs for books overdue by one month will be added to a student's FACTS account. After the account has been charged, there will be no refunds. If the family chooses to purchase a book and give it to the library as a replacement for a lost or damaged book, there will be a \$2.00 processing fee assessed. Fees for damage to books will incur as well. The library is open from 7:30 a.m. until 4:00 p.m. daily. The library is for student use only. The library is closed to visitors if there is a class in the library. Students must be supervised by teachers or other school personnel while using the library at all times.

Sacred Heart Catholic School

Parents

Parents have read and agree to uphold and be governed by the policies and procedures of the Sacred Heart Catholic School *Parent-Student Handbook* and updates for the school year 2020-2021. As a parent, my failure to cooperate with the administration and staff in all educational and disciplinary matters may jeopardize my child's continued enrollment at Sacred Heart Catholic School.

I understand this handbook is subject to change at any time and will become effective immediately. Any circumstances or occurrence not explicitly described in this handbook will be addressed at the discretion of the principal.
