



2026-2027 Parent/Student
Handbook

Dear Sacred Heart Parents and Students,

Peace and joy to all of you! I am so thrilled and blessed to now serve as the pastor of Sacred Heart Church in Cullman. It is an additional blessing for me that Sacred Heart has such a vibrant school. I am looking forward to working with the school to make it an integral part of our parish family. The presence of the school represents life and a future for our Church. The mission of the school, of course, is to provide a first-class Pre-K through 6th-grade education. However, the greater mission of our school is to help form young people to be faithful servants of God. We wish to instill both an education and the values that will allow our students to become the Christian ladies and gentlemen that this world so desperately needs.

Before entering the monastery, I had a career working as a sign language interpreter. During my time in that profession, I taught or worked in K-12 and college. At St. Bernard Prep, I served as headmaster, teacher, admissions director, and chaplain. I have always had a great love for education and plan to be a presence at Sacred Heart School.

Please feel free to contact me at the church office if I can be of assistance to any member of our school community (teacher, staff, parent, or student). I have already contacted our wonderful principal, Mrs. Norman, and we have some exciting plans for this next year.

God bless you all,

Fr. Linus Klucsarits, O.S.B.

Pastor

Sacred Heart Church

Cullman

Dear Sacred Heart School Family,

We would like to take this 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 look forward to a productive partnership with you to ensure that your child can reach their full 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

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 the 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. Sacred Heart continues to maintain accreditation through Cognia. Over the 140+ years 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.

DIOCESE OF BIRMINGHAM MISSION AND VISION STATEMENT

The mission of the Diocese of Birmingham Catholic Schools is to educate our students to seek God in Truth and for loving service by teaching the message of the Gospel, forming a community of faith, providing the whole child with a Catholic and Christ-centered environment, and inspiring all to reach their full academic and spiritual potential. The Catholic Schools of the Diocese of Birmingham in Alabama provide an excellent educational

experience in the Catholic tradition enabling all students to develop their God-given talents. We lead students to recognize the wonder of God in all things and to inspire them to live the Gospel of Jesus Christ with joy. We send them into the world to actively share their faith with others. We develop disciples with substantial knowledge and skills, a genuine thirst for the truth, and a sincere desire to love and serve the Lord and others.

Policy Adopted: December 2025

PHILOSOPHY AND CATHOLIC IDENTITY

Development of a Catholic identity in the students is a basic aim of the Catholic school community. Religious instruction and formative experiences are a primary and essential part of the school's program directed toward leading the student to deepening his/her faith commitment to Christ. Participation in Divine worship at Mass, other liturgies, and in regular communal and private prayer, along with direct catechesis, is essential for the formation and instruction of the student.

The environment of the school is created primarily by the people of faith- students, parents, faculty, council members, and pastors- who build the school community. It is within this setting that the threefold dimensions of Catholic education (message, community, and service) become a reality. The focus of the program is not merely the attainment of knowledge but the acquisition of values and the discovery of truth. This focus includes high-level thinking processes, critical judgment and decision making that enhance the student's responsible use of freedom, based upon gospel values.

Policy Adopted: December 2025

JURISDICTION

Any Catholic school sponsored by the Diocese of Birmingham in Alabama or a parish or parishes within the Diocese of Birmingham in Alabama, including any program from infant care through grade 12, shall be part of the Diocesan Catholic Schools Office and subject to the Policy Manual for Catholic Schools.

POLICY MANUAL AND HANDBOOKS

The school has developed an employee handbook and a parent/student handbook which includes its philosophy and goals in compliance and alignment with the Policy Manual for Catholic Schools in the Diocese of Birmingham and other diocesan policies.

SACRED HEART SCHOOL MISSION STATEMENT

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

SACRED HEART SCHOOL 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 as the best primary school in the Cullman area; operating according to sound and effective educational principles and business practice 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

All Catholic schools under the jurisdiction of the Catholic Schools Office of the Diocese of Birmingham in Alabama will be accredited by the recognized state, regional, and/or national accrediting agency identified by the Superintendent of Schools and the Bishop

- accredited by Cognia since 1975.
- a member of the NATIONAL CATHOLIC EDUCATION ASSOCIATION.

STATE LAW

Catholic Schools shall adhere to the laws of the State of Alabama and the regulations of the state Department of Education as they pertain to church or non-public schools.

PROTECTION OF REPUTATION

In order to protect students, school employees, the school and the diocesan education institution as a whole, all students enrolled in a Diocese of Birmingham Catholic School are 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, employee, or Catholic school by a student or parent/guardian is a serious matter and will not be tolerated. This includes whether defamation is done orally, in writing, via email, or social media and covers whether it occurs on or off campus, on personal time or on personal devices. 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.

CHAIN OF COMMAND

The Bishop of the Diocese of Birmingham in Alabama exercises vigilance over all Catholic schools pertaining to the Diocese of Birmingham. The Bishop is also the ultimate authority and teacher of Catholic faith in the diocese. The Diocese of Birmingham Catholic schools and their personnel are responsible to the Bishop and his delegates in all matters

concerning the Catholic faith. Many parents' 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 the appropriate level 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 under the "School Directory" Heading.

SCHOOL DIRECTORY

Web Address: shscullman.com

School Email: shsoffice@shscullmsn.org

School Phone: 256-734-4563

School Emergency Phone:

School Fax: 256-255-0416

Church Office: 256-734-3730

School Hours:

School Office Hours: 7:30 a.m. - 4:00 p.m.

7:55 a.m. - 3:10 p.m. (Tuesdays-Fridays)

(2:45 p.m. dismissal on Mondays for faculty meetings)

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

Administrators: Pastor: Father Linus Klucsartus, OSB 256-734-3730
Principal: Mrs. Shawna Norman 256-734-4563

****All Faculty Email: firstinitiallastname@shscullman.org**

Example: snorman@shscullman.org

Faculty and School Personnel:

General Manager/Finance_____	Michelle East
Financial Manager and Accountant_____	Melissa Damon
Executive Secretary_____	Kristi Wilson
3K_____	Madelyn Rocks
4K_____	Jennifer Arndt
5K_____	Kyrston Ellis
First Grade_____	Keisha Harris
Second Grade_____	Pam Yates
Third Grade_____	Kellie Thompson
Fourth Grade_____	Tracy Holmes
Fifth Grade_____	Tyler Perkins
Sixth Grade_____	Mallory Adams
Literacy Development _____	Patricia Brown
Technology _____	Katie Paulino
P.E. / Health _____	Holly Winfrey
Counselor_____	Misty Knight
3K Aide_____	Kellan Dunigan
4K Aide_____	Karen Presto
5K Aide _____	Teresa Adair
Cafeteria Director_____	Kelli Haynes
Cafeteria Staff_____	Kayla Strickland
LIHM Sisters _____	Sr. Adrienne, Sr. Vlvienne, Sr. Francis

SCHOOL ADVISORY COUNCIL

Each catholic school in the Diocese of Birmingham in Alabama must have a School Advisory Council that follows policies, procedures, and best practices as determined by the Catholic Schools Office for operating Catholic school advisory councils. All activity shall be exercised subject to the intent and spirit and the policies laid down by the Diocesan School Board. The purpose of the School Advisory Council is to advise and support the Pastor/President and the Principal. The School Advisory Council is not a

grievance board. The School Advisory Council must have a written constitution and bylaws which shall be in accordance with diocesan policies and procedures.

Membership will include representation from the supporting parish, parents, and non-parent supporters of the school. Members should be supportive of the school and demonstrate a willingness to ensure the mission and future of the school. Advisory Council members must support and promote the official teachings of the Catholic Church. The president/chairperson of the School Advisory Council must be a practicing Catholic in good standing.

The School Advisory Council has regularly scheduled meetings, which are shown on the school's monthly calendars. Anyone may submit an idea to the Advisory Council for consideration. If someone is interested in getting an item or presentation on the agenda for a Council meeting, they should submit the item or idea in writing a minimum two weeks in advance of the Council meeting. Contact any member of the Ex-Officio Members to submit your proposal.

President: Adam Collier

Voting Members:

Katie Whatley	James Griffin	Noberto Torres
Georginna Seelhorst	Ross Harrison	
Tamara Robinson	Julia Rushing	

Ex-Officio Members: Mrs. Shawna Norman Father Linus Klucsartus, O.S.B.

School Reps:	Holly Winfrey – Teacher Rep.	Kristi Wilson - Secretary
	Michelle East – Finance	Rachael Stover - St. Bernard Rep.

NOTICE OF NONDISCRIMINATORY POLICY FOR STUDENTS

Sacred Heart School admits students of any race, color, national origin, 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 origin and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and school-administered programs. While the school does not discriminate against admitting students with special needs, the full range of services may not be available to accommodate the student's needs.

ADMISSION AND TRANSFER POLICIES

Equal Opportunity - The school admits students without regard to sex, race, color, national origin, 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.

New Students - Catholic students receive priority admission. Where space permits, non-Catholic students may be admitted according to regular admission procedures. All students entering grades K-6 will be given an assessment before being accepted. A conference between the prospective student, his or her parent/guardian, and the principal is required before acceptance. The principal may contact prior schools attended to complete the application process. Students transferring to Sacred Heart School are required to furnish transcripts of prior education from all schools previously attended. Normally transfer of students from schools located within the area is prohibited except at the beginning of the school year. In some cases, students may be placed under conditional academic probation. Decisions regarding the admission and continued enrollment of any student in the school are based on the student's emotional, behavioral, academic, and physical abilities, and the resources, services, and facilities available to the school in meeting the student's needs. All new students in a Diocese of Birmingham Catholic School are on probation during their first semester of enrollment in the school. During the first semester probationary period, the school shall determine whether or not it can meet the needs of the student. Students who transfer from a public school or another Diocese of Birmingham Catholic School are on probation for the first semester of enrollment at Sacred Heart. Admission decisions are contingent upon satisfactory receipt and review of all records and application requirements.

Homeschooling

The Diocese of Birmingham in Alabama recognizes home schooling by Catholic parents within the Diocese as an extension of the Church's educational apostolate. However, because home schooling groups do not meet the full requirements of an accredited Catholic School, they are not recognized as a Diocese of Birmingham Catholic school.

Age Requirements

To enroll in a Diocese of Birmingham Catholic school, students must be:

Preschool: 3 years of age (PreK3) or 4 (PreK4) on or before September 1 of that school year

Kindergarten: 5 years of age on or before September 1 of that school year

1st Grade: 6 years of age on or before September 1 of that school year. In addition, students desiring to enter First Grade in a Diocese of Birmingham school who have not completed kindergarten and will be 6 years of age on or before December 31 must successfully complete a first-grade readiness assessment, as selected by the school.

Wait list

Our commitment to student success includes striving for optimal class sizes. While realities vary, we aim to keep student-to-teacher ratios low to ensure educators can provide targeted support, engage students in meaningful dialogue, and build confident, collaborative learners. Enrollment for current students and siblings begins in January. New student applications are considered after this period. When the number of eligible applicants exceeds the available capacity for a specific grade, a waitlist will be established. Applicants on the waitlist are not guaranteed admission but will be considered as vacancies arise. Applications are ordered by the date they are received, but priority will be given to Catholic families, siblings of current students, or children of staff. Names are removed from the wait list if contact can not be made after three attempts.

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. All families must set up a FACTS account. Tuition must be paid through FACTS Tuition Management Co.

Immunizations - Any child enrolling in or re-entering a school serving pre-kindergarten through 12th grade, or an early learning program serving infants through K4 in the Diocese of Birmingham must provide an appropriate Certificate of Immunization on a form approved by the Alabama Department of Public Health. A student not having the appropriate Certificate of Immunization may not enroll in the school or early learning program without a medical or religious exemption being obtained per the requirements set by the Diocese of Birmingham. Please see the Immunization section in the school handbook for more information. For any further questions, please contact the school's principal to obtain information.

STUDENTS TRANSFERRING OUT OF SCHOOL

Students transferring out of Sacred Heart School must complete a withdrawal form. In order to receive any documentation or complete a request from the new school for records, all tuition, fees, lunch account, and After School Care must be paid, and all books and materials loaned to the student must be returned.

POLICY FOR RE-ADMISSION TO SCHOOL

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

- Space must be available at the grade level desired.
- The child must reapply, go through the interview process, and qualify as any new student would.
- The parent/guardian must submit a written request for re-admission. This request must state why the student left Sacred Heart School, how circumstances have changed since leaving, and the 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 those we experienced in the spring of 2020.

Accordingly, the financial policies are:

- All families are required to establish a FACTS account for the monthly payment of tuition, pay in full, or if receiving a scholarship.
- 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 options:
 - Paid in full by July 31.
 - 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 30 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 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.
- All families must fill out an agreement form and volunteer at least 5 hours of service to the school, or a \$250 fee will be added to tuition.
- Refer to the Tuition and Fees Policy in Renweb and on our website for other information.
- Sacred Heart's capitalization policy is \$10,000.0 per asset.

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 and Finance Manager. 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 from the previous year are required.)

- Current families will be notified of financial aid assistance in the month of June.
- New applications will be notified of financial awards in the month of June.
- All families must fill out an agreement form and volunteer at least 5 hours of service to the school, or a \$250 fee will be added to tuition.

Please note that 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 or 256-734-3730. ALL monthly tuition payments will start in July (10 monthly payments)

SCHOLARSHIP OPPORTUNITIES

Sacred Heart offers scholarship opportunities to families who qualify. Our partnership with state-based scholarship programs, along with local financial assistance options, helps make a Catholic education possible for families.

- AAA Scholarship programs include Scholarship for Kids and C2. Contact the financial manager for further information and the application process.
- ESA State Scholarship program CHOOSE Act. Contact the financial manager for further information and the application process.

Please note the following regulations concerning the CHOOSE Act. As is required by law, any funds left in the Educational Savings Account ("ESA") at the end of the academic year, i.e., June 30, will be returned to The CHOOSE Act Fund (the "Fund"). If a participating student leaves the school, any unused monies will likewise be returned to the Fund. No money provided through the CHOOSE Act program may be returned or refunded to the student, his/her parent(s), or guardian(s). Parent(s) or guardian(s) are responsible for any costs associated with an Educational Savings Provider invoice over and above the ESA balance.

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.

VOLUNTEER REQUIREMENT POLICY

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 with 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, and 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 of \$50 per service hour will be added to your FACTS account, and will also require a family review with the school finance manager and the principal.

ACADEMIC POLICIES

School Day

The school day begins at 7:55 and ends at 2:45 (Monday) and 3:10 (Tuesday-Friday).

The schedule typically provides six hours of instruction per day. In determining hours of academic instruction, the general assessment for a 5-day week is 6 hours per full-day and 4 hours per half-day. If the school day must be modified because of inclement weather or another emergency issue after school has been in session for four or more hours, that day counts as a full day. If school has been in session for two hours or more, but less than four hours, that session counts as one-half day.

Alternative Method of Instruction

The school may use Alternative Methods of Instruction, such as e-learning days, instead of losing instructional time due to inclement weather, widespread illness, etc. Alternative instruction days and modes of instruction must be approved by the superintendent prior to their use. Parents will be notified via constant contact for Alternative Methods of Instruction for an unexpected closing. If time allows, assignments will be given to students prior to Alternative Instruction Days. Otherwise, assignments will be communicated via constant contact and email providing instructions for completing assignments and expectations for completion. All students are expected to complete assignments as these will be graded. Any incomplete assignments will be given a zero. Attendance will be determined by completion of assignments. Parents/guardians can contact teachers with questions via email. Prior approval from the Superintendent may be given the day of the use of an alternative method of instruction.

Instructional Time

Schools will provide class schedules that will most effectively serve the essential components of instruction within that school; namely, the needs of the students, the school's philosophy and goals, religious instruction, Catholic Schools Office recommendations for allotted instructional times, and the programs that flow from these. The Diocesan Content Area Standards, approved by the superintendent of Schools, which include the subject areas and minimum standards to be taught will be followed in all diocesan schools. The flag of the United States will be displayed during the school day and will be displayed in every classroom. Prayers and the Pledge of Allegiance will be recited daily.

Curriculum

The curriculum will be consistent with the teachings of the Roman Catholic Church, conform to the guidelines of the Diocese, and be developmentally appropriate and relevant to the student's lives. Supplementary materials will be appropriate for the grade level and the values of Catholic Schools. Our goal is to educate the whole child with integration of the arts, music, physical education and technology.

Religious Education

The primary purpose of Catholic Schools is to give witness to the life of Jesus and his Lordship of the Church, as such, the teaching of religion in the Catholic schools shall be of first priority. Catholic liturgy, sacraments, service, traditions, and prayer shall be taught as an integral part of the school's curriculum. Students will have a period of instruction in Catholic religion within the instructional schedule. Prayers are an active part of the school day, and the liturgy will be celebrated regularly for the school. Instruction on chastity, marriage, and family life will be incorporated into the religion curriculum. Students in kindergarten through sixth grade will be given the ARK assessment to assess religious knowledge. All students are to participate in formal religion classes and religious activities within the school day. Catholic students and faculty are to have regularly scheduled opportunities within the school day to participate actively in the sacramental life of the Church. Non-Catholic students enrolled in a Diocese of Birmingham Catholic school are required to participate in the same school religious exercises and courses (both curricular and extracurricular) in which Catholic students participate, without prejudice to canon law.

Sacramental Preparation

All Catholic students in Diocese of Birmingham schools receive instruction in the sacraments through the religion curriculum and engage in the sacramental life of the school and parish as appropriate for their age. However, sacramental preparation for the Sacraments of Baptism, Reconciliation, First Eucharist, and Confirmation is the responsibility of the local parish and is conducted in accordance with the local parish's plan and diocesan policy regarding sacramental preparation. Because of this, the parish pastor is responsible for determining where and how sacramental preparation occurs in each parish, and as such, the school.

Standardized Testing

Standardized testing will be used by the Diocese of Birmingham Catholic Schools to assess programs in academic content areas as well as Catholic teachings and knowledge. Results from standardized assessments are intended to inform instruction and guide professional practice. We currently use MAP Fluency for our students in kindergarten - first grade and MAP Growth for students in second through sixth grade.

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 is a 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 evaluating student progress and shall be based on the philosophy that students are the focus of the teaching activity. The Catholic Schools Office provides a grading scale for grades 2 through 12 which is to be utilized on a quarterly basis in all schools. Prekindergarten through 1st grade shall use a standards-based grading system and developmental scales to note progress toward standards. 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. All grades 1-6 can be found on your FACTS SIS account.

Progress and reporting

Diocese of Birmingham Catholic school students' academic progress and social development shall be communicated to parents/ guardians using diocesan report cards as well as formal and informal measures. 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. Teachers are responsible for the on-going assessment of student progress. Information will be communicated to parents/guardians at regular intervals during the academic year.

4K:

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

5K through 1st:

Kindergarten through 1st grade shall use a standards-based report card that aligns with Diocesan Content Area Standards.

Kindergarten and First grade grading scale will be as follows:

E - Exceeds Expectations

S - Satisfactory

I - Improving

P - Progressing

NP- No Progress

/ - Not Yet Tested

2nd through Sixth Grade:

Grading at these levels will be letter grades. 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 1st-6th grade. Parents will be able to access this information and other pertinent classroom information through their Renweb account.

PROMOTION AND RETENTION

At the end of the school year, students are either promoted or retained. A student in grade 2-6 fails for the year if he/she has a yearly average below 65 or "F" in two or more of the following areas: Reading, Literature, English, Math, 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 and principal. For students in grades 2 - 6, who have a failing grade in reading or math for a yearly average, a

conference will be held to discuss moving forward. Each student's status will be indicated on the final report card. Retention will be discussed among teacher(s), parents, and the 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 in graduation without specific permission from the principal. Students who are experiencing difficulties with the academic program or who have been diagnosed with a learning disability, may be eligible to receive an Individualized Service Plan (ISP) based on testing and needs assessment based on the resources we have available.

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.

ATTENDANCE

Instructional days

Sacred Heart's school term is 180 full instructional days. A school calendar is emailed to each family and can be found on the Website and on FACTS SIS. Monthly calendars are also emailed to families. A full school day consists of six hours of instruction per day. In determining hours of academic instruction, the general assessment for a 5-day week is 6 hours per full-day and 4 hours per half day.

Half-day: If the school day must be modified because of inclement weather or another emergency issue after school has been in session for four or more hours, that day counts as a full day. If school has been in session for two hours or more, but less than four hours, that session counts as one-half day.

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 first bell rings at 7:45. The tardy bell rings at 7:50. Students who arrive after the tardy bell rings must report to the front office. It is the responsibility of the parent to "sign in" their tardy child. Students will be responsible for getting assignments and making up missed work. Continued tardiness will necessitate a conference with the teacher, parents, principal, and the 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. Three tardies will equal 1 absence.

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 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 he/she will miss in advance and submit the day of his/her return. Teachers should be asked for homework assignments at least one week before 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 are the maximum allowed. All others must be doctors or legal notes. Parents/ Guardians will be notified in writing after 10 absences and a conference with parents will be held after 15 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 school 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 (except 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 Tuesdays-Fridays. 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/guardians 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 a severe illness is present.
4. There are mouth sores associated with the inability to control saliva unless a 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) . . .

Communicable Diseases

Students having or suspected of having a communicable disease as defined by the Alabama Department of Public Health (ADPH) will be handled according to guidance specific to the illness as provided by the child's physician and/or ADPH. Parents and/or guardians must report any communicable diseases to the school.

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.
- Covid – See guidelines posted on the Diocesan Website:
bhmdiocese.org/school-safety-resources

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.. **All**

medications should be brought to the school office in the original containers

Any drug, medication, or supplement which may lawfully be sold over the counter without a prescription may be administered only in compliance with the written instructions and consent of the student's parent/guardian. They must be kept in the school office and not in the possession of the student. Administration of a prescription drug or long term medication requires written instructions from a licensed medical professional and written consent from the student's parent or guardian. **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.

ACCIDENTS/INJURIES

Parents/Guardians are expected to provide updated emergency contact information and will be contacted immediately in case of injury or illness. Teachers will provide immediate care for minor injuries (e.g., cuts, scrapes) and contact the school office. For more severe injuries, an Accident Report will be filled out by the supervising teacher and turned into the office and parents will be contacted. Serious injuries will result in emergency services being contacted and parents notified immediately.

SCHOOL CLOSINGS /INCLEMENT WEATHER

Weather

In the event that the Cullman City Schools are closed due to inclement weather, Sacred Heart School will also close. You will receive a Parent Alert message. Please do not call the school. The message will be sent as soon as possible after the closure has been confirmed. In the event of school starting late due to unforeseen circumstances the school doors will open 30 minutes before school starts.

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.

Drills and Emergency Procedures- Sufficient time will be given to practice emergency procedures such as fire and safety drills in accordance with the Alabama Code of Law.

IMMUNIZATION

The Catholic Church does not prohibit the use of any vaccine and generally encourages the use of safe and effective vaccines as a way of safeguarding personal and public health and out of concern for the common good. The Diocese of Birmingham understands, though, that there are children who may be medically ineligible to receive certain vaccines, and there may be moral objections to vaccines derived from cell lines of aborted children (i.e., vaccines that contain these cell lines). We seek to balance, as best as possible, these doctrinal, moral, and medical concerns so that we can provide healthy environments for all students, faculty, and staff in our parish and diocesan Catholic schools and early learning programs. As such, any child enrolling in or re-entering a school serving prekindergarten through 12th grade or an early learning program serving infants through K4 in the Diocese of Birmingham must provide an appropriate Certificate of Immunization on a form approved by the Alabama Department of Public Health.

A student without a proper Certificate of Immunization may not be enrolled in the school or early learning program unless a medical or religious exemption has been obtained per requirements set by the Diocese of Birmingham. Alabama State Law (Act 1269) requires that children must be immunized against diphtheria, tetanus, pertussis, measles, rubella, mumps, and varicella (unless otherwise exempted as provided by law, i.e., medical exemption, or religious exemption following diocesan policy).

Any child reporting on the first day of school without an appropriate immunization certificate will not be allowed to attend class. Appropriate certificates for enrollment, which will be available only from private physicians and the Health Department, include: Certificate of Immunization (IMM-50) or Certificate of Medical Exemption (IMM-51, white card). If there is a problem obtaining immunization records or getting an appointment for immunizations, a temporary form may be obtained from the local health department or private medical provider. This allows the student thirty (30) days to obtain records or receive immunizations

Medical Exemption

For children enrolling in a Diocese of Birmingham school or early learning program with medical contraindication to any of the required vaccinations for school admittance, a Certificate of Medical Exemption, obtained from a licensed medical professional or the County Health Department, must be provided. In addition, the Diocese of Birmingham will accept a letter provided by a physician who is licensed to practice medicine, surgery, or osteopathy that indicates an accepted medical contraindication to vaccination or an allergy to any of the ingredients used to formulate the vaccine, as consistent with the labeling of the vaccine as regulated by the Federal Food and Drug Administration (FDA). Any vaccination(s) required for school or program admittance, not medically contraindicated, must be obtained. Diocesan procedures for medical exemption may be obtained from the school office. In the event of an outbreak of a communicable disease within a school, those students exempted from vaccination may be excluded from the school for the duration of the contagious illness.

Procedure for Medical Exemption

1. The parent or guardian submits a Certificate of Medical Exemption or letter of medical contraindication from the licensed physician who treats the child to the school or early learning program. The Certificate of Medical Exemption or the letter of medical contraindication must outline the medical reason(s) for exemption and the specific vaccination(s) that cannot be administered.
2. The parent writes a letter of request to the Superintendent of Schools and provides the letter to the principal.

3. The principal submits the parent's letter of request and the Certificate of Medical Exemption or letter of contraindication to the Superintendent of Schools, providing the mailing address, phone number, and email address for the family.
4. The Superintendent of Schools responds to the family's request in writing and provides copies of the response to the school's pastor and principal/director.
5. The child cannot enroll in the school or early learning program until an affirmative response from the Superintendent is granted.
6. Families should submit their request for medical exemption at least 60 days prior to the desired enrollment date at the school.

Religious Exemption

Students in schools or early learning programs in the Diocese of Birmingham may receive a religious exemption from vaccination under certain circumstances. Religious exemptions will be granted through the diocesan procedure and are limited to those objections that adhere to the tenets of the Catholic faith as identified and accepted by the Bishop of Birmingham in Alabama. Specifically, exemptions may be granted to students whose parents demonstrate a sincere, conscientious objection to vaccines derived from descendant cell lines of aborted fetuses. Certificates of Religious Exemption issued by State or County Health Departments are not accepted. This limited religious exemption only covers those vaccinations derived from descendant cell lines of aborted fetuses. All other vaccinations for school or early learning program admittance must be obtained. A Certificate of Immunization showing the vaccinations received must be on file with the school or early learning program to be admitted. Diocesan procedures for religious exemption may be obtained from the school office.

Procedure for Religious Exemption

1. If the parent or guardian submits a Certificate of Religious Exemption or indicates a desire to refrain from vaccination for religious reasons, the principal provides the policy for Religious Exemption and request procedure to the family.
2. The parent writes a letter of request outlining the reasons for religious objection to vaccination to the Superintendent of Schools and provides the letter to the principal or early learning director.
3. The principal submits the parent's letter of request to the Superintendent of Schools, ensuring that the family's mailing address, email address, and phone number are provided to the Superintendent.
4. The Superintendent of Schools responds to the family's request in writing and provides copies of the response to the school's pastor, the principal/director, and the Bishop of the Diocese of Birmingham

5. The child cannot enroll in the school or early learning program until an affirmative response from the Bishop/Bishop's delegate is granted and the Certificate of Immunization showing receipt of vaccines not included in the exemption is on file.
6. Families should submit their request for religious exemption at least 60 days prior to the desired enrollment date at the school.

VISITORS

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

CHURCH

5K-6th grade 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 these times. (Diocesan Policy 4000). If checking in during mass, the parent/guardian is responsible for walking their child to mass and getting them to their teacher.

ARRIVAL BEFORE SCHOOL

All children and parents must enter through the cafeteria door in the morning. The cafeteria door will open at 7 am. Students will be supervised and will remain in the cafeteria until they are released at 7:40 to their classrooms. The front door will not be opened until after traffic ends.

AFTER SCHOOL CARE (ASCare)

Students remaining at school after the last bell rings will attend ASCare under the supervision of an adult. This time is from school dismissal until 5:30 p.m. On early dismissal days, ASCare will not be offered. There will be a charge of \$3.00 per child for each hour or a portion thereof, and it 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. ASCare 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 can be purchased, but students may bring their own drink/snack as well. All policies in the Policy Manual for Catholic Schools in the Diocese of Birmingham and all school policies apply to extended care programs.

PROOF OF GUARDIANSHIP

The Catholic school presumes each parent/guardian has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment. When there is a custody agreement, the parent must provide the portion of the agreement that stipulates custody and any other information pertinent for the school. The parents should notify the school immediately of any change in the agreement.

SCHOOL RECORDS

Ultimately, it is the Principal/Secretary'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. 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. An adult student and/or parent/guardian of minor students may have full access to and the right to challenge the accuracy of data collected, in the presence of school personnel. No one except eligible school personnel, an adult student, and the parent/guardian of minor students should have access to student data and records without a subpoena or written permission of the parent/guardian. Upon request a copy of the records shall be provided to an adult student or parent/guardian of minor students. Anyone desiring access to student records shall be required to sign a document that shall be kept permanently with the student's file.

Photos and Video of Student Records

Photos or videos maintained by the school can be considered part of the student's educational record in certain circumstances. When the school uses the photo or video for official purposes, such as disciplinary action, the parent(s) or guardian(s) of the student directly related to the photo/video may, upon request, inspect and review the photo or video in the presence of school administration. Copies of the photo or video will not be released directly to the parent or guardian.

Transfer of Record

After a student graduates or transfers to another school, the cumulative record shall be retained permanently at the school according to the retention of records guidelines provided by the Catholic Schools Office and the Diocesan Office of Archives. Families are expected to have met all outstanding financial obligations to the school before official records will be sent to the receiving school. Outstanding financial obligations will be communicated to the receiving school when a student is transferring from one Diocese of Birmingham school to another.

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 - The year at a Glance Calendar is prepared to give parents and students advanced information for the school year and is **subject to change**.
- Monthly Calendars - 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 10** on how to email school staff or teachers.
- Parent Alert/ Emails- From your child's teacher or the school office through Renweb.

GRIEVANCE PROCEDURE

Any serious grievance regarding a Diocese of Birmingham Catholic school or its personnel that cannot be solved through an informal process using the local chain of authority (teacher, school administrator/principal, pastor/president) shall be resolved through Administrative Recourse. Administrative Recourse shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. Administrative Recourse is specifically limited to grievances as defined within the Administrative Recourse Procedures.

GRIEVANCES: ADMINISTRATIVE RECOURSE PROCEDURES

Definition: A grievance is a formal complaint about any serious issue regarding a diocesan, parochial, or regional Catholic school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

Purpose: The primary purpose of Administrative Recourse shall be to secure, at the most proximate administrative level possible, equitable solutions to problems which may from time-to-time arise affecting the welfare or working conditions of persons associated with the school.

Basic Principles: Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance. The failure of a grievant to act within the prescribed timeframes shall act as a bar to any further appeal and the school administrator/principal's failure to give a decision within the timeframes shall permit the grievant to proceed to the next level. (See procedure below.) The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential. There shall be no retaliation against any party or participant in Administrative Recourse. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend. Records of formal proceedings at every level shall be kept and made available to all parties involved.

PROCEDURES

Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a grievant shall not pursue a grievance through the formal procedures outlined in this policy unless the grievant has first engaged in informal attempts with the normal chain of authority (teacher, school administrator/ principal, pastor/president) to reconcile the difference beginning with the person whom the grievance is against. The school administrator/principal or pastor/president may ask a third party to attend and assist the discussion.

Formal Procedures: In the event that informal attempts at resolving the dispute have been unsuccessful, the formal procedures outlined below shall be observed. Complaints to be resolved through these procedures, the following guidelines shall apply:

- For complaints relating to a school administrator/principal, the grievant will begin with LEVEL TWO
- For complaints relating to a pastor or president, the grievant will begin with LEVEL THREE.
- All other complaints will begin at Level One.

LEVEL ONE — SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall submit the complaint in writing to the school administrator/principal within 10 business days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through Administrative Recourse. The school

administrator/principal will hold a meeting within seven business days following receipt of the written statement of grievance. The school administrator/ principal, a grievance representative designated by the pastor/president and the grievant shall be present for the meeting. Within seven business days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO — PASTOR/PRESIDENT

If the grievant is dissatisfied with the school administrator/principal's written decision, the grievant may appeal the decision in writing within five days to the pastor/president. If the formal procedure begins with LEVEL TWO, the grievant shall put their complaint in writing and submit it to the pastor/president within 10 business days following the occurrence of the event. The pastor/president will hold a meeting within seven business days following receipt of the written statement of grievance or the appeal, as applicable. The pastor/president, a grievance representative designated by the pastor/president and the grievant shall be present for the meeting. Within seven business days following the meeting, the pastor/president shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE — CATHOLIC SCHOOLS OFFICE

If the grievant is dissatisfied with the pastor's/president's written decision, the grievant may appeal the decision in writing within five business days to the Catholic Schools Office. If the formal procedure begins with LEVEL THREE, the grievant shall put their complaint to writing and submit it to the Catholic Schools Office within 10 days following the occurrence of the event. The Catholic Schools Office or a designated representative of the superintendent will review all evidence and may choose to hold a meeting within 10 days following receipt of the appeal. The Catholic Schools Office will render a decision in writing stating findings of fact and conclusions within 10 business days of the evidence review and a copy of the decision shall be delivered to the grievant, the pastor/president and the school administrator/principal.

LEVEL FOUR — OFFICE OF THE BISHOP

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five business days to the Bishop. The Bishop or his designee will review the entire record relating to the grievance and may choose to hold a meeting which shall not be later than 15 business days after receipt of the written appeal. The grievant is entitled to attend the meeting, should one be held. The Bishop will render and communicate his recommendation to the Catholic Schools Office and the grievant of his ruling. The decision of the Bishop shall be final and binding.

BIRTHDAYS AND CELEBRATIONS

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 (2nd if applicable). Pee Wee Basketball games are played in the Family Life Center and at 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.

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.

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

Catholic Faith and Moral Standards

As a condition of initial and continued enrollment as a student in a Diocese of Birmingham Catholic school, a student's conduct (both in and outside of school and in-person or online) must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or personnel and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

PARENT-SCHOOL RELATIONS

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education. Enrollment 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 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 by word or action, is unsupportive of its goals or otherwise fails to meet his/her obligations under school/center or Diocesan policies, the administrator may require to parent/guardian to withdraw his/her child or children from Sacred Heart School. Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students. We consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children.

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 on 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.
- 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 the principal in their decisions. Talking with them and the child when appropriate, to work through the 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., and volunteering) when possible
- Modeling a positive Christian attitude toward students, parents, teachers, and administration

EXPECTED BEHAVIOR

Students

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 students 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 respectfully and courteously
3. Help keep grounds, buildings, furnishings, and materials clean, tidy, and in good repair
4. Listen and be attentive to instructions and participate in all activities
5. Adhere to the teacher's standards for behavior in school and outside school 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 the 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 an 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.

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

Corporal Punishment

Corporal punishment is not to be used under any circumstances in any Diocese of Birmingham school or early learning center. Corporal punishment is the use of physical punishment, involving physical force, such as hitting, paddling, or spanking, as a means of discipline or correction.

Search of Students

School administrators may conduct a search of student property, or of a person when there is reasonable suspicion of possession of harmful, dangerous, illegal, or prohibited items by the student.

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 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. Any other behavior that is not acceptable for school

B. The following may result in 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 that is not acceptable for school

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 of school property)
4. Repeated disruption of the learning environment
5. Drugs, tobacco, or alcohol
6. Willful disobedience to authorized personnel
7. Fighting
8. Harassment (including repeated conduct or expression directed toward another for the purpose of intimidating or coercion)
9. Forgery of documents and/or signatures of parents or school authorities
10. Disrespect shown toward school volunteers or personnel, verbally or by actions
11. Stealing
12. Cheating
13. Bringing weapons of any sort to school
14. Conduct detrimental to the learning process

Violence /Threats of Violence

To maintain the health, safety, and welfare of all persons associated with our Catholic schools (e.g., students, teachers, personnel, parents, volunteers, etc.), any display of violent behavior, which may include but not be limited to, the verbal and/or physical threat, including online or on social media, to do harm to one's self or to another person shall be promptly and appropriately addressed by the school administration.

Suspension and Expulsion Suspension:

When it becomes necessary to suspend a student, either in school or out of school because of a disciplinary problem, violation of school regulations, or pattern of behavior the principal will notify the student and the student's parent or legal guardian immediately by telephone and in writing. The reason for the suspension, the duration of the suspension, and any requirements for reinstatement will be included in the communication. Circumstances for how school assignments will be handled are made by the principal, in accordance with school handbook policy.

Expulsion:

When it becomes necessary to consider the expulsion of a student because of a disciplinary problem, violation of school regulations, or pattern of behavior the student may be expelled from school after the principal has met with the student and the student's parent or legal guardian. The principal must consult with the pastor/president and the superintendent prior to meeting with the parent(s) and/or guardian(s). If the principal decides that an expulsion is warranted, a written notice of expulsion will be sent to the parent or legal guardian no later than three (3) days after meeting with the student and the student's parent or legal guardian.

Suspension and Expulsion Appeal Procedure

Expulsions may be appealed to the Principal in writing by the student's parent or legal guardian no later than five (5) school days after the date the parent/legal guardian was notified of the expulsion. The written appeal should be submitted to the principal that clearly states the grounds for the appeal and all the pertinent information and documentation. Sufficient grounds for an appeal are limited to the following criteria: (1) an issue of procedure, i.e., school officials inappropriately followed procedures explained in the applicable Student Handbook, (2) an issue of policy, i.e., school officials did not follow policy as explained in the applicable Student Handbook, or (3) substantial new information has come forward after the censure was administered.

The principal will immediately forward the appeal letter to the Superintendent of Schools, who establishes a Disciplinary Review Committee from a list of previously selected Principals and Assistant Principals. The Committee will consider the application of school policy as indicated in the Student Handbook and will determine if due process was followed. The Disciplinary Review Committee will communicate its decision to the principal and will send written notification to the parent or legal guardian within 10 business days of receipt of the written appeal by the Superintendent. The decision of the Disciplinary Review Committee is final. The review will be conducted anonymously, and the committee will be made up of principals, schools pastors, and/or assistant principals from diocesan school locations other than the one named in the appeal. Records of all proceedings will be retained in the Superintendent's office. School advisory councils or boards are not involved in discipline decisions or appeals at any time.

Disciplinary Probation:

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

POLICES

Sacred Heart School is committed to providing a safe and respectful environment and does not tolerate harassment or bullying of any kind, including offensive statements made in jest, toward any member of our community, as it is contrary to the dignity of the human person. We believe all persons are created in the image of God and are to be treated with dignity and respect. We promote Christ-like behaviors that reflect reverence and love for every person.

Bullying/Harassment Policy

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

We recognize children will behave as children when emotions are involved. This is not bullying. It is when actions are deliberate and sustained harassment includes any physical, psychological, or verbal action reflecting a lack of respect for another. All forms of harassment may take place orally or in writing, online, or in person. Bullying is a form of harassment, which involves an imbalance of power or strength, is repeated aggressive behavior that may include physical, verbal, racial, sexual, or emotional intimidation. All witnessed or reported incidents will be immediately investigated. Students found to be involved in bullying or harassment shall be subject to disciplinary action

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

It is strictly forbidden for any student to possess a weapon on school premises, including in a student's vehicle, in a school owned vehicle or school-authorized transportation, or during any school-related trip or activity. For the purpose of this policy, a "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being, and which is capable of inflicting death or injury upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which can be used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being is a weapon. Facsimiles of weapons used in a threatening fashion are subject to this policy. Students found possessing a weapon will be subject to expulsion. Law enforcement may also be called. The principal of the school should immediately notify the Superintendent of Catholic Schools of any violation of this policy.

Alcohol, Tobacco, Electronic Delivery Systems, and Drugs

It is strictly forbidden for any student to use, possess, or distribute alcohol, tobacco and drugs on school premises, in a school-owned vehicle or school-authorized transportation, or during any school-related trip or activity. This includes, but is not limited to, alcohol, tobacco, marijuana, stimulants, depressants, hallucinogens, opiates, inhalants,

mind-altering substances, drug paraphernalia, controlled substances as defined by federal and state law for which the student has no prescription from a duly recognized medical authority or use of another person's prescription, or an electronic nicotine delivery system or other electronic battery-powered device capable of being used to deliver any e-liquid, e-liquid substitute, tobacco, CBD oil, THC oil, herbal extract, or nicotine salt, or any analog thereof. Students found using or possessing alcohol, tobacco, an electronic nicotine delivery system or other electronic battery-powered device as described above, or drugs on their persons, in their personal effects or in their vehicles shall be subject to disciplinary action as outlined by the school's policies and regulations.

Technology

Technology is a valuable educational tool. The school is committed to teaching faculty, staff, students, and the school community to work with technology and to ensure responsible use of technology. Students are to use electronic equipment and technology ethically and only for directed educational purposes. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical or may constitute a criminal offense. The school will make every effort to provide a safe environment for learning with technology including internet safeguards. To maintain network integrity and to ensure that the network is being used responsibly, school technology coordinators reserve the right to review files and network communications. Users should not expect that files stored on any network will be private. All families will be required to read and sign the school's Responsible Use of Technology Policy each year in the registration portal.

STUDENT ACTIVITIES STRICTLY PROHIBITED

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriate usage of group or individual messaging.
- Spamming (sending mass or inappropriate emails).
- Gaining access to other students' accounts, files, and/or data.
- Exchanging iPads/Chromebooks and/or switching iPads/Chromebooks.
- Use of the school's email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications through Message/Messenger apps or other anonymous messaging service or app.

- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

Electronic Equipment

Students are to use electronic equipment and technology ethically and in accordance with school handbook procedures. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical or may constitute a criminal offense.

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 parent/guardian will have to come into school to retrieve the item.** The consequences will be decided by the principal. This pertains to cell phones, iPads, iPods, smart watches, and cameras, but is not limited to these items. This also includes smart watches that have access to the internet.

NAME AND REPUTATION OF THE 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, are 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 parents' responsibility to take action.

2. To protect 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 during 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 (EPA) AHERA program, has performed inspections of the school building for asbestos-containing materials. The Asbestos Management Plan and updates are in their file in the school office.

DRESS CODE FOR SACRED HEART SCHOOL

Sacred Heart School's uniform provider is: Lands' End

Landsend.com/myschool

1-800-469-2222

Preferred School Number 900073958

**** All items except for socks, belts, and tights must be purchased through Lands' End.**

GIRLS:

****Dress:** 5K-4th Short sleeve classic navy with SHS logo (length must touch the top of the knee).

****Skirt or Skort:** 5K-6th Navy houndstooth check custom plaid. Must touch the top of the knee. (Shorts have to be worn under the skirts.)

Polo Shirts: Classic Navy Long or short sleeve with SHS logo (shirts must be tucked in)

Tights: Navy or White

Socks: Navy or White knee socks

Sweater: Pewter Heather cardigan button-up with SHS logo

BOYS:

****Shorts:** 5k-6th Khaki-Must touch the top of the knee (5k-1st has an option of elastic waistband)

****Pants:** 5k-6th Khaki- (5k-1st has an option of elastic waistband)

****Polo Shirts:** Classic Navy long or short sleeve with SHS logo (shirts must be tucked in)

Belts: Solid-colored navy, brown, or black. Must be worn with shorts/pants (even under sweatshirts)

Socks: Solid navy, black, or white ankle or crew (NO FOOTIES or NO SHOWS, etc.). Socks should not have a logo

BOTH BOYS & GIRLS:

Tennis shoes: Must be solid Navy, Gray, Black, Khaki, 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: Burgundy fleece jackets with a SHS logo must be ordered through Lands' End.

Sweatshirts can **only** be ordered from the school. They have a large logo on the front.

- 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). No 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.
- 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, be in their eyes, or **have facial hair**

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

SEE THE 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. 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.

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. This will include Field Trips as well.**

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-finger-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 the school
7. Leggings may be worn with a long shirt that covers the backside
8. Hair bows, ribbons, headbands, or any other hair accessory must be simple, tasteful, and appropriate for school. They 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 the 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 fundraiser, 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 that is set up the day before. It requires people power. **ALL FAMILIES ARE EXPECTED TO HELP IN THIS EVENT.** This is a great way to get your volunteer hours. 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 is needed. Information will be sent out before 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 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 who check out when returning from a field trip will receive 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. These guidelines must be signed. Any violation of guidelines will prevent parents from attending future trips. **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 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:

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 a 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's/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 the School Code, Board Policy, and School Rules.
- Chaperones/Volunteers should dress appropriately for the role they are filling. (NO short shorts, spaghetti straps..)
- Chaperones/Volunteers will work cooperatively with other school personnel to meet the 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 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 or volunteer, they will not be allowed to attend future field trips.

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 can 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 and extra servings cannot be charged.
2. The CNP Secretary will bill for any charged lunches on the next billing cycle.
3. Every Friday, each child with a low/negative balance will receive a cafeteria statement.
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 the child's lunches. However, should a problem with returned checks arise, the following policy is hereby adopted to resolve the situation:

- 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.
- The second returned check will result in a copy of the returned check being sent home, along with the \$30.00 fee owed and payable immediately. Checks will no longer be accepted for payment.
- Failure to reimburse the school for the insufficient funds and penalties owed will result in 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.

TRAFFIC PLAN

Make sure that your placard is 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 using the traffic line are asked to have the number placard and wait on the lawn by 1st St. Your child/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 p.m. on Monday and 3:10 p.m. on 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

The Pre-K class time will begin at 7:55, and teachers will 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 **must** be worn. No boots, sandals, flip-flops, Crocs, or slides due to safety reasons. Girls **must** wear shorts under dresses.

3K and 4K do 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. You are encouraged to let your child celebrate their special day with their Pre-K friends. 3-K has their parties during their morning snack, and parents are welcome to join. 4-K has a lot more activities, and parents should talk with the teacher 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.

After School Care (ASCare) is available from dismissal until 5:30. On early dismissal days, ASCare **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. Pick-up for ASCare for the Pre-K children will be through the cafeteria door. Please remember to send your child a snack for ASCare, or your child may purchase one through their lunch account.

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 you 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.