



2024-2025 Parent/Student  
Handbook

Dear Parents and Students,

Welcome to Sacred Heart School! During my time as Pastor, I have continually emphasized several points that remain as valid today as when I first mentioned them. They are: that our parish is truly blessed to have a school; the opportunity we have to shape the faith, morals, and values of our students, in addition to ensuring that they receive a first-class education; and, the outstanding caliber of our faculty and staff. My overall goal continues to be to make SHS the best Catholic parochial school in the Diocese and the best primary school in the entire Cullman area. As with any worthy endeavor, it will take a lot of hard work by all of us - Pastor, teachers, staff, parents, and students - to reach this goal, but with the grace of the Holy Spirit, we can do it. I am looking forward to watching our faculty and staff at work and our students grow into wonderful young Catholic and Christian boys and girls. I also look forward to interacting with you, the parents, at our PTO meetings and various school activities.

Please let me know if there is anything I can do for you, and, as in previous years, I will be fully involved in SHS as we continue our journey toward spiritual and academic excellence.

Sincerely,

Rev. Patrick Egan, O.S.B.

Pastor

Sacred Heart Church

Dear Sacred Heart School Family,

We would like to take the opportunity to welcome you to Sacred Heart School. We are truly proud of our school and its rich history and tradition. We offer our students the opportunity for intellectual, social, and spiritual growth. We are looking forward to a productive partnership with you to ensure that your child can achieve their highest potential. We recognize that to be successful in school, our children need support from both the home and at school. We know a strong partnership will make a difference in your child's education. This handbook is designed to provide you with important information concerning Sacred Heart School, such as academics, attendance, discipline, guidance, etc. As partners, we share the responsibility for our children's success. Please take the time to read over this information and become familiar with it. I am looking forward to another great year at Sacred Heart School.

God Bless,  
Shawna Norman  
Principal

## **PARENTS AS EDUCATORS**

Parents have a serious obligation to provide and supervise the education of their children. The family unit provides the learning atmosphere where the child develops his/her values, attitudes, and love of Christ and all people. The family unit, thus, becomes the first school.

Our school is an extension of the education that begins in the home. By the time a child enters school, he/she is not beginning his/her education -but continuing it. The parents must create in the "first" school, a family atmosphere filled with love and respect, along with a desire to learn and achieve.

## **WORKING WITH PARENTS**

As the primary educators of their children, parents/guardians freely choose Catholic education for their sons/daughters. Registration at Sacred Heart School is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education. A cooperative relationship between the Sacred Heart School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of Sacred Heart School or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child(ren) from Sacred Heart School.

Additionally, parents/guardians will be held to the same standards of respect as students are in regard to their interactions with administrators, teachers, staff, and students.

## HISTORY OF THE SCHOOL

On December 14, 1878, the Notre Dame Sisters from Milwaukee arrived in the small four-year-old German town of Cullman, Alabama. Two days later, they opened the school for Catholics and non-Catholics. By January 1879, the attendance numbered 100, and one year later, the number enrolled was 150. The Notre Dame Sisters staffed Sacred Heart School, then known as Mary Help School, for twenty years, 1878 - 1898. The Sisters were then asked to return home because the school was considered small and very far from home.

Immediately, Abbot Benedict and the monks at St Bernard Monastery began to look for a community to take over the school. In September 1878, a group of five Benedictine Sisters from San Antonio, Florida, arrived in Cullman. These five sisters staffed the school from September 1898 to June 1899. As soon as it was known that Mary Help Community was established as an independent Mother House, requests for admission were received. The community of sisters began to grow. Thus, the Mary Help community held charge of the Parochial School in Cullman until the summer of 1902, when eight Benedictine Sisters from St. Walburga Convent Covington, Kentucky, joined the Mother Mary Help group in Cullman. At this time, June 1902, the name of Mary Help School was changed to Sacred Heart School. Over the years, the original wooden frame church and the first two-story wooden school building has been replaced by the present beautiful, stone structures.

Sacred Heart School received State Accreditation on January 22, 1973. It was the first church school in Alabama to be accredited.

Two years later, accreditation was received from the Southern Association of Colleges and Schools. Over the 140+ year history of the school, there have been many changes. However, the primary purpose of the school continues to be one of providing an instructional program within a Catholic Christian atmosphere of love and guidance. Sacred Heart's parish, school, and families continue to work together to form a cornerstone of excellence in education for Cullman, Alabama.

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

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

## **MISSION STATEMENT**

Sacred Heart School fosters the religious, academic, and social development of every child, recognizing that knowledge enlightened by faith and realized through service is at the heart of Catholic education.

## **VISION STATEMENT**

Through the continuous presence and guidance of the Holy Spirit, Sacred Heart Catholic School in Cullman will strive to be the best parochial school in the Diocese of Birmingham, AL: loyal to the Magisterium and its teachings, and its Benedictine legacy of "ORA ET LABORA" -prayer and work and treating each person as

Christ; adhering to the curriculum set by the Diocesan Catholic School Office; growing the number of students enrolled and resources committed to ensure the needs of the faculty staff, and students are met both now and in the future; operating the best primary school in the Cullman area; operating according to sound and effective educational principles and business practices especially the management of monies; offering an environment that reflects being in a family, i.e., warm, welcoming and transparent.

## OUR BELIEFS

- All students are children of God with special talents and needs.
- Following Benedictine tradition, all students are received, seen, treated as Christ, each student will be taught to see Christ in others, especially their teachers and their fellow students.
- Students are members of ever-enlarging groups beginning with the family and moving out into society. In cooperation with the family, the school seeks to guide and direct the students in the development of their unique potential.
- A safe and physically comfortable environment promotes student learning.
- Students need to be actively involved in solving problems, producing quality work, and demonstrating their understanding of essential knowledge, and skills. This coalesces into challenging students to achieve their personal best.
- Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement and meaningful contexts to apply their knowledge.
- Student learning is the chief priority for the school and the commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, and lifelong learners.

- The responsibility for advancing the school's mission is shared by the teachers, administrators, parents, the parish, and where applicable, to the community at large.

## OUR MOTTO

"Where Faith and Knowledge Meet"

## OUR ACCREDITATIONS

- accredited by Cognia (THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS) since 1975.
- a member of the NATIONAL CATHOLIC EDUCATION ASSOCIATION.
- certified and accredited by the state of Alabama.

## CHAIN OF COMMAND

Many parent's questions are easily and completely answered by communication directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken before taking it to the next level.

1. On Matters involving Instruction/Curriculum/Student Discipline
  - a. Classroom Teacher\*
  - b. Principal (or Assistant Principal)
  - c. Pastor
  - d. Director of Catholic Schools
2. On Matters Involving Extra-Curricular Activity
  - a. Club Sponsor\*
  - b. Principal (or Assistant Principal)
  - c. Pastor
  - d. Director of Catholic Schools
3. On Matters Involving Facilities/Grounds/Building
  - a. Principal/Pastor
  - b. General Manager
  - c. Director of Catholic Schools



4. On Matters Involving Student Registration
  - a. Executive Secretary
  - b. Principal

**\*\*Appointments should be scheduled in advance for any meetings.  
Please call or Email the school. Do not send personal texts. Contact information can be found on the next page of the handbook.**

## **SCHOOL DIRECTORY**

Web Address: [shscullman.com](http://shscullman.com)  
School Email: [shsoffice@shscullmsn.org](mailto:shsoffice@shscullmsn.org)  
School Phone: 256-734-4563  
School Emergency Phone: 256-735-6858  
School Fax: 256-255-0416

### **School Hours:**

7:55 a.m. - 3:10 p.m. (Tuesdays-Fridays)  
(2:45 p.m. dismissal on Mondays for faculty meetings)

### **Office Hours:**

7:30 a.m. - 4:00 p.m.

### **School Mass:**

Wednesday - 8:15 a.m.  
Holy Days - 8:15 a.m.

## **Administrators:**

### **Pastor:**

Father Patrick Egan, OSB    256-734-3730

### **Principal:**

Mrs. Shawna Norman            256-734-4563

**\*\*All Faculty Email: [firstnameinitiallastname@shscullman.org](mailto:firstnameinitiallastname@shscullman.org)  
Example: [snorman@shscullman.org](mailto:snorman@shscullman.org)**

## Faculty and School Personnel:

Financial Manager and Accountant_____	Michelle East
Executive Secretary_____	Kristi Wilson
3K_____	Dana Conn
4K_____	Jennifer Arndt
5K_____	April Miller
First Grade_____	Keisha Harris
Second Grade_____	Jennifer Grey
Third Grade_____	Kellie Thompson
Fourth Grade_____	Schenaye Hopper
Fifth Grade_____	Tracy Holmes
Sixth Grade_____	Sarah Morris
Literacy Development _____	Patricia Brown
Computer Lab_____	Malinda Yarbrough
P.E. / Health _____	Holly Winfrey
Counselor_____	Misty Knight
3K Aide_____	Haley Roberts
4K Aide_____	Karen Presto
5K Aide _____	Teresa Adair
Floating Aide _____	Brandy Gibbs
Cafeteria Director_____	Kelli Haynes
Cafeteria Staff_____	Kayla Strickland
LIHM Sisters _____	Sr. Adrienne, Sr.Lucy

## SCHOOL BOARD ADVISORY COUNCIL

Ryan Hays - President

### Voting Members:

Katie Whatley	Jose Martinez	Pam Shaddrix
Georginna Seelhorst	Ross Harrison	Adam Collier
Tamara Robinson	Graham Stidham	

### Ex-Officio Members:

Mrs. Shawna Norman	Father Patrick Egan, O.S.B.
Phil Frappaolo	

### School Representatives

Malinda Yarbrough – Teacher Representative	
Kristi Wilson - Secretary	Michelle East – Finance

## ADMISSION POLICIES

Equal Opportunity - The school admits students without regard to sex, race, color, national, and ethnic origin to all privileges, programs and activities generally accorded or made available by the school. The same holds true for employment practices. However, being a Catholic school, preference will be given to Catholic students/teachers.

Transfer Students - Transfer students shall be accepted according to the regular procedures. Students transferring to Sacred Heart School is required to furnish transcripts of prior education from all schools previously attended. A conference between the prospective student, his or her parent/guardian, and the principal is required before acceptance. Moreover, the principal may contact prior schools attended to complete the application process. Normally transfer of students from schools located within The area is prohibited except at the beginning of the school year.

Tuition, Fees, and Expenses - Sacred Heart School exists to provide students in our parish with a quality Catholic education, and we strive to be fiscally responsible as we do so. Tuition, fees, and other expenses must be paid promptly to enable the school to meet its financial obligations. A family experiencing financial difficulties that may interfere with its ability to meet its obligation to the school is encouraged to share the situation with the principal so that alternative strategies can be explored. Tuition must be paid through FACTS Tuition Management Co.

## POLICY FOR RE-ADMITTANCE TO SCHOOL

If a former student of Sacred Heart School requests to be readmitted, the following requirements must be met.

- Space must be available in the grade level desired.
- The child must re-apply, go through the interview process, and qualify as any new student would.

- The parent/guardian must submit a written request for re-admittance. This request must state why the student left Sacred Heart School, how circumstances have changed since leaving, and reasons for desiring them to return. Re-admittance will not be guaranteed but will be handled on a case-by-case basis, following the above requirements.

## SACRED HEART SCHOOL TUITION AND FINANCIAL POLICY

Tuition and fee payments form the primary source for the Academic Programs for Sacred Heart School. Tuition and fees are contracted financial obligations entered into by the parents/guardians upon the registration of their child(ren) and are the responsibility of the parents/guardians. Failure to pay tuition seriously jeopardizes the fiscal health and stability of the school. We commit resources, plan staffing, and design programs based on the number of registered students and thus the school depends on the timely and consistent payment of **ALL** financial obligations for each student. **These obligations continue even if the school building is required to close under circumstances such as we experienced in the spring of 2020.** Sacred Heart's capitalization policy is \$10,000.00 per asset.

Accordingly, the financial policies are:

- All families are required to establish a FACTS account for the monthly payment of tuition or to pay in full.
- The FACTS Tuition Management Company will handle this method of payment for an annual fee. The money will be electronically debited from your checking, credit card, or savings account.
- The annual tuition and fees may be paid by selecting one of the following opinions:

- Paid in full by June 30. Payments in full receive a 10% discount.
  - Divided into (10) monthly installments due July through April.
- Tuition will be prorated based on a 10-month school year. Students who withdraw after the school start date will be charged for the August tuition.
- Should extenuating circumstances occur that inhibit the parent's ability to pay tuition, it is the responsibility of the parent to make contact with the school principal or business manager as soon as possible to make alternate arrangements for payments.
- No family may return to the school if payments for the previous school year, including all fees, have not been paid in full by June 30.
- Past-due tuition balances will be pursued through legal action.
- The school has the right to refuse class admittance to any student whose account is delinquent for more than 60 days.
- Transcripts, report cards, and diplomas are the property of the school and may not be issued to the student (or parent of the student) if the student's account is delinquent.
- A graduating 6th grade student's account must be current one (1) month before the student's last day of school in order for the student to participate in graduation ceremonies.
- The school has a history of working in good faith with families in need but families must communicate with the school, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

- Refer to the Tuition and Fees Policy in Renweb for other information.

## **DELINQUENT TUITION FROM PREVIOUS YEAR(S)**

All previously unpaid tuition or fees must be paid by June 30 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the Principal. Should tuition become 30 days delinquent, these cases will be referred to the Finance Committee for review and possible student withdrawal. Parents who experience financial difficulties have a responsibility to discuss with the office to make reasonable arrangements.

## **FINANCIAL AID**

We will be using FACTS to evaluate financial aid and eligibility for financial assistance. There is a fee for this service. Information regarding the application process and the link will be emailed to you upon request.

- Tuition assistance will not be granted to families who do not submit an application to FACTS by the stated deadline.
- Any family may apply for tuition assistance through FACTS.
- Financial aid applications are due by April 30. (Tax Returns Required)
- Current families will be notified of financial aid assistance in the month of May.
- New applications will be notified of financial awards in the month of May.
- Families receiving financial assistance must fill out an agreement form and volunteer at least 5 hours of service to the school.

Please note, Sacred Heart has limited funds available for tuition assistance. All financial aid applications are considered in the order they are received. Contact our business manager, Michelle East, for assistance with tuition information. [meast@shccullman.org](mailto:meast@shccullman.org) or 256-734-3730. ALL monthly tuition payments will start in July (10 monthly payments)

## VOLUNTEER REQUIREMENT POLICY

We will be implementing a Volunteer Requirement Policy that will benefit everyone. Each family will be required to complete a minimum of 5 hours for the school year. This will take the load off those who volunteer for all events. We believe the education of our students is a partnership with our families. Service hours are an opportunity for each family to help us accomplish our common goals. Fundraisers are the only way to keep our tuition costs from rising. These efforts cannot be accomplished without your service to the school.

### How to achieve these hours:

- Family members can help in your name
- Help at our Fall and Spring Fundraisers. There is a minimum amount of service that is required at these events. (Many are needed to pull these events off.)
- Assist teachers with class activities (cutting out, stuffing goody bags...)
- Helping with Swamp John's, Book Fair, Field Day...
- Assist in drop off and pick up traffic
- Helping with the Hispanic Food Fundraisers
- ETC.

Families will be responsible for logging /reporting their hours. All hours must be signed by school personnel or the person

in charge of the event.

### **Unfulfilled Service Hours**

We understand the challenges of work, childcare, family time, etc. Those who feel they have reasons that make them unable to meet service hours must communicate the circumstances to the principal in advance. Unfulfilled hours will incur a monetary penalty which will be added to your FACTS account, and will also require a family review with the school finance manager and the principal

## **ACADEMIC POLICIES**

### **HOMEWORK**

It is expected that most children in first grade through sixth grade will have some homework each evening. Ordinarily, the assignments will require 30-60 minutes daily for students in grade 1-4 and 60-90 minutes in grades 5-6. Please bear in mind that it is almost impossible for a teacher to give an assignment that will take everyone in the class that amount of time. Reading and Studying are very important part of homework. Many children think that only the written part is important. If for some reason (e.g. sickness, death in the family) a child cannot do his/her homework, please send a note with the child explaining this fact, and a make-up due date can be arranged. Generally, as many days as a student is out will be given to them to make up missed work. For example, if a student was out on a Monday, their work would be due on Wednesday, giving them Tuesday to make up assignments.



## Homework Suggestions for Parents

1. Show an interest in your child's work.
2. Set up proper conditions for study.
3. Encourage your child to develop good study habits.
4. Go over and review homework with your child each evening.

## GRADING

Grading is a method of communicating student learning and shall be based on the philosophy that students and not subjects are being taught. Catholic schools allow for diversified reporting of student progress. The method used by each school is to be approved by the Superintendent. Students in grade six may take examinations, but this is a local decision. Examinations, if given, will be in Mathematics, Science, English, Reading/Literature, Social Studies, Spelling/Vocabulary, and Religion. Report Cards will be issued every NINE WEEKS. If there are any questions about your child's report, please contact your child's teacher. Mid-quarter Progress Reports are sent out for grades 2-6 so you are aware of your child's achievement. Dates are listed on the school's monthly calendar. Report Cards are to be signed by the parent and returned to the teacher. Please review your child's papers to determine your child's progress. All grades 5K-6 can be found on your Renweb account.

### 4K

4K will be a specialized checklist based on standards and goals that should be met at certain points in the year.

### 5K through Sixth Grade

Grading at these levels will be letter grades with a scale given on the report card. Both percent and letter grades will be listed on the mid-quarter grading reports.

\* Computer, library, and music do not receive letter grades since

they are tools to be integrated into all areas of the curriculum.

\* Handwriting will be graded using the effort and conduct code.

\*\*Letter grades will be given in grades 2-6 for P.E.

The grading scale will be as follows:

A= 93-100    B= 84-92    C= 74-83    D= 65-73    F=64 and below

The Effort and Conduct Code will be as follows:

S Satisfactory                      I Improving

NI Needs Improving    U Unsatisfactory

Grades are input into Renweb for 5k-6 grade. Parents will be able to access this information and other pertinent classroom information through their Renweb account.

## Elementary/Jr. BETA CLUB REQUIREMENTS

- Be a person of worthy, moral, and ethical character.
- Obtain a scholastic achievement of an A in four of the seven academic courses with no grade less than a B in any of the seven courses (Mathematics, Science, English, Reading/Literature, Social Studies, Spelling/Vocabulary and Religion).

## SPORTS

### School Priority

Parents are encouraged to aid students in establishing priorities and developing good study habits when extra-curricular activities are involved.

### Eligibility

Students who sign up for the following activities must maintain a combined "C" average to participate.

- Basketball - 3rd-6th, (2nd when applicable)

- Cheerleading - 5K-6th
- Archery- 4th-6th
- Volleyball- 3rd-6th, (2nd when applicable)

This will be evaluated at every grading period including mid-term progress reports. If a student does not maintain this average they are ineligible to play. Grades will be re-evaluated at the next reporting period. They may practice, but will not be allowed to participate in the game or dress out. The Principal and teachers will maintain communication with coaches to enforce this rule.

**Students will not be dismissed to the gym until they are signed out by the coach or parent.**

## PROMOTION AND RETENTION

For a student to be retained in grades 2 - 6, the actual grades on the Report Card must indicate failure. If a student receives an "F" in either reading or math for the yearly average, he/she must attend summer school or be tutored by a certified teacher over the summer in order to be promoted. In addition, a student fails for the year if he/she has a yearly average of "F" in two or more of the following areas: Reading/Literature, English, Mathematics, Science, or Social Studies. For primary children not receiving letter grades, the decision as to what constitutes failure is to be made at the local level with discussion between the teacher, principal, and parent. Each student's status will be clearly indicated on the final report card.

Retention will be discussed among teacher(s), parents, and principal. A consensus will try to be reached. When there is disagreement, the decision of the principal is final. In the event of retention, the school reserves the right to not invite the student to return for the next school year, for reasons of behavior, effort, academic integrity, or disagreements between school and home.

This decision is determined at the local level by the principal and pastor. Students in grade 6 who are retained will not be permitted to walk for graduation without specific permission from the principal.

## ATTENDANCE AND ABSENCE

To receive maximum benefit from classroom instruction, it is important that a child report to school on time each day.

### TARDIES / ABSENCES

Tardy - The school day begins at 7:55 a.m. The doors will be locked at 7:55 a.m. for school. Students who arrive after the bell rings are tardy and must report to the front office. It is the responsibility of the parent to "sign in" a child who is tardy. Students will be responsible for getting assignments and making up work missed. Continued tardiness will necessitate a conference with the teacher, parents, principal, and child to develop a plan to remedy the situation. The teacher and principal may determine that the student will receive a zero for work missed due to tardiness.

Absence - Alabama State Law makes school attendance obligatory. A school year of 180 days is to be strictly observed. An official record of enrollment and attendance is to be maintained locally. Parents /Guardians have the primary obligation to see that their children attend school each day.

**\*\*A note is required from the parent/guardian when the student is absent from school. Missed absences and make-up work will be assigned once the absence has been excused by the office staff. If the absence is unexcused, the child may not have the opportunity to make up work assigned that day and**

he/she may receive a zero. Absences for other than illnesses are to be submitted in writing two (2) weeks in advance to be approved by the principal. Students must make up work in the same number of days they are absent. Students missing school for vacations or trips of any nature are discouraged. However, if this is necessary, the student will be required to obtain whatever assignments will be missed in advance and submit the day of his/her return. Teachers should be asked for homework assignments at least one week prior to departure. The final determination of whether an absence is excused rests with the principal.

**\*\*Notes should be turned in to the office on the first day of return. No more than 5 days will be allowed for a note to be submitted. More than 5 days will result in the absence being unexcused.**

Prolonged or repeated absences may make it impossible for a child to earn credit in a report or semester term. **Twenty absences during the school year from any class may cause a loss of credit and could mean retention.** Exceptions to this rule require the approval of the principal or the Diocesan Superintendent and will be based on the student's learning level, the reasons for the absence, and other aspects deemed pertinent by the principal and/or Superintendent. Three parent notes per semester is the maximum allowed. All others must be doctors or legal.

Parents/Guardians will be notified in writing when their child is in danger of failing because of repeated absences. A written note is required from the parent/guardian for all absences. **IT IS VERY IMPORTANT, IF YOUR CHILD IS ABSENT TO MAKE ARRANGEMENTS FOR THEIR SCHOOL WORK TO BE PICKED UP SO THEY ARE NOT SO FAR BEHIND WHEN RETURNING.** Email your child's teacher and

the office to notify them of your child's absence. Work may be picked up after 2:00 on the day of the student's absence.

**Excusable absences include:**

1. A doctor's note is required for four or more consecutive days of absence due to illness.
2. Serious illness or death in the immediate family.
3. Emergency medical or dental attention.
4. Court appearance.
5. Student absent with permission of principal (Diocesan event, field trip, etc.)

**Unexcused absences include:**

1. Truancy
2. Missing a ride
3. Pleasure trips or vacation
4. Participation in a sporting event
5. Shopping, hunting, fishing, attendance at games, birthdays, or other celebrations
6. Appointments or events for siblings (with the exception of graduations, severe medical circumstances, etc.)

Should a student be absent from school due to illness, participation in any extra-curricular school or church activities is prohibited until the child has returned to school.

**Early Checkout**

Students leaving early are to be signed out by a parent or guardian. If you must sign your child out early, please do so before 2:35 on Mondays and 3:00 on Tuesday-Friday. Early sign-in or out counts as a tardy. The parent/guardian must sign the student out and they will be called to the office to check out. Under no circumstances may a child be released to anyone other

than the parents/guardian as listed on the student's record unless the office staff has verified verbal or written permission from the parent/guardian. A student is never to be released early from school without explicit knowledge of his/her guardian. No student may be sent off school grounds without parental permission. Routine doctor and dentist appointments are discouraged during school hours.

Preschool children should not be checked out early on a regular basis. Parents picking up pre-school children early **must** sign them out.

## **DISEASE AND SCHOOL ATTENDANCE**

"Mild illnesses" are very common during the school year. However, there are very few illnesses that mandate exclusions from participating in school. Children with minor illnesses should not be excluded from school unless:

1. The illness prevents the child from participating in school activities.
2. The child requires more care than the school staff can provide.
3. Fever, lethargy (tiredness), irritability, persistent crying, difficulty breathing, or other signs suggesting severe illness is present.
4. There are mouth sores associated with the inability to control saliva unless medical authority states that the child's condition is non-infectious.
5. There is a rash with fever or behavior changes (until illness is determined by a physician not to be communicable) . . .

## **SCHOOL MANAGEMENT OF SPECIFIC DISEASES**

Management of specific illnesses is best determined by you in conjunction with your child's physician; however, the following

suggestions may help you determine when your child may safely attend school without fear of infecting others:

- **Fever** - Children **MUST** be fever-free (below 100.4) for 24 hours, without the aid of medication, before returning to school.
- **Streptococcal pharyngitis (Strep Throat)** - Children should be excluded from school until they no longer have a fever and they have been on antibiotics for 24 hours.
- **Varicella-zoster (Chicken Pox-Shingles)** - Children should be excluded from school until the sixth day after the onset of rash, but may return sooner if the rash is dry and crusted. Children with shingles may return to school when the rash has crusted.
- **Gastroenteritis (Vomiting and Diarrhea)** - Children who have vomited two or more times in the previous 24 hours should be excluded.
- **Conjunctivitis (Pink Eye)** - Children with conjunctivitis (Pink Eye) should not attend school until one full round of medication has been administered and all evidence of discharge from the eyes are gone.
- **Impetigo** - Children should not attend school until they have no fever and have been on antibiotics for at least 24 hours.
- **Pediculosis (Head Lice)**- Children should not attend school until the morning after their first treatment and no nits were present.
- **Herpes Simplex (Cold Sores)** - Exclusion from school is not indicated.
- **RingWorm** - Children should not attend school until the morning after the first treatment.
- **Mononucleosis** - Children should be excluded from school activities until the doctor permits them to return to class.
- **Medication** - It is the parent's responsibility to inform the school in writing of any prescription or nonprescription medication, the child may need to take during school hours. The note should



include directions for administering the medication. All medications should be brought to the school office in the original containers

- **Covid** – See guidelines posted on the Diocesan Website: [bhmdiocese.org/school-safety-resources](http://bhmdiocese.org/school-safety-resources)

\* For long-term medication, the health professional and the parent **must complete a medication form**. Forms are provided in your Child's Renweb account under the resource documents or can be Obtained from your child's pediatrician. All forms will be kept on file in the office.

## IMMUNIZATION

Alabama State Law requires children entering kindergarten or 1st grade, as well as children re-entering the higher grades, to be immunized against diphtheria, tetanus, pertussis, measles, rubella, mumps, and varicella (K-6).

Any child reporting to school on the day of registration without an appropriate certificate will not be enrolled. Appropriate certificates for enrollment, which will be available only from private physicians and the Health Department, Including:

- Certificate of Immunization (IMM-50)
- Certificate of Medical Exemption (IMM-51)

It should be noted that children who wish to be enrolled in early childhood programs must follow the schedule of recommended vaccinations appropriate for their respective ages.

## ALL VISITORS

Please come to the front door to be admitted into the school. You will need to report to the office to sign in and receive a visitor badge.

## CHURCH

Classes attend Mass each Wednesday morning and Holy Days at 8:15. Parents are welcome to join us. All students (including non-Catholics) are required to participate in all religious programs. Non-Catholics are not to receive the Sacraments of Reconciliation or Holy Eucharist, but may receive a blessing at those times. (Diocesan Policy 4000).

## ARRIVAL BEFORE SCHOOL

All children must enter through the cafeteria door in the morning. The cafeteria door will open at 7 am. The front door will not be opened until 7:55 (after the tardy bell).

## AFTER SCHOOL CARE

Students remaining at school after the last bell rings will attend After School Care under the supervision of an adult. This time is from school dismissal until 5:30 p.m. **On early dismissal days After School Care will not be offered.** There will be a charge of \$3.00 per child for each hour or a portion thereof and must be paid weekly or in advance. There is a one-time fee of \$10.00 that is required per family if your child attends. This is to purchase supplies for the children to have during After School Care. After School Care will be in the school cafeteria and the Pre-K classroom. Parents and/or guardians must come into the First Street entrance (Cafeteria Entrance) to pick up their child. Snacks are provided, but students may bring their drink/snack. On early dismissal days, we will not provide After School Care (ASCARE)

## SCHOOL RECORDS

Ultimately it is the Principal's responsibility to ensure that all records are current and in agreement with those sent to the Catholic

Schools Office and/or the State Department of Education or the Southern Association of Colleges and Schools. Frequently, it is the responsibility of the individual teachers as well. This is a serious obligation for all personnel involved. All records of a permanent nature shall be kept in fireproof storage. Parents have the right to inspect and review all official records, files, and data directly relating to their children. Included would be all material that is incorporated into each student's cumulative record folder. No employee of a Catholic school within the Diocese of Birmingham in Alabama may release personally identifiable information of students without written consent of a parent or guardian except to:

- A. Other school officials who have legitimate educational interest;
- B. The Superintendent of Catholic Schools;
- C. Officials of other schools should always forward educational records upon request.
- D. Authorized representatives of:
  - 1. The Comptroller General of the United States;
  - 2. The Secretary of the United States Department of Education;
  - 3. An Administrative Head of an educational agency;
  - 4. A State Educational Agency (e.g., State Board of Education);
- E. Such persons as necessary in connection with a student's application for, or receipt of financial aid.

Anyone desiring access to student records shall be required to sign a document that shall be kept permanently with the student's file.

## **CLASS SIZE**

The maximum class sizes are determined by the standards of Cognia.

## COMMUNICATION

Sacred Heart School uses several different tools to communicate with parents/guardians of students: Year at a Glance Calendar, Monthly Calendar, letters, email, and Parent Alerts. Many problems may occur due to a lack of communication. Teachers will let the parent/guardian know the best way to contact them in their first letter to parents for the year.

- **Year at a Glance Calendar** - Year at a Glance Calendar is prepared to give parents and students advance information on the school year and is **subject to change**.
- **Monthly Calendar** - A school calendar and lunch calendar will be sent home through email each month. The monthly calendar will highlight upcoming events or activities.
- **Letters from the Office** - Letters from the office will be sent home with your child on an as-needed basis. The letters contain information on specific events or activities.
- **Email** - Refer to page 6 on how to email school staff or teachers.
- **Parent Alert/ Emails**- From your child's teacher or the school office through Renweb.

## GRIEVANCE PROCEDURE

Whenever parents wish to address a concern or a problem regarding their child with a school staff member, the best solution is a scheduled meeting between the persons concerned. Parents may send a note requesting that the staff member call them to set up a meeting time. Parents may also email the staff member. Mutual respect, courtesy, and a desire to resolve the issue should characterize the discussion. Such a meeting should involve only the family and the staff member concerned. The meeting should be on school property, in private, and at a time convenient to all concerned. The staff member will notify the principal of the meeting. If the parents and staff member are unable to resolve the issue, they

may request a meeting with the principal. The principal will meet with the parties so that all come to a satisfactory agreement. If and when necessary, the pastor may join the meeting. However, normally, the pastor and superintendent expect matters to be resolved within the school without their involvement. The School Board, PTO, Parish Council, or other advisory bodies may not be included in the grievance procedure. Please do not use the grapevine to air grievances. The issues are never resolved in this manner and small problems become big ones. There is no problem that people of good will cannot resolve by working together.

## SCHOOL CLOSINGS

In the event that the Cullman City Schools are closed due to inclement weather or any other type of emergency, Sacred Heart School will also close. You will receive a Parent Alert message.

In the event of school starting late due to unforeseen circumstances the school doors will open 30 minutes prior to school starting.

Other Emergencies - In the event that other specific emergencies arise that only affect Sacred Heart School, every effort will be made to finish the school day. However, the safety and security of the students and staff will come first. A Parent Alert will be issued. No child will be dismissed from school unless a parent or someone designated by a parent/guardian comes for him/her.

## WRITTEN COMMUNICATIONS FROM PARENTS TO THE SCHOOL

Any private party invitations must be mailed from home. If parents wish to recognize their child's birthday at school, they must obtain permission from their child's teacher one week in advance. The parents must provide all children with a snack. The snack should be limited to only a cupcake, cookie, or doughnut. Parents are asked to be aware of allergy issues that may be present in the classes.

## LOST AND FOUND

Lost and found articles will be kept in the room across from the office. Please remind your children to check there if they have lost something. PLEASE put your child's name on their clothing items, lunch boxes, water bottles...

## PARISH YOUTH ACTIVITIES

The following is a list of some parish activities in which all students of Sacred Heart School may participate. The activities are **not** sponsored by the school. However, Sacred Heart students and parents must adhere to the appropriate Code of Conduct.

**Pee Wee Basketball:** Pee Wee Basketball is open to boys and girls in the 3rd grade through 6th grade. Pee Wee Basketball games are played in the Family Life Center and at the county school gyms.

**Cheerleading:** Pee Wee cheerleading is open to girls in the 5K through 6th grade. They will be cheering for the girls' and boys' Pee Wee Basketball teams at the Family Life Center and the county school gyms.

## SCHOOL YOUTH ACTIVITIES

The following is a list of some parish activities in which all students of Sacred Heart School may participate. The activities are sponsored by the school.

**Volleyball:** Volleyball is open to girls. (2nd grade through 6th). The games are played in the FLC and at the county/private gyms.

**Archery:** Archery is open to boys and girls. (4th through 6th). Students participate in various tournaments throughout the season.

## SCHOOL PRIORITY

Parents and students are encouraged to establish priorities and develop good study habits when participating in extracurricular activities.

## DISCIPLINE CODE

"In the Catholic schools of the Diocese of Birmingham, high standards of discipline shall be maintained by administrators, teachers, and students including recognition of the dignity of each individual. Students shall be expected to conduct themselves in keeping with the philosophy and goals of the Catholic school as set by the Diocese of Birmingham and stated in the local school handbook or policy statement. Self-discipline is one of the immediate important goals of Catholic education and shall be a major goal of administrators, teachers, and students in Catholic schools" (Diocesan School Policy Manual, 4200).

## RESPONSIBILITIES - SCHOOL, PARENT, STUDENT:

The school, the parent, and the student have roles to accomplish common goals.

### The school is responsible for:

- Offering opportunities to learn by using a variety of materials, techniques, and styles.
- Advising students, parents, and faculty of expected behaviors and consequences for unacceptable behavior
- Discerning and communicating with parents about the student's progress and needs
- Assisting parents with the primary role of spiritual guide for the students
- Providing students with a safe and peaceful learning environment.

- Fostering Christian-Catholic values

**The student is responsible for:**

- Being prepared to participate in the day's activities upon the ringing of the morning bell
- Contributing to the learning environment through attentiveness and participation
- Behaving in the expected Christian manner
- Facilitating communication between home and school by delivering messages between two
- Involving parents in his/her school life by talking with parents
- Greeting adults and students
- Speaking respectfully to and of classmates and teachers
- Promoting a safe and peaceful learning environment

**The parents are responsible for:**

- Meeting the child's basic needs so that the child can be alert and open to learning at school
- Ensuring that the student gets to school on time
- Providing a suitable environment for study and homework, including parental attention and help as needed and when appropriate
- Demonstrating excitement about learning and the importance of education
- Supporting teachers and principal in their decisions and talking with them and the child when appropriate to work through problems
- Modeling Christian attitudes and values when communicating with school administration, faculty, staff, other parents and students
- Participating in school activities (e.g., P.T.O.) as appropriate and when possible
- Modeling a positive Christian attitude toward students, parents,



teachers, and administration

## EXPECTED BEHAVIOR

All students are expected to behave in a courteous and Christian manner. Behavior must ensure the safety and health of all students, enhance the learning environment, encourage self-control, and encourage self-discipline. Teachers, parents, the principal, and the student must communicate and work together so that behavior will be within accepted limits.

### Specifically, the students are expected to:

1. Come to school dressed in the school uniform, prepared for the day and ready to participate.
2. Speak and act in a respectful and courteous manner.
3. Help keep grounds, buildings, furnishings, and materials clean, tidy, and in good repair.
4. Listen and be attentive to instruction and participate in all activities.
5. Adhere to the teacher's standards for behavior appropriate for different places and activities
6. Obey the specific instructions of the adult in charge.

## BEHAVIORS TO BE OBSERVED

Respect / Courtesy / Manners: Students should act with respect toward people, including fellow students, but especially faculty, staff, elders, and those in authority. Common courtesy includes proper social etiquette such as good table manners and proper forms of address when speaking to others.

Classroom: Within the first week of school, teachers will send home specific classroom expectations. Students are to follow set expectations.

### Playground / Gym:

- Use inside / outside equipment properly as instructed by

the physical education teacher.

- Adult supervision for outside equipment is necessary at all times.
- Place trash in a large trash can during break; close drink containers properly before throwing them away.
- Keep voices at a pleasant level; undue screaming alarms and distracts students and teachers.

Church:

- Proper reverence is expected at all times (e.g., kneeling, standing, sitting, feet off kneelers, etc.)
- Praise God, through singing and by responding to Father
- Restroom visits only if sick or emergency

Cafeteria:

- Children eat at assigned tables and observe proper table manners.
- Speak quietly to neighbors
- Line up quietly when the teacher indicates departure time
- Throw away the tray and pour out liquids in the designated area
- Parents may eat lunch with their children. Advance notice is required. Notify by 9:00 a.m. No FAST FOOD allowed in the cafeteria in the original wrappers. Repackage if brought in.

**STATE LAW**

Pre-K Restroom:

- Children will be supervised by teachers and aides.
- No playing or climbing on toilets
- Good hygiene is expected

K - 6th grade:

- A few students at a time
- good hygiene is expected
- self-discipline is expected

### Halls:

- Move quietly and calmly from place to place
- Wipe feet when entering the building from outside
- Pick up items found on the floor

### Field Trips:

Since trips are part of a regular school day, the expected behavior is the same as previously mentioned. Students with frequent disciplinary issues may be excluded from Field Trips but must come to school.

## **DISCIPLINARY PROCEDURES**

"It is the expectation of the Diocesan Catholic Schools that students will develop a Catholic philosophy of discipline and behave according to the policies, rules and regulations of the school. When these are violated, the schools will impose reasonable disciplinary measures with the established authority of the school so that students are treated with fairness and firmness."

(Diocesan Policy Manual) Each of the behaviors listed below would jeopardize safety or inhibit the teaching-learning process. Other inappropriate behavior will be considered violations of the expected school behavior. To help all students develop appropriate standards of self-discipline, students will be disciplined in a reasonable and fair manner with regard to inappropriate behavior. When a student's behavior requires discipline, parents are personally, including financially, liable for any serious misbehavior that results in damage to property of the school or of an individual that is school related. For any violation of the expected behavior, the student may receive a warning from the teacher. More serious infractions may call for an immediate offense without warning (being sent to the principal's office). For chronic violations, a student may be given an in-house suspension or home suspension (Diocesan Policy 4700 A). For serious disciplinary reasons and/or violation of major school

regulations a student may be expelled from school after the principal has met with the student and his/her parents (Diocesan Policy 4700 B). Forms may be sent home weekly regarding infractions.

## DEGREES OF VIOLATIONS OF BEHAVIORAL EXPECTATIONS

A. The following may call for a warning from the teacher, serving a "silent lunch", or having to walk laps during a break time:

1. Uniform violation
2. Failure to complete and return assignments as requested by teacher
3. Failure to bring necessary materials to class
4. Failure to have communications signed by parents and returned promptly
5. Selling any item without the principal's permission
6. Running, pushing, shoving, yelling, playing roughly.
7. Excessive talking or distracting behavior
8. Not taking care of school property
9. Drinking or eating outside of designated times and place without permission
10. Any other behavior which is not acceptable for school

B. The following may result in an immediate disciplinary action without warning (being sent to the principal's office, in school suspension or being placed on disciplinary probation):

1. Disrespect to anyone, but especially teachers and staff
2. Abusive or inappropriate language, verbal or non-verbal
3. Dishonesty regarding school work or behavior
4. Throwing objects - inappropriate behavior which could cause harm or destruction to others
5. Any other more serious behavior which is not acceptable for school
6. Earning three (3) or more discipline referrals in a quarter

C. Suspensions and expulsions are enacted following Diocesan Policy. The following may result in serving in-school detention, being placed on disciplinary probation, or immediate suspension or expulsion:

1. Acts which deliberately cause serious harm to others
2. Destroying others' property
3. Vandalism (including damage, destruction, defacing school property)
4. Truancy
5. Repeated disruption of the learning environment
6. Drugs, tobacco or alcohol
7. Willful disobedience to authorized personnel
8. Fighting
9. Harassment (including repeated conduct or expression directed toward another for the purpose of intimidating or coercion)
10. Forgery of documents and/or signatures of parents or school authorities
11. Disrespect shown toward school volunteers or personnel, verbally or by actions
12. Stealing
13. Cheating
14. Bringing weapons of any sort to school
15. Conduct detrimental to the learning process

**Disciplinary Probation:**

Students will not be permitted to attend school events (i.e. pep rallies, special assemblies), field trips, or attend class parties. Disciplinary Probation length will be determined depending on the severity of actions.

While every effort is made by the principal to be consistent, the varying levels of maturity (K-6) must be considered and the effectiveness of

disciplinary action weighed. Possible disciplinary actions by the principal are as follows: hold a conference with the student, phone the parent, remove the student from the classroom, conference with parents, and possibly establish probation for the student. The principal is required to use discretion, experience, knowledge, and good judgment in utilizing disciplinary actions.

## **POLICIES**

### **Mission Statement**

Sacred Heart School believes all persons are created in the image of God and are to be treated with dignity and respect. We promote Christ-like behaviors which reflect reverence and love for every person. We do not accept any form of harassment/bullying directed toward any member of our community as it is contrary to the dignity of the human person.

### **Bullying Policy**

Sacred Heart School is committed to a "zero indifference" approach. We do not tolerate any form of harassment/bullying or interruption of the educational process. All witnessed and reported incidents of harassment and/or bullying will be addressed. All students, employees, and volunteers in the school building, on school property, or at any time representing the school will adhere to this policy.

### **Definitions of Harassment/Bullying**

Harassment/bullying is a specific type of deliberate and sustained misconduct which hurts the dignity of another person by isolation, intimidation, and/or humiliation and thus jeopardizes physical and emotional safety and undermines the well-being of the school community. We recognize children will behave as children when emotions are involved. This is not bullying. It is when actions are

deliberate and sustained. Types of bullying include physical, verbal, visual, social/relational, Cyberbullying, sexual, and retaliation.

## **Procedures**

Each member of the Sacred Heart School staff has a procedure document for reference in both recognizing and taking corrective action. As professionals, we will act accordingly to deal with both typical child behavior and harassment/bullying. Copy of Diocesan Policy on file in the office.

## **Weapons**

1. It is strictly forbidden for any person to possess a dangerous weapon on school premises or during any school-sponsored trip or activity.
2. Any student found possessing a dangerous weapon will be subject to expulsion or suspension for a period of not less than one year, according to the Diocese of Birmingham in Alabama Catholic Schools Suspension and Expulsion Appeals Process.
3. The principal of the school may modify this expulsion or suspension for a period of not less than one calendar year, requirement on a case-by-case basis with the permission of the Superintendent of Schools.
4. The principal of the school should immediately notify the Superintendent of Catholic School of any violation of this policy.
5. Students who bring objects or toys to school that look like a weapon will be subject to the same disciplinary action.

## **Cellular Telephones**

Catholic Schools in the Diocese of Birmingham make every effort to ensure that each student is safe while they are at school. Each school also tries to ensure that the teaching/learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching/learning process, these items should not be used in the school building. If any/are used, seen, or heard during school hours, they will be confiscated. The consequences will be decided by the principal. This pertains to cell phones, iPads, iPods, and cameras, but is not limited to these items. This also includes smart watches that have access to the internet.

## **Name and Reputation of School**

The good name, reputation, and personal safety of each student, faculty, and staff member as well as the good name of each school in the Diocese of Birmingham as an institution of the Catholic Church, is vitally important.

**Two specific aspects of this are:**

1. Internet activities (such as blogs, chat rooms, etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be very careful about the personal identification information they share via the Internet. We also advise parents to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents and it will be the parent's responsibility to take action.



2. In order to protect each and every student as well as employees and the institution itself each student enrolled in a Diocese of Birmingham Catholic School is expected to treat the good name and reputation of each of the above with dignity and respect. The same is expected of each parent/guardian of a student enrolled in our schools. Public defamation of any student, or employee, of a Catholic school by a student or parent/guardian is serious whether it is done orally, in writing, via email, or on the web and whether it is done on a school computer or not and on school time or not. Therefore, any student or parent found to be participating in any defamatory activity will be subject to disciplinary/responsive action by the school. This could include dismissal of the student whether the action is by the student or his/her parent guardian.

### **Asbestos Management**

Sacred Heart School, in compliance with the Environmental Protection Agency (EPPA) AHERA program, has performed inspections of the school building for asbestos-containing materials. The Asbestos Management Plan and updates are in file in the school office.

## **DRESS CODE FOR SACRED HEART SCHOOL**

Sacred Heart School's uniform provider is:

**Dennis Uniform** 3058 Leeman Ferry Road SW

Huntsville, AL 35801-7886

(256) 883-7887/800-854-6951 Fax: (256) 883-7886

[www.dennisuniform.com](http://www.dennisuniform.com) School Code: **BASHCA**

## GIRLS:

**\*\*Jumper:**

5K-3rd (length must touch the top of the knee)

**\*\*Skirt or Skort:**

5K - 6th See above for regulations (Shorts have to be worn under the skirts)

Blouses: (White only) Peter Pan collar, oxford, or  $\frac{3}{4}$  length sleeve. (May be purchased through Dennis with logo or without logo)

Polo Shirts: (White Only) Long or short sleeve (May be purchased through Dennis with or without logo)

All shirts must be tucked in with the exception of the  $\frac{3}{4}$  length-sleeve blouse.

Tights: Navy or White

Socks: Navy or White knee sock

## BOYS:

**\*\*Shorts:** (Khaki only)

5k-6th (length no more than 3 inches above the knee when kneeling)

5k-1st see above regulations but they have an option of the elastic waistband

**\*\*Pants:** (Khaki only)

5k-6th (5k-1st has an option of elastic waistband)

Shirts: (White Only)

Oxford or Polo: Long or short sleeve (May be purchased through Dennis with logo)

**All shirts must be tucked in.**

**Belts:** Solid-colored navy, brown, or black. Must be worn with shorts/pants (even under sweatshirts) (optional for grades 5K-1 with elastic waistband)

**Socks:** Solid navy or white ankle or crew (**NO LOGO, FOOTIES, etc.**)

\*\* These are the only items that **MUST** be purchased through Dennis.

**BOTH BOYS & GIRLS:**

- Tennis shoes must be solid Navy, Gray, Black, White, or a combination of those colors. (No other colors but these can be accented on the shoe). Must be an athletic shoe, **No Vans, Converse, High Tops, Hey Dudes, or Keds.**

**Jackets and Sweatshirts**

- Jackets must be Navy fleece with or without a logo ordered through Dennis. If ordered outside Dennis uniform, must be **FULL ZIP** and **NO HOOD**.
- Sweatshirts must have a large logo on the front. They can be purchased from Dennis or ordered from the school.
- No sandals, slides, slip-on boots, platforms, or other fads.
- No jackets or sweatshirts tied around the waist.
- Shirts are to be tucked in so that the belt is showing.
- No makeup of any kind may be worn.
- No bright fingernail polish (pastel colors only) or false nails.
- Simple hair bows and ribbons (must match the school colors)
- No beeping or smart watches (unless medical necessity)
- Modest white or flesh-colored undergarments

- Non-uniform jackets may NOT be worn in school or church but may be worn outside for break or traveling ONLY
- Sunglasses may not be worn unless they are a medical necessity
- Students may wear one watch, one ring, and a simple religious necklace (may not be a choker).
- No drawing on skin or tattoos
- Girls may wear one identical pair of simple studs. No hanging earrings or loops. No earrings for boys.
- The boy's hair cannot touch the collar and no facial hair

\*\*\*\*\*Anything inappropriate must be removed at the direction of the faculty/staff \*\*\*\*\*

See Pre-K information for their dress code

### UNIFORM INFRACTIONS

Uniforms should be clean, well-fitting, and in line with the above expectations. Skirts, pants, shorts, and jumpers should be of appropriate length and shirts should not be tight fitting or unable to be tucked in. Failure to follow these expectations will result in students calling home for a change of clothes. Students will not be allowed to return to class until the appropriate uniform is worn. Uniforms have been selected to provide a sense of unity among students and to give students pride in attending Sacred Heart School. Students should feel proud to wear their uniforms and to attend the school that the uniform stands for. Dress Code infractions will earn students a behavior infraction slip. Please note that since most Dress Code infractions are minor incidents; detention will be served only after three infraction slips are given. If all three infraction slips pertain to the Dress Code; the detention will still stand.

## OUT OF UNIFORM DAYS:

On days that students are allowed to come out of uniform parts of the uniform code must still be observed. Students not following the out-of-uniform dress code will not be allowed to participate in the event.

1. Shorts must be no more than 3 inches above the knee when kneeling and skirts/dresses must come to the top of the knee.
2. Clothes must not be tight fitting.
3. Shirts must not show midriff or have spaghetti straps
4. Sleeveless shirts must have a three fingers width shoulder straps
5. Tennis shoes or dress shoes must be worn. (no flip flops, boots, sandals, or slippers) Must have tennis shoes for PE.
6. Logos must be appropriate for school
7. Leggings may be worn with a long shirt in which the backsides are covered
8. Hair bows, ribbons, headbands, or any other hair accessory must be simple, tasteful, and appropriate for school (i.e. pieces should not distract the views of other students)

## **PARENT-TEACHER ORGANIZATION**

The P.T.O. provides a means for parents and teachers to communicate and work together in support of the school and its students. The P.T.O. organizes the German Festival, recognizes faculty and staff during Catholic Schools Week and Teacher Appreciation Week, sponsors guest speakers, provides refreshments for school programs when necessary, works with head room parent throughout the year, assists with the New and Family Orientation Open House, and assists the school in any

other manner at the discretion of the principal. Meetings are listed on the monthly calendars. Assistance is needed for all of these activities and it is hoped that the parents will be active members of the P.T.O. It is a rewarding activity, a great support to the school, and an opportunity for parents to meet each other.

## **GERMAN FESTIVAL**

The German Festival is the school's major fund-raiser, as well as an opportunity to celebrate our school's German heritage. It is sponsored by the P.T.O. It is a one-day event set up the day before, which requires an enormous amount of people-power. **ALL FAMILIES ARE EXPECTED TO HELP IN THIS EVENT.** You are greatly needed and it is an opportunity to catch some Sacred Heart Spirit and meet other school and parish families. The P.T.O. generously donates a portion of the proceeds to the Sacred Heart School Endowment Fund, the school's operational expenses, and special projects which are determined each year.

## **SPRING FUNDRAISER**

This event varies from year to year. Parent assistance will be needed. Information will be sent out prior to the event.

## **FIELD TRIPS**

Field trips are a supplement and enrichment to classroom learning. They are privileges afforded to students. No student has an absolute right to participate in a field trip. The teacher and principal may deny this privilege to those who fail to meet academic or behavioral requirements. Parents will be notified if the privilege is denied. Parents also have the right to refuse to allow their child to participate in a field trip. In order to participate, students must submit the proper diocesan permission form signed by a parent or guardian.

TELEPHONE CALLS WILL NOT BE ACCEPTED IN PLACE OF PROPER FORMS.

Note to parents accompanying students on field trips: If driving, please drive directly to your destination and back to school. The children are not allowed to have food, drink, or gum en route. This is for the safety and well-being of the students. For safety reasons, parents are asked not to purchase any items from gift shops, etc., for students other than their own child. **ALSO, PARENTS ARE NOT TO BRING SIBLINGS.**

Parents may not take their child home directly from the field trip. All students must return to the school to be dismissed unless permission is given by the principal.

Children may not leave school early if they arrive prior to the ringing of the dismissal bell. It will be an unexcused tardy. Teachers may have closing activities and comments to share with students.

Since the role of the parents accompanying students is to assist the teacher with his/her responsibility in providing students with an educational experience, with the safety and well-being of the students as primary factors, the teacher will provide specific guidelines for parents to accompany students.

A child who has had in-school or out-of-school suspension may be denied participation in field trips or other activities that semester. The same holds true for frequent disciplinary infractions. School attendance is still required.

## CHAPERONES AND VOLUNTEERS

Parents who volunteer to drive and/or chaperone field trips or come help on special occasions in the classroom are a true blessing to the school. Please be mindful of a few things, however. If you are chaperoning, you are being asked to help watch over not only your child but others as well. It is important you keep your focus on the children assigned to you. This is the primary reason we ask that younger siblings not go with you on field trips. Remember, if you cannot act in this role now, there are many opportunities in the years ahead. Experience has shown us this is what works best. Please remember your child's teacher is in charge of the field trip. He/She will have drivers and children assigned as he/she feels is best. Please don't make your own arrangements for the children who will ride with you. Should you have a special request, you may ask the teacher about this. However, this should be done well in advance and the request will be honored unless there is a valid reason to do otherwise. Please dress appropriately for the role that you are going to fill.

## SCREENING PROCESS

New policies have been established through the Diocese regarding volunteers who work with minors. In order to participate in school events, the following guidelines must be met. A "qualified adult" is a person who:

- a) Is at least 21 years of age.
- b) An Application for Service (AS-1) must be completed by each adult and approved by the principal.
- c) Has been cleared through the diocese criminal background check.



d) Has participated in the diocesan training course, Virtus (Youth Protection for Adults). This must be repeated at least every 3 years. This may be done online. Training MUST be completed by Sept 1st to be able to volunteer in any school function. Training is found at: [www.catholicyouthbhm.net/youth-protection-training.html](http://www.catholicyouthbhm.net/youth-protection-training.html)

e) Submit the certificate to the school office

f) All drivers must have an up-to-date diocesan Driver Information Sheet (DI-2) on file at the school. We will need a copy of your current driver's license and insurance card.

## SUPERVISION OF STUDENTS

School chaperones/volunteers are expected to support teachers during activities and provide supervision at all times. Students must be under adult supervision at all times. It is recommended that chaperones/ volunteers refresh rules and expectations in compliance with school policy to help ensure safety and cooperation.

## CHAPERONE/VOLUNTEER GUIDELINES

- ALL Chaperones/Volunteers must sign in at the office before participating in an activity or entering the classroom.
- ALL Chaperones/Volunteers attending a field trip must have current YP training and Background check.
- Only Chaperones/Volunteers who have signed up for the field trip may attend. **Just showing up is not permitted.**
- Only the school district's students are allowed to participate
- No siblings may attend field trips.
- Chaperones/Volunteers must make sure each student is buckled in securely.

- Only students 12 or older will be allowed to ride in the front seat.
- Chaperones/Volunteers must follow directions given by the teacher(s).
- Chaperones/Volunteers will transport a list of students provided by the teacher. That chaperone is responsible for making sure those students enter and exit the vehicle safely before leaving the destination and when returning to school.
- Teachers will provide each driver with a set of written directions and the school/other chaperones' phone numbers.
- No unauthorized stops may be made with students in the car unless it is an emergency.
- All drivers must obey all traffic laws when students are in the vehicle.
- Drivers are not to use cell phones while driving.
- Smoking or the use of drugs or alcohol is not permitted while supervising students.
- No student is to be left without a chaperone.
- Chaperones/volunteers will adhere to School Code, Board Policy, and School Rules
- Chaperones/volunteers should dress appropriately for the role you are filling. (NO short shorts, spaghetti straps..)
- Chaperones/Volunteers will work cooperatively with other school personnel to meet individual students with special needs.
- Chaperones/Volunteers will assist the teacher(s) in implementing all policies and rules governing student conduct.
- Chaperones/Volunteers will meet accepted standards of professional behavior.
- Chaperones/Volunteers will refer all disciplinary issues to the school personnel present.

- Chaperones/Volunteers are expected to take all necessary and reasonable precautions to protect students.
- **NO** firearms or weapons of any kind may be in any vehicle carrying students.
- If a chaperone/volunteer appears to be impaired in any capacity, they will not be permitted to drive any student, including their own child, on the field trip.

These rules are to ensure that our students are safe off campus. If the above rules are not followed by the chaperone/volunteer, they nor the child will not be able to attend field trips in the future.

## CAFETERIA

Meals can be purchased by the day for \$3.50 or by the week for \$17.50. Students should give teachers lunch money in the morning. Extra milk is 50 cents. Extra servings may be purchased for \$1.00. The price for adult lunches is \$5.00 and must be ordered no later than 9:00 a.m. that day. A parent-student table is provided.

Students are strongly encouraged to eat a hot lunch. If a child brings his/her lunch from home, **no "FAST FOODS" and/or "CARBONATED DRINKS" may be brought in due to State Child Nutrition Regulations.** Please use only plastic or paper containers for food items.

Parents need to follow these guidelines also. **"Fast Food" lunches may not be brought in by parents.** Due to stricter regulations, no food or drink items for individual lunches, class parties, etc. may be kept in cafeteria refrigerators or freezers. No adults or children outside of the workers may enter the kitchen area. Our health inspector watches the schools carefully to ensure that proper health regulations are being met.

## **MEAL CHARGE POLICY**

In accordance with guidelines from the Alabama State Department of Education Federal Child Nutrition Policies, Sacred Heart School is hereby adopting the following policy relating to the charging of lunches.

1. No child will be denied a reimbursable meal. Extra milk, extra serving or ala carte may not be charged.
2. The CNP Secretary will bill for any charged lunches on the next billing cycle.
3. Every Friday each child will receive a cafeteria statement showing their low/negative balance.
4. All transactions will be entered into the POS by the CNP Secretary.
5. Students may not be denied a reimbursable meal, however, continued charging and abuse will result in an investigation by the principal. Failure to pay will result in the matter being turned over to the Worthless Funds Division.
6. At the end of each school year, delinquent debt will be reclassified as bad debt. Bad debt must be restored using non-federal funds at the local school level. It is unlawful for a school's Child Nutrition Program to absorb bad debt from unpaid, charged meals.

## **RETURNED CHECK POLICY**

Sacred Heart School and Cafeteria will accept personal checks to cover the cost of child lunches. However, should a problem with returned checks arise, the following policy is hereby adopted to resolve the situation:

1. The first returned check will result in a copy of the returned check being sent home for immediate payment. A \$30.00 returned check fee will be imposed in addition to the check amount. We will continue to take checks following the first returned check.

2. The second returned check will result in a copy of the returned check being sent home and the amount of the check, along with the \$30.00 fee, due and payable immediately. Checks will no longer be accepted for payment.

3. Failure to reimburse the school for the insufficient funds and penalty fee, will result in the matter being turned over to the Worthless Funds Division of the District Attorney's Office.

### **NONCUSTODIAL PARENT:**

It is a FEDERAL LAW that we (Sacred Heart School) must send information to the noncustodial parent if they request it unless there is a specific court order stating not to. If there is such a court order, we must have a copy of the order and no information will be sent to the noncustodial parent. This would apply to report cards, parent-teacher conferences, etc.

### **SCHOOL BOARD**

The purpose of this Board shall be to act in an advisory capacity to the Principal who has received delegated authority from the Pastor to run the school. All activity shall be exercised subject to the intent and spirit and the policies laid down by the Diocesan School Board.

The School Board is not a grievance board. The School Board has regularly scheduled meetings which are shown on the school's monthly calendars. Anyone may submit an idea to the School Board for consideration. If someone is interested in getting an item or

presentation on the agenda for a School Board meeting, they should submit the item or idea in writing a minimum of two weeks in advance of the Board meeting. Contact any member of the Ex-Officio Members to submit your proposal.

## **TRAFFIC PLAN**

Make sure that your placard is clearly visible on the dashboard and that the traffic volunteer has recorded your number. **You will not be allowed to pick up your child through the line without a traffic number.** Numbers need to remain visible until your child is in the vehicle. Please do not change lanes.

Parents who are not going through the traffic line are asked to have their number placard and wait on the lawn by 1 St. Your children will be called out to you, once you give your number to one of our staff members. Your child will then be called with the next group of cars as "walkers". All students 3K-6th grade will be dismissed at 2:45 on Monday and 3:10 p.m. Tuesday- Friday.

Students should not be picked up or dropped off in the Cullman Power Board parking lot. This is for safety reasons. If persons other than the parents/guardians are to pick up the students, the parents/guardians must provide the school with this information on the pickup contact list through Renweb. Otherwise, the child must remain at school until the parents/guardians notify the school. Students must leave the school premises properly attired in their school uniform. If students need to change; they must do so after they leave the school.

If you have further questions about our Traffic Plan or suggestions for its improvement, please contact the school office. The school traffic officer and our traffic volunteers are happy to serve you and your students.

## PRE-K INFORMATION

Age requirements - to enter the 4K class a child must be 4 by September 1st and potty-trained. To enter the 3K class a child should be 3 by September 1st and potty-trained.

After School Care is available from dismissal to 5:30. On early dismissal days After School Care will not be offered. There will be a charge of \$3.00 per child for each hour or a portion thereof. It is paid separately from tuition and is collected by the teacher in charge of the program. You will be charged for the 1st hour if your child is still in the classroom after the drive-through has ended.

The Pre-K Program will follow the Sacred Heart School schedule. You will be notified of emergency closings due to bad weather or other emergencies as soon as possible and will need to make plans to pick up your child. We will use the SHS Parent Alert system to notify you when we have emergency closings. The Pre-K class time will begin at 7:55 and teachers turn in class attendance and lunch count by 7:55. If your child is not in class by 7:55 you will need to stop by the office and sign them in since your child has been marked absent. Absences and tardies do not count against students in Pre-K classes. But it is still important to have your child in class on time since we start mornings by heading to the gym or other activities as quickly as possible. We appreciate any information to let us know about your child's illnesses and/or absences. We file them and keep them for reference.

Students should wear comfortable-fitting clothes. Tennis shoes should be worn. (No boots, sandals, flip-flops, crocs, or slides due to safety reasons. Girls should wear shorts under dresses. 3K does not attend Mass with the school. We visit the church on several occasions and we will attend a class called the Atrium. The Atrium will help our classes

prepare for a relationship with God through talking, listening, singing, visuals, scripture, and simple hands-on activities.

Birthday parties are a very special time for a preschooler. We love to celebrate them. You are encouraged to let your child celebrate their special day with their Pre-K friends. 3-Kers have their parties during their morning snack and parents are welcome to join. 4-Kers have a lot more activities and parents should talk with the teachers to make a plan. Our only restriction is no carbonated drinks.

Our field trips are within walking distance of the school. We visit the Fire Department, Sacred Heart Church, and the Cullman Library. We may also visit. Local shops, Depot Park, etc.

Pick-up for After School Care for the Pre-K children will be through the cafeteria door. Please remember to send your child a snack for After School Care.

**Please refer to Handbook for information on:**

- Disease and School Attendance
- School Records
- Communication
- Grievance Code (responsibilities and behavior that would pertain to a preschooler)
- School dismissal during the school year
- Check out/in procedures
- Traffic flow during dismissal
- Disciplinary Procedures (behavioral expectations that would pertain to a preschooler) The majority of discipline will take place in the Pre-K Program along with communication with parents about behavior and discipline.
- Policies
- PTO, German Festival, Spring Fundraiser
- Cafeteria
- Parent Guidelines for Volunteering Non-Custodial Parents.