

EDUCATING YOUNG HEARTS AND MINDS SINCE 1960



PARENT-STUDENT HANDBOOK

2021-2022

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August 2021

Dear Parents,

Welcome to Sacred Heart Catholic School. We are the Jaguars: a welcoming community working collaboratively to create a supportive, innovative, differentiated, and academically stimulating environment for your children.

We are deeply committed to our mission of *reverence, respect, and responsibility*. Since our founding in 1960, SHCS has provided an outstanding Catholic education for generations of students in our parish and throughout Jacksonville. We are accredited by the NCEA, FCC, and NCPA. We are blessed with a dedicated and experienced staff passionate about helping your children grow and succeed. Our teachers strive to understand each child's strengths and weaknesses and seek ways to inspire and nurture our students from Pre-K to eighth grade. By working in partnership with you, the parents, our goal is to help your children discover and explore their passions and talents to find their successes.

Our school offers a rigorous curriculum of core subjects and special subjects (physical education, music, art, Spanish, computer, and library). We integrate technology into the classroom through the use of Chromebooks, tablets, and the computer laboratory to generate science reports, practice mathematics and reading skills, develop research papers, and keep up with current events. Our science program is one of the most respected in the Diocese with successes at the Regional and State Science Fairs, Engineering competitions, and LEGO Robotics team contests. We have opportunities for athletes to thrive in one or more of our emerging sports teams: basketball, cheerleading, soccer, volleyball, softball, and cross-country. We also have the National Junior Honor Society, altar serving, beautification days, and volunteer programs wherein the students can put their faith in action such as working with our St. Vincent de Paul Society.

Sixty-one years after SHCS's founding, we remain full of gratitude for all who have come before us. We stand on the shoulders of giants of Catholic education, starting with the Sisters of Mercy and continuing with our pastor, Fr. James Kaniparampil, our faculty and staff, and our alumni. If you have any questions or comments, please contact us. We are here to assist you and are excited to have you as part of the Jaguar family.

Blessings,

Dr. Arsenio Yumul, Principal

The mission of Sacred Heart Catholic School is to instill a rich Catholic tradition and the core values of "Reverence, Respect, and Responsibility." Our goal is to become lifelong learners as we prepare today for the challenges of tomorrow.

Sacred Heart Catholic School Beliefs:

- Each student is a unique child of God.
- be actively involved in every aspect of the learning process of each child.
- encourage students to become an integral part of the church's mission to proclaim the gospel message of Jesus, to celebrate through worship and service to others, and to build strong faith communities.
- provide a safe, nurturing, and supportive learning environment where students can achieve their full potential and individuality.
- foster all students' understanding and respect of cultural diversity; including different religions, peoples, and cultures.
- show mutual respect among and between the staff and school families in order to create a wholesome learning environment reflective of Christian values, which includes social justice and peace.

What should a graduate look like?

A Catholic school graduate is a knowledgeable, compassionate individual, dedicated to service and able to face the future with faith, hope, and love.

SPIRITUAL FORMATION AT SACRED HEART CATHOLIC SCHOOL

Integration of Faith & Reason - Sacred Heart Catholic School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. We strive to shape the character and cultivate the spiritual life of our students. For this reason, SHCS provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every SHCS student to become his or her best self.

Spiritual Retreats - Spiritual retreats provide an opportunity for students to strengthen their relationship with God and neighbor. Whenever possible, students are given the opportunity to participate in a school-sponsored retreat annually.

Religion Curriculum - Roman Catholic Doctrine is essential to our school; therefore, it is incorporated every day in all grade levels. It is presented as a living experience of knowledge and faith that teaches our students that they are created by God, in His image, and that He is the author of all that is, seen and unseen. The goal is to help each student realize that a relationship with God is truly possible, so that he or she may grow in and live from that relationship.

Liturgy & Worship - The living person of Jesus Christ is the model for all Christians. This means that liturgy and worship are not merely salutary activities for our students, faculty and staff, but that they are the summit of our pursuit of truth and goodness. The Eucharist "is the source and summit of the Christian life" (*Lumen Gentium*, 11). Students in Pre-K4 through 8th grade attend the 8:15 a.m. Mass on specified days in the Church. All parents and

friends are invited to join us for worship.**

Sacramental Programs - Preparation for the reception of the Sacraments of First Reconciliation, First Communion, and Confirmation are included in the Catholic curriculum at SHCS.

Christian Attitude - A student at SHCS is expected to respect his or her own human dignity and that of others, abiding by proper norms for manners. Students are expected to make eye contact, engage amicably, and respond politely and decorously when greeted. Students are expected to cooperate with school personnel at all times.

I. PARENTAL RESPONSIBILITIES

The cooperation of parents/guardians represents one of the major factors in the success of the students, the teachers, and the school. By choosing Sacred Heart Catholic School to be your partners in education, you become an integral part of our ministry and spirituality. More specifically, a positive and supportive attitude on the part of the parents/guardians toward the policies, instructional programs, faculty, staff, and administrators is necessary for the accomplishment of all our objectives. The role that you play in the school as a parent/guardian is crucial in following and supporting the policies and programs of our school.

Parents are responsible for:

- Modeling and supporting your child's practice of the faith by being an active member of the faith community and bringing your son/daughter to Mass on Sunday on a regular basis.
- Supporting school policies and the authority of the administration and teachers.
- Encouraging your son/daughter to complete all assignments on time and monitoring his/her progress.
- Insisting that your son/daughter obey the regulations and principles of good behavior.
- Making sure your son/daughter arrives at school **on time** and avoids unnecessary absences.
- Discussing problems with the person(s) concerned and avoiding criticism of teachers and school policy.
- Paying all fees (tuition, lunch, extended day, etc.) on time.
- Demonstrating the appropriate moral and social behavior, being always mindful of both appropriate language and appropriate attire while on campus.
- Please note: Misconduct on the part of a parent, guardian, or other family member (including, but not limited to harassment of a staff member, student, or other parent; intimidating any member of the school community in person or in writing; or blatant disregard for the rules and policies of Sacred Heart Catholic School) may lead to a

warning or one of the following actions: limiting or refusing permission to come on the school's campus or refusing to allow the child to re-register for the following school year.

Parent/Guardian Service Hour Requirement- All parents are required to give *10 volunteer hours per semester for a total of 20 hours per school year* per family. A minimum of two of the second semester hours MUST be earned by volunteering at the Sacred Heart School annual carnival. All proceeds from this major fundraiser go directly to the school to support our spiritual and academic program. Families who have not completed the service hour requirement will be assessed \$10.00 for each un-served hour or a total of \$100.00 by Dec. 1st and \$100.00 by April 30th. Please watch for updates on the website and for information sent home with your child for parent volunteer opportunities. Anyone who volunteers in the classroom during school hours must have attended the *Protecting God's Children Program* (www.virtus.org) and must be fingerprinted to volunteer on campus.**

*****Due to COVID limitations, Parent/Guardian Service Hour Requirements will be suspended until further notice*****

School's Rights - Sacred Heart Catholic School is a private institution. *If, in the opinion of the administration, a parent/guardian's behavior seriously interferes with the teaching and learning process, mission or philosophy of Sacred Heart Catholic School, the school will not tolerate such infringement and will exercise the right to dismiss the family from the school or not invite them back to register for the following school year. Attending Sacred Heart School is a privilege and not a right.*

II. ADMISSION POLICIES

Sacred Heart Catholic School has an open admission policy. No person, on the grounds of race, color, gender, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Admission is made through formal registration and the following documents/fees are required for new students:

- Non-refundable registration fee due at the time of registration
- Copy of birth certificate
- Copy of Baptismal, First Communion, and Confirmation certificates if applicable
- Emergency Medical Authorization Form
- Current Immunization Record
- Health form signed by a Florida physician
- Copy of psychological assessments, IEP, 504 plan or other special education reports
- School transcripts, standardized tests and last report card
- Custody Information, if applicable
- Parent/guardian signature on Agreement of School Policies Form

We reserve the right to deny enrollment if:

- transcripts are not released because of fees due to the previous school or
- fees are not current at the time of registration

PLEASE NOTE: All newly accepted students will automatically be placed on a 45-day probationary period in order to ensure that they exhibit grade-level appropriate behavior and academic performance. Sacred Heart Catholic School reserves the right to withdraw any new student's acceptance within that 45-day period if his/her grades or behavior indicate that the student will not meet our criteria for grade-level success

Preschool Registration - We abide by State law regarding minimum age requirements. In order to enter the *Sacred Heart Catholic Preschool Program* for three and four year olds, the requirements are as follows:

- **PK3** - A child must be three years old by **September 1st** and **must be toilet trained**.
- **VPK** - A child must be four years old by **September 1st** and **must be toilet trained**.
- Correspondingly, a child must be five years old by **September 1st** to enter Kindergarten

Special Education Needs - We strive to provide quality education and to help all children reach their full potential intellectually, morally, emotionally and spiritually. Sacred Heart Catholic School accepts students of different abilities and will meet their needs whenever possible. However, limited resources prevent us from accepting students who would require more than simple accommodations. In the event that a student accepted at Sacred Heart Catholic School demonstrates that he or she cannot successfully perform in a mainstream setting, the school reserves the right to withdraw the student's acceptance at any time so he or she may be placed in a more suitable learning environment.

Re-Registration - Every family in Pre-K through 7th grade must re-register each year for the following school year. However, the administration reserves the right to deny re-registration for reasons including but not limited to the following:

- instances of extreme, persistent, or unresolved discipline problems
- failure to follow school rules and regulations
- refusal to complete assignments at home or at school
- inability of the school to provide for the educational needs of the student
- behavior contrary to the philosophy, rules and policies of the school
- outstanding tuition or financial obligations have not been cleared

The final decision for admission or readmission rests with the Principal.

Withdrawal Policy- Parents/guardians who decide to withdraw their child from school must come to the school office to complete and sign a Notice of Withdrawal form.

Sacred Heart Catholic School will not transfer any records unless this form is completed. Parents/guardians are required by state law to sign a release form requesting SHCS to send their child's permanent record file to the school to which she/he is transferring. Students' records will not be released until all school bills are paid and textbooks and library books are returned. Tuition and any fees paid to the school are non-refundable.

Proof of Child Custody- In the event of a separation, divorce or shared parenting, it is the responsibility of the custodial parent or guardian to provide SHCS with pertinent documentation and current information about the divorce, separation or shared parenting decree dealing with custody of the child. *A certified copy of the court order along with any shared parenting plans and any other judgment entries are to be sent to school.* This information will help school personnel determine when, if ever, the child or information regarding the child can be released to the non-custodial parent. In addition, the school will not act as a liaison between parents. It is the parents' responsibility to handle all legal matters at home.

Change of Address/Vital Information- It is imperative to notify the school office in writing if there are any changes in information of address, cell or phone numbers. It is extremely important to have accurate information to contact you in case of illness, emergency or accident.

Immunizations- Florida law §1003.22(4) states that a physical examination and a health certificate are required for all Pre-Kindergarten and Kindergarten students and those entering SHCS from another school. All new students must present a current immunization form and health form signed by a Florida physician prior to entering the school. Florida law also states that Kindergarten, Seventh, and Eighth grade students are required to have completed the hepatitis B vaccination series, a second measles vaccination (preferably MMR) and a tetanus-diphtheria booster before **August 2, 2021**. All students must be in compliance before the first day of school in August **Students will not be allowed to be in school until this State requirement is met.**

III. TUITION and FEES

While education at SHCS is primarily a ministry, it is also a business for which bills must be paid. Therefore, if at any time of the year parents/guardians decide to withdraw their child(ren) from school, they are required to pay any fees and/or the full year's tuition for which a contract has been signed at the time of registration. TUITION AND FEES ARE NON-REFUNDABLE. Fees include but are not limited to technology, lunch, extended day, books, library books, etc.

- A non-refundable annual registration fee is required to hold a place in class. Each family is required to have an active FACTS tuition management account.
- FACTS Tuition Management requires four business days to hold tuition payments, change account information or make any other adjustments.

- FACTS will also be used to collect any fees (ex. sports fees or LEGO Robotics fees)
- Any student whose tuition and/or fees are not up to date after two months will be refused admittance into the classroom until the balance has been paid or arrangements have been made with the Principal.
- Transcripts, awards, report cards, progress reports, access to RenWeb and other school records will be withheld until tuition and/or fees are paid in full.

Tuition - All payments must be received by the date agreed with FACTS. A \$20.00 late fee will be posted to the account for tuition received after this date. Delinquent tuition accounts for two months or more may lead to withdrawal of the child from SHCS. The *First month of tuition for new families* is due at the time of registration.

Accounts with a negative balance at the end of each quarter including lunch, library fees, etc. will result in report cards being held in the office until arrangements have been made with the Principal. In addition, any fees owed on the last day of the school year will result in withholding the student's records. Payment in full will be required for your child to begin the following school year.

FACTS - Is under contract with the Diocese of St. Augustine to provide a reasonable assessment of the ability of each family to pay for the education of their children at private independent elementary and secondary schools. Applications are available online.

Scholarships - SHCS accepts the Step Up and AAA Scholarship fund, FES-UA, and the McKay Scholarship, which typically pay for registration, tuition, and books. It is the parent's/guardian's responsibility to pay any other fees incurred (i.e. technology, lunch, uniforms, field trips, lost or damaged book fees, electronic devices, extended day fees, etc.)

Sacred Heart Parish Scholarship- Sacred Heart Parish scholarships may be available. These scholarships, if available, will be for families who are **Catholic and are considered an Active Member of the Parish.**

****An Active Catholic Parishioner:**

- Is properly registered and on the parish rolls
- Faithfully attends Mass on Sundays and Holy Days
- Participates in parish activities when possible
- Contribute a minimum of \$20.00 per week, using envelopes or Faith Direct - online giving.

Books- Students are expected to take good care of any textbooks loaned to them by the school. Parents will be required to pay the full price of damaged books to replace them.

IV. HOURS OF OPERATION, ARRIVAL AND DISMISSAL PROCEDURES

******(Due to COVID-19 this section will not be implemented until further notice. Refer to COVID-19 guidelines given through Parents Web email communication.)

DOORS OPEN:

School office 7:15 a.m. - 3:15 p.m.

****Before School Care location:**

PK/VPK (in classroom) 7:15 to 7:45 a.m. \$ 10.00 per week

K - 4th (Elementary building) 7:10 to 7:35 a.m.

5th - 8th (Middle School building) 7:10 to 7:35 a.m.

Classes begin:

PK3 Half Day 8:00 a.m. – 11:00 a.m.

PK3 Full day 8:00 a.m. – 2:45 p.m.

Pre- Kindergarten (VPK morning) 8:00 a.m. – 11:00 a.m.

Pre-Kindergarten full-day 8:00 a.m. – 2:45 p.m.

Kindergarten – Eighth Grade 7:45 a.m. – 2:45 p.m.

All students are to be in their seats by 7:35 when classes begin and prepared to start the day (attendance, lunch count, locker change, etc.).

Sacred Heart Catholic School is not responsible for the safety of any child left on campus prior to 7:00 a.m. or after 3:00 p.m.

****ARRIVAL/DISMISSAL PROCEDURE** - Please make sure that passengers are wearing a seatbelt and young children are in proper car seats. *The speed limit on school grounds is 5 M.P.H. and must be observed in the parking lot at all times.*

ARRIVAL: Between 7:00 – 8:30 a.m. and 2:00 - 3:30 p.m., all traffic must **enter** from Blanding Boulevard and exit onto 105th street (between the convent and PK building.)

ENTER from Blanding Blvd in a single line. Traffic will THEN divide into 2 *one-way* lanes once you pass St. Vincent de Paul's. Please refer to the map at the end of this handbook for further details. If available, a traffic volunteer will be at the fountain to direct traffic.

****Before School Care**— *Students will go to the Elementary building (K-4th), the Middle School building (5th-8th), or the PK building.* Drop off will be along the curb from the gym to the school office. Please stay in line and pull all the way forward to the car in front of you. Your child will exit your car when it comes to a stop along the curb. Please remain in the line until it moves forward—do not pull around the cars in front of you. There will be adults to supervise the children along the sidewalk.

****Parking** - (Not permitted) There are two crosswalk zones. The first is closer to the

elementary building and the second is located near the main office. Both areas have marked safety zones for you and your child to cross the traffic lanes.

- For security purposes, parents are not to enter the school building at regular drop-off and pick-up, but rather wait at the door for a staff or faculty member to escort their child into or from the school building.

****Drive-Thru-** Parents will bear right once they pass the St. Vincent de Paul's entrance. Please follow the curb around. Once you pass under the church portico, you will move left.

- The right hand lane is for people exiting the school property.
- Children are to exit the car from the *passenger side only*. Students may not access the trunk of the vehicle for any reason.

****At dismissal -** To avoid delays, please plan to arrive between **2:40 p.m. and 2:45 p.m.**

- While waiting for your child, we ask that you do not block the entry ways and sidewalks. This will permit teachers to move their classes to and from the classroom for arrival and dismissal in a safe and timely manner. ******(Parents must stay in vehicle)
- **Drive-thru -** Once you have picked-up your child, use your left turn signal, so that the traffic volunteers know you are ready to exit.

****Dismissal Preschool—**All Preschool parents will be required to follow the same procedure as above. Please use the designated crosswalk area when dropping off and picking up your child. Please see additional information regarding parking.

Exit—Please follow the signs to exit. In the parking lot, all traffic moves toward the gym, turns left and then exits via the last row in the parking lot **to exit onto 105th St.** (Please see map for further details and follow the directions of the traffic volunteer.)

Remember:

1. **By state law, all cell phone use is strictly prohibited in a school zone, which certainly applies while driving in the parking lot to the student drop-off and pick-up line.**
2. ****All children MUST be accompanied by a staff member in the parking lot.**

****Afternoon Pickup-** Students must be picked up promptly at 2:45 p.m. All students must leave the school grounds as soon as school is dismissed unless they are taking part in supervised extra-curricular activities. Siblings of students in afterschool activities must be picked up at dismissal or must go to After School Care.

Students need to know who is picking them up each day. **Please be sure to have your carpool tag visible and hanging from your rear-view mirror.** This not only speeds up the dismissal process because it alerts the staff working during dismissal to know which students need to be called to the line, it also increases the safety of the dismissal procedure as staff members learn the faces and cars to expect in the line each afternoon. Every driver of a car without a sign will be reminded to get one.

After school care will be open any day that school is in session. On days of early dismissal, we will open early to accommodate your needs at no extra charge. Late pick-ups will be charged \$2.00 for every minute after 6:00p.m. per student. The monthly fee is due on the 15th of each month (September - May). All payments must be made through FACTS Tuition Management. A non-refundable registration fee of \$50.00 per student or \$75.00 per family will be billed to your Facts account for the Month of August.

V. ATTENDANCE

Regular school attendance is a necessary part of a student's education, and it is closely related to student learning and academic success. Excessive absences impair a student's educational progress and may, at the principal's discretion, impact whether the student passes or fails a grade. Students will be considered absent when they miss 50% of their school day.

It is the parent's/guardian's responsibility to contact the school if their child will be absent and to state the reason for the absence. Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence. Failure to provide a note will result in an automatic unexcused absence. A physician's note is needed when the student (1) has been absent for three or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under a doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.

Students must be in school unless the absence has been deemed an "excused absence." Excused absences include the following: (1) illness or injury of the student; (2) serious illness or death in the student's family; (3) scheduled doctor or dentist appointment; (4) special events such as family weddings, important public functions, etc., which require permission from the principal at least five days in advance; (5) required court appearance or supervised visitation; and (6) having or being suspected of having a communicable disease or infestation, including, but not limited to head lice, ringworm, impetigo, and scabies.

Unexcused absences include but are not limited to the following: (1) pleasure trips; (2) suspension from school; (3) truancy; or (4) other avoidable absences that are not on the "excused absences" list. Students with more than 8 unexcused absences in any given class within a quarter risk receiving a failing grade for that quarter. The principal can waive this policy in extreme circumstances.

A student with 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian, and the school administration

****Tardiness-** All tardy students must be brought to the front office by a parent to be signed in for the day. *Parents are then expected to escort **tardy students** in grades PK through 4th to their building.* The only tardies that will be marked "excused" are doctor or dental

appointments; however, an official doctor's note must be presented upon arrival at school for it to be considered excused. Students may not be allowed to make up work missed due to unexcused tardiness. Habitual tardiness has a negative effect on school performance and will lead to appropriate disciplinary action. *Tardiness prohibits a student from receiving a Perfect Attendance Award.*

****Early Dismissal-** If it is necessary for a student to be dismissed early, please send a written note with a parent/guardian signature to the school office requesting permission to leave class early. Please also call the office at least 3 hours before a child is dismissed. Parents who just show up at school to pick up a child without giving sufficient notice to the teacher cause disruption to the learning process of the students in that class who may be taking a test or engaged in other classroom lessons or activities. If a student is participating in a lesson, activity or taking a test and a parent shows up unannounced, the parent will have to wait until the student is finished. *In case of an emergency, however, the student(s) will be dismissed promptly.* Parents/guardians must call the school office to sign-out their student before the student will be released. In addition, if a child will return to school after an appointment, a parent/guardian must accompany the child into the front office and sign him/her back in. **(During COVID, students who leave for an appointment may not return to school until the next school day)**

VI. HEALTH POLICIES AND EMERGENCIES

Hygiene - It is most important that your child comes to school clean and well groomed. This will not only help his/her self-esteem, but it also shows consideration for others. We expect your child has already developed and will continue to use good hygiene practices. Properly washing hands after using the lavatory, brushing teeth every morning, covering the mouth and nose with a tissue when sneezing or coughing, and not borrowing combs or caps are some examples of good basic hygiene.

****Illness** - Students may not remain in school if they have symptoms of conjunctivitis, diarrhea, vomiting, undiagnosed rash, or a fever. If your child has any of these symptoms in the morning before coming to school, please do not bring him/her to campus. A student who has been ill may not return to classes until a 24-hour period (**72-hour) has passed in which he or she is free from all conjunctivitis, diarrhea, vomiting, undiagnosed rash, or a fever. The administration reserves the right to send home any child who exhibits symptoms of being ill or contagious in any way. If an illness or infection requires medical treatment, a doctor's clearance note must be submitted to the front office before the student can return to class.

Lice - The Diocese of St. Augustine has a "no nit policy" regarding re-admittance of students after head lice infestation. Students who have lice must come to the front office, accompanied by a parent, and be checked to ensure that they are nit/egg-free before returning to class.

Medication - Students needing prescribed medication while at school must have a "Parent Permission for the Administration of Medications" form filled out and signed by the parent/guardian and physician. **All medications must be sent in the original container**

with name, required dosage and time to be given. Medicine must be left in the school's office and will be dispensed by office personnel.

Medicine that must be carried around by a student, such as an inhaler or epi-pen, requires a separate diocesan form completed by the parent **and** physician to be given to the office.

Over-the-counter medication is not to be sent to school without a doctor's note and "Parent Permission for Administration of Medications" form. The doctor's note must specify dates medication is needed. No student should have medication of any type, including throat lozenges and cough drops, in his/her possession at any time.

Sacred Heart Catholic School will only administer medication when:

1. All appropriate diocesan forms have been correctly filled out, dated, and signed by the parent/guardian and physician and are on file in the school office.
2. The medication, over the counter or prescription, is in the original container with a current label and prescription.
3. Written instructions from a licensed physician or dentist are secured.
4. If only a half pill is to be given, the pill must be cut by either the parent/guardian or by the pharmacist. Sacred Heart Catholic School staff will not cut pills.
5. If there are any changes with medication, dosage or time, a new form must be completed.

Asthma Inhalers and Epi-Pens - Parents may authorize students who need prescribed inhalers or epi-pens to self-administer, and these items may be kept by the students in the classrooms. Parents will need to complete the Diocese of St. Augustine permission form **annually** which will be kept on file in the school office. Forms may be obtained in the school office.

Emergency Closing - The decision to declare an emergency closing due to inclement weather will be made by the Superintendent of Catholic Schools in the Diocese of St. Augustine. The superintendent will remain in constant contact with the county's emergency services in order to determine the safest course of action for all schools. When a decision is made to close the school, you will be notified via email and the Parent Alert system. Updates on closings and re-openings will be put on the diocesan website as well (www.dosafl.com).

Emergency Drills - Emergency codes have been established and every teacher, staff member, and student know how to react if an emergency situation arises. Drills for fires, tornadoes, and intruders on campus are practiced regularly. Our weather radio alerts us to severe weather conditions. Intercoms and telephones connect all school buildings with the office. Everything possible will be done to plan for the safety of our children in an emergency. If evacuation is necessary, any visitors on campus will accompany the class to the designated assembly point.

Lunch Program - The lunch program offers students the opportunity to purchase a nutritious lunch. Students are not permitted to bring candy, chocolate, or soda as part of their lunch. Beverages must be water, milk, or 100% juice. Students may choose which days to purchase lunch at school or bring lunch from home. The lunch menu may be accessed online. Students purchasing a school lunch should have money to pay for lunch. There is no prepay option. Cash can be used. In the event that a child forgets to bring his or her lunch from home or does not have money to purchase a school lunch will be provided with an alternative lunch (ex. a peanut butter sandwich, fruit, drink).

Lunchtime is part of the educational program and provides an opportunity to show healthy eating habits. Students are expected to conduct themselves as ladies and gentlemen during their lunch period. Besides the school rules and regulations, there are also lunchroom rules by which all students are expected to abide. Respect and obedience is expected at all times to the adults involved in the lunch program.

The following list is expected behavior in the cafeteria:

- Walk single file to the serving lunch line.
- Go directly to your assigned table if lunch is brought from home.
- Once seated, stay seated.
- Use indoor voices to talk with students at your table.
- Ask the lunch monitor or teacher for permission if you need to leave your seat.
- After eating, dispose of your trash in the proper trash can.
- Make sure the area around your seat is clean.
- Balls and recess equipment should be left near the exit door during lunch.
- Be respectful and responsible by cleaning your space and following directions.

VII. COMMUNICATIONS

Open communication between home and school is essential if students are to develop a positive attitude toward learning and school. Parents are encouraged to meet with teachers to discuss concerns about their child's progress. Conferences can be easily arranged by contacting the school office and requesting an appointment with the teacher. The teacher will respond to your request within twenty-four hours, except for holidays or on weekends. All notes sent to the school should be in a sealed envelope with the recipient's name and the sender's name to assure confidentiality and accurate delivery. Diocesan policy requires that emails between teacher and parents must be copied to the Principal. Communication with the student will only be class work related and shared via Google Classroom through the student's school account.

Parent-Teacher Conferences

Effective parent and school communication and collaboration are essential for the realization of the school's mission. Besides regularly scheduled appointments, the school uses the following means to communicate:

- School and class newsletters and calendars
- Updated information on the school's website

- Daily and/or weekly folder and notes from the teacher in the student planner**Parent Orientation Night in August (not available due to COVID)
- **Parent-Teacher Conference at the end of the First Quarter and other times by appointment (only virtual conferences permitted during COVID)
- Student tests and projects sent home for parent review
- FACTS Parent Portal access

Conflict/Resolution - Every effort will be made to resolve situations through direct verbal communication so that the educational process of the child will not be affected. If a parent seeks resolution for a situation relating to a student, the following steps should be taken:

- Contact the student's teacher first (make an appointment to present your concern)
- If further clarification is needed, arrange a conference with the Principal (call the office to request an appointment)
- If you are not satisfied with either the teacher or the principal you may then contact the Pastor at the Rectory.

****Birthday Treats/ Party Invitations-** Party invitations are not to be distributed at school unless the entire class will receive one. If you wish to provide treats for the entire class, **you may send store-bought and individually wrapped treats to be distributed at the end of the day for the students to take home.** Students and parents are NOT permitted to bring items that are not individually wrapped to share. Flowers, balloons, or cookie bouquets are not to be sent in for birthdays or holidays. Gifts for students, including stuffed animals, jewelry, electronics, etc. should also not be sent to school.

VIII. INTERNET ACCESS

In virtue of the values professed in all Catholic Schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

Internet Terms and Conditions of Use:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of an electronic device and the internet is a privilege, not a right, any inappropriate use will result in a suspension or cancellation of that privilege.
 - There is no expectation of privacy in accessing the internet while on school property.
 - Users may not access personal email, use Instant Messaging (IM) programs, or chat rooms.
 - Users may not log on and use any internet sites such as blogs, games, etc.
 - If a student does not adhere to these expectations, the student, the device or the internet access will be suspended.

3. Do not post personal contact information about yourself or other people. Personal contact information includes complete name, home address, telephone number, school address, and credit card information. Do not agree to meet with someone you have met online.
4. Be polite and use appropriate language. Do not be abusive in messages to others or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. All messages that are inappropriate or make you feel uncomfortable should be promptly reported to your teacher. Remember that email is not private. Incoming email will be received through a classroom account and may be reviewed by your teacher or school's Technology Coordinator.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards others. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teachers. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Do not download any software without the prior consent of your teacher. Do not bring portable drives to school or use them without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. The school does not allow file sharing or loading of any software onto school computers.
7. The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without citation is plagiarism.
8. *Electronic communication is not permitted (email, texting, blogs, etc.) between faculty/staff and students. Teacher/parent electronic communication is strictly limited to the school's website and this will only be a brief message.*
9. *Users may not post on personal internet sites (ex. Facebook, Instagram, Twitter, Snapchat, etc.) to which they have access away from school grounds and may not post any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities.*
10. The school is not responsible for texts, electronic posts, emails, etc. that take place off school grounds on home/personal computers. However ***the school does maintain the right to discipline/dismiss a student found "bullying" others using digital methods. Consequence for this action will be according to the Principal's discretion.***

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

Cell Phone / Chromebook / Tablet Policy -

Students may bring a cell phone to school if they adhere to the following guidelines:

- Cell phones are for emergency use only.

- Cell phones must be turned off and checked in to the homeroom teacher at the beginning of each day. Cell phones will be returned to students at the end of school day.
- Cell phone usage at athletic events (and practices) or other school functions will be at the discretion of the supervising adult.
- Students are prohibited from taking pictures with their cell phones, Chromebooks, or tablets during school hours, as well as any time they are taking part in a supervised school function.
- Cell phones, Chromebooks, and other electronic devices may not be used for any unauthorized activities. This includes unauthorized access during class instruction, unapproved game playing, personal internet browsing or email access, online purchases, use of an online calculator without permission, and any other unauthorized access to unapproved sites.
- Violations in the use of cell phone policy will result in the following consequences:
 - First Occurrence: Cell phone will be confiscated, and a parent must retrieve the phone from the front office.
 - Second Occurrence - the cell phone will be confiscated, a parent must retrieve the phone from the front office, and the student will receive a detention.
 - Third Occurrence - the cell phone will be confiscated, a parent must retrieve the phone from the front office, the student is prohibited from bringing a cell phone for the remainder of the school year, and/or any other consequences to be determined by administration.
- Violations in the use of Chromebooks and tablets will result in the following consequences:
 - First Occurrence - Minor offense: Students will receive a warning about usage.
 - Second Occurrence: Students will lose the use of their electronic device for a specified period to be determined by administration and/or any other consequences to be determined by administration.
 - Third Occurrence or Serious misuse: Students will lose use of their devices for the remainder of the school year and/or any other consequences to be determined by administration.

The school is not responsible for lost or stolen cell phones or any other electronic devices.

IX. DRESS CODE

Research shows that school uniforms encourage pride in personal appearance and in the school. Uniforms eliminate the daily distractions of unregulated school clothing, as well as peer pressure associated with "label competition." Uniforms set the tone for proper work attitude in the classroom, reduce behavior problems, and improve student performance.

Our students are expected to wear their uniforms in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. All students are expected to be in the full, appropriate school uniform each day. Modesty in attire is expected for students and volunteers supporting any event on SHCS property and at all school sponsored activities off campus. If a student is not in complete uniform, he/she might not be admitted to class. The parent/guardian will be called, and the student will wait in the office until the parent/guardian can bring the required uniform.

The School's dress code is to be maintained throughout the entire school day. Dress code infractions include, but are not limited to:

- Incomplete uniform, including clothing, shoes, belts, socks, unwashed or inappropriately styled hair
- Unclean or slovenly dress (including but not limited to rolled skirts, wrong colored or improperly worn socks, etc.)
- Any student who does not meet the dress requirement will receive a dress code violation notice requiring teacher and parent signatures with the next day return. If the infraction is not corrected, the parent will be contacted by the teacher for a conference.

Pre-K 3 and VPK uniforms

Please see your child's teacher for uniform information

Additional Guidelines for Attire & Appearance

Please **label** all articles of clothing with the **first** and **last** name of the student.

Shirts - SHCS shirts must be purchased from the school's selected uniform company. Shirts are the approved short-sleeved red knit or long-sleeve red knit shirts with the school's logo. Boys and girls uniform shirts must be tucked in at all times. Boys must have the belt showing. Undershirts must be plain white.

Jackets/Sweatshirts - The school-approved fleece jacket with SHCS logo is the outerwear of the regular school uniform, and the P.E. sweatshirt is the outerwear of the P.E. uniform. If a student chooses to wear a coat or jacket in addition to the fleece jacket or P.E. sweatshirt, he or she may do so provided that the coat or jacket is worn over the jacket/sweatshirt and not in place of it. Coats and jackets worn to school must be removed in the classroom and stored. Please label all garments and shoes legibly with the student's first and last name.

Pants- Boys must wear black dress pants. "Dickies" brand is not permitted. No jeans or pants with pockets attached outside may be worn. Pants must fit properly and may not be oversized or "skinny." Faded or torn pants must be replaced. Black shorts are a warm weather option for boys (August-October and April-May). Shorts must be above the kneecap, not be cut-off pants, and must be worn with a belt.

Jumpers- Official SHCS jumpers must be purchased from the school's selected uniform company. Shorts must be worn under the jumper. Jumpers must extend to right above the knee.

Skirts- Official SHCS skirts must be purchased from the school's selected uniform company. Skirt length must be *modest*, mid-knee or right above the knee and kept this way from the beginning to the end of the school year. The shorts that are sewn into the skirt must not be removed. The uniform skirt may not be altered and must be worn with a waistband at the natural waist above the hip bone.

Shoes- Solid black or brown polishable leather or solid black or brown, solid black sneakers, or Sperry Shoes must be worn. Shoes must have a tie, buckle, or Velcro closure. No slip-on/backless shoes or sandals are permitted, and heels must not exceed 1" in height.

Socks and Tights- Red, or white knee socks must be worn and must be pulled up to the knees at all times. Black or white tights may be worn as part of the cold weather uniform.

Hair- A student's hair must be in a conservative style, well-groomed, simple and the natural hairline color. Boy's hair is to be neatly trimmed and above the collar and above the ears and not worn in a ponytail. Boys' hair on top should be no longer than two (2) inches in length. Fad cuts, razor designs (non-linear), and hair dyes as well as extreme/distracting styles are not acceptable for boys or girls. Partially shaved hair will need to be completely shaved until it grows back to an even length. No spiked hair styles are allowed. Students should keep hair pulled away from the face. **Bandanas**, worn in any manner, are not allowed. Girls' hair accessories must be discreet. **Hair bows, scrunchies, barrettes, etc., must be school colors: red, white or black only.**

*****Any questionable hairstyles or accessories will be at the Principal's discretion*****

Jewelry- For boys and girls: A watch, a chain with a crucifix or religious medal, and a religious pin are the only jewelry items permitted. The number of items worn may NOT exceed one of each of these. Additionally, girls may wear one pair of small **stud-type** earrings only.

Makeup- Makeup, nail polish or fake nails of any kind are **not** permitted at school. Students may not wear temporary tattoos or write/draw on themselves while at school.

Cold Weather- All students must wear their approved school uniform as the first layer before they wear additional coats/jackets as needed. Please note that they must wear their official SHCS sweatshirt/fleece jacket then add the additional layers. Girls may wear tights or leggings; however, sweatpants are not permitted under the girls jumpers/skirts. Please be sure to purchase your student's sweatshirt/fleece early to ensure he/she has the proper cold weather attire. On cold weather days, an announcement will be made for the students to wear their official SHCS sweatsuit.

Physical Education Uniform- P.E. uniforms are purchased through the school's uniform company and students may bring them to school in a separate P.E. bag. Athletic shoes must be solid black, have non-skid soles and must have either shoelaces or Velcro fasteners.

Non-Uniform Days- Students must wear modest clothing deemed appropriate for a SHCS student. Clothing must fit correctly and not be too tight. If a student chooses not to participate in the non-uniform day, he or she must wear the regular school uniform.

When in doubt, don't wear it.

LOST AND FOUND- All clothing items, books, lunch boxes, etc., are to be marked clearly with the name of the child. Lost items may be claimed from the "Lost and Found" in the front office. Unclaimed items may be donated after a month.

X. ACADEMICS

Sacred Heart Catholic School is a member of the National Catholic Education Association and fully accredited by the Florida Catholic Schools Accreditation Association. The basic curriculum includes: Catholic Doctrine, Language Arts (English, Spelling, Reading, Writing), Social Studies, Math, Science/Health, Physical Education, Fine Arts, Spanish, and Computer Science.

Academic Honesty - Each student is expected to maintain a high level of integrity and honesty in his or her schoolwork and in every other aspect of scholastic life. Handing in tests or assignments as one's own which have been done by another person or with answers taken from another student violates academic honesty and is therefore strictly forbidden. Plagiarism, another serious violation of academic honesty, is copying words or ideas from another source, including the internet, in a written or oral composition, without giving proper credit and citation to that source. Students who violate academic honesty will be assigned a zero on the work. In addition, further disciplinary action may be taken at the discretion of the Principal.

Language Arts- Grade-level objectives in the elementary language arts curriculum for catholic schools in the Diocese of St. Augustine are divided into the following strands:

Strand 1 – Word Analysis Fluency and Vocabulary Development

Strand 2 – Reading Comprehension

Strand 3 – Writing Strategies, Applications, Conventions of English Language

Strand 4 – Listening and Speaking

Strand 5 – Portfolios

Mathematics- Mathematics is taught in grades pre-kindergarten through eighth with emphasis on understanding concepts, learning basic facts, using computation skills efficiently, and selecting and applying appropriate problem-solving skills.

Music- The music program focuses on several aspects of music education. Students learn to

sing, dance, and play a variety of instruments. In grades four and five, students learn to read music by playing the recorder. The program also enhances knowledge by exposing students to different composers and musical time periods.

Physical Education- P. E. provides opportunities for students to develop their physical wellness through the use of physical activity and skill development appropriate to their grade level. Students learn basic skills common to team sports and individual fitness activities.

Catholic Doctrine- The study of Catholic Doctrine is a comprehensive discipline covering topics among others the Bible, sacraments, morality, Church history, and the life of Jesus and Mary.

Science- Our Science program focuses on facts, concepts, and skills. Emphasis is on the practical uses of scientific discovery and how it correlates to everyday life.

Social Studies- Students are taught concepts of time, history, and geography. The program progresses through the grades becoming more detailed. Global skills, an overview of civilizations, U.S. history, World history, and democracy are studied as well as human rights, peace, and justice.

Computer Science- The computer science program is a comprehensive program that teaches skills necessary in today's world. These skills are intensified as the student progresses through the grades. Students are expected to use the technology available in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Users are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, cyber bullying or other inappropriate use of technology, including, but not limited to, email, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, **even if such uses take place after school hours or off school property (i.e., home, business, private property, etc.)**

Students must:

- Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - Avoid distribution of private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices as posted.
 - Report security risks or violations to a school administrator, teacher, or network administrator.
 - Refrain from accessing, damaging, or destroying data, networks, or other resources that do not belong to them without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.

- Refrain from accessing the network with personal devices, unless approval from school administration has been attained.
- Refrain from overriding the Internet content filtering system.
- Respect and protect the intellectual property of others.
 - Refrain from copyright infringement (no making illegal copies of music, games, or movies).
 - Avoid plagiarism.
- Respect and practice the principles of the parish and school community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomforting materials (i.e. cyber bullying) to a school administrator, teacher, or network administrator.
 - Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Refrain from accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Refrain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - Avoid posting or disseminating any harassing, demeaning, threatening or immoral content or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

Users have the responsibility to use technology resources in an appropriate manner.

While visiting the Library Media Center, students will:

1. Remain in the Library-Media Center until they are dismissed.
2. Leave the Library-Media Center neat and orderly.
3. No food or drink is permitted.
4. Check out all materials before taking them out of the Library-Media Center.
5. Take proper care of Library-Media Center materials.
6. Respect the right of others to use the center undisturbed by loud talking or noise.
7. Pay for overdue fines.
8. Pay for lost or damaged Library-Media Center Materials.
9. Return Library-Media Center materials on time.
10. May not alter or misuse the library furniture and fittings

Homework- Homework is assigned to develop initiative, responsibility, and self-direction in the student. There is no minimum or maximum length of time per evening as each student is different. Homework may not always take the form of written assignments.

Parents/guardians should assist by providing quiet time and a place conducive to study, checking for neatness and accuracy, and by listening to oral recitation. Parents/guardians should not do their child's homework. If the assignment/project is not handed in on the day that it is due, the student will receive a 0%. The student may earn up to 50% for the assignment for work that is turned in late the next day. If the work has not been turned in by the 2nd day (calendar days), the score will remain 0%. Grades are uploaded onto RenWeb and parents should check this grade portal often.

When the student is absent, parents/guardians should contact the school office before 8:30 a.m. to arrange to pick up their child's assignments for the day. Parents/guardians are to pick up assignments at the main office by 2:30 p.m. If the work is requested, the parent should make every effort possible to pick it up.

Standardized testing- Testing is completed within each subject area by individual teachers. This helps to establish a student's performance within that subject. Benchmark testing will also be done throughout the year using NWEA MAP Growth Testing in order to track student growth and progress. The TerraNova Test, a nationally normed standardized test is administered each spring in grades 2nd through 8th-grades.

Midterms and final exams- Midterm and Final exams are mandatory in grades 7-8 as part of the final grade for promotion. If exams are not taken, a grade of zero must be factored into the final average. To preserve the integrity of the midterm/final exams, they are only given at the scheduled time to the entire class. Please contact the teacher well in advance if a separate final exam will be necessary for your child.

Report cards and Progress reports - Report cards are issued quarterly at the end of each nine weeks. Grades are posted on RenWeb for all students in grades 3rd - 8th. All classroom teachers update grades weekly.

Honor roll- SHCS has an (A) High Honor Roll and (A-B) Honor Roll for grades 3-8. Art, Music, Computer, Spanish, P.E. and Conduct are included for Honor Roll. Students must have "Satisfactory" or higher in *ALL* categories for honor roll recognition. *Students with Honor Code violations are ineligible for the honor roll regardless of academic performance.*

National Junior Honor Society (NJHS)- The Chapter publicizes its criteria, application materials and circumstances for membership probation each year. Eighth grade students nominated for this award will be required to write a letter on the meaning of "Reverence, Respect and Responsibility and Their Role in Who I am!" Students who wish to be inducted into the NJHS must maintain the following criteria:

1. No Quarter Grade below an 85 in any subject in your 7th or 8th grade year.
2. Minimum "Good" conduct in all subject areas is required.
3. Christian attitude and positive leadership as a student at Sacred Heart Catholic School.
4. Students with repeated Honor Code violations will be ineligible for NJHS.

XI. COMMUNICATIONS

SHCS follows the grading system established by the Diocesan Department of Education

Grading Scale (K-2)		Grading Scale and Conduct (3-8)	
S	Successful Progress	A	90-100
N	Needs more time to master skill	B	80-89
U	Unsuccessful Progress	C	70-79
NC	Not covered at this time	D	60-69
		F	Below 60
		I	Incomplete

PROMOTION AND RETENTION STANDARDS

Promotion - Students will be promoted on the basis of academic achievement. No student is granted a social promotion. To be promoted from one grade level to the next, a student must attain grades of 60 or above in any of the core subjects including Catholic Doctrine, Language Arts, Reading, Mathematics, Science and Social Studies.

SHCS recognizes the importance of Catholic Doctrine as an integral part of the curriculum and a requirement in our school. Any student failing this area must make up for the failure prior to the beginning of the subsequent school year following a plan approved by the Principal.

Retention- will be considered for the following reasons:

1. Failure in two or more major subjects (failure in an individual subject is defined as receiving a grade of “60” or below for the year-end average.)
2. Retention for other reasons (underage, immaturity, excessive absences, etc.).

Although the Principal consults with teachers and parents, the final responsibility for retaining a student rests with the Principal.

****Field trips**- In compliance with Diocesan policy, all students must submit a proper form (witnessed by someone 18 yrs. of age or older) to participate in a field trip. Verbal consent will not be accepted in lieu of proper forms. Participating in a field trip is a privilege and not a right therefore:

- Individual teachers, in consultation with the Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Those students will remain at home with the parent and will be marked absent for the day.
- Parents may refuse to permit their child from participating in a field trip by stating so in writing. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- All monies collected for a field trip are non-refundable.

- Cell phones are not permitted on any field trip. (Eighth grade end-of-year trip is the **only** exception to this policy.)
- Siblings are not permitted on field trips.
- Official chaperones will be identified by the classroom teacher prior to the field trip.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.

All school chaperones must have attended the Protecting God’s Children workshop and have cleared fingerprints on file in the office before participating in school activities. Please note that it may take up to 6 weeks for your fingerprints to be cleared.

****Eighth grade end of the year trip** - Students failing a class (including resource classes) or who have received an ISS/OSS in the 4th quarter **will not be permitted** to attend the field trip. Any student who does not wish to return to school at the end of the field trip by way of the provided bus, must submit a waiver of responsibility signed by the parent or guardian and at least one week prior to the field trip.

Student’s service hours - Seventh and Eighth grade students are required to complete five service hours per quarter for a total of twenty hours per school year. This is designed to help students practice the Catholic Social Teaching to serve others. Service hour forms are due by the 7th week of each quarter. Failure to complete the requirements each quarter will affect the student’s religion grade. The principal and the junior high teachers will determine which activities are deemed acceptable for service hours. Students should verify with their teacher that their planned activity will be accepted prior to participating.

SUMMER SCHOOL

- Required for students to be promoted, who have failed a subject with a grade 60 or below or received a conditional promotion based on summer school performance.
- Only two subjects can be made up in a summer session.

TEXTBOOKS AND SUPPLIES

Book-bags - Backpack/satchels and gym bags for students are to be of a canvas, cloth, or mesh material. Students may use backpacks or rolling book bags (*rolling backpacks grades 5th-8th*) to carry their books to class. *Rolling book bags must be carried up and down the stairs.*

Student daily planner - Parents are encouraged to use the student planner to communicate with teachers. *Students are required to write their assignments in the planner and must bring the planner to each class.* Students are responsible for showing the planner to the teacher when it contains communications from parents. Students in grades K-5th are expected to have the planner signed every night by one of their parents or other adults responsible for their care.

Textbooks and supplies - Students are responsible for all their books and notebooks. They are to be brought to class every day. If a book is misplaced, it is the student’s responsibility to search the lost and found. If it is not found within a reasonable length of time, the student

must replace the missing book. Students must have the appropriate supplies, such as pens, pencils, paper, etc., every day.

XII. DISCIPLINE

STUDENT CODE OF CONDUCT

- The essential expectations for student behavior is that students conduct themselves in a mature and dignified manner at all times and present a well-kept appearance.
- Students arrive on time to school in the appropriate complete and clean uniform. A student's personal presentation is a reflection of their family life and is an indication of respect for themselves and others.
- Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.
- Students are expected to observe appropriate, modest posture at all times.
- All students are expected to greet priests, sisters, school staff, parents, visitors, and fellow students politely and courteously.
- The class is to stand and greet a priest, religious or visitor as they enter the classroom, unless directed otherwise by the teacher or visitor. When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.
- Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.
- Students are expected to act appropriately during class changes, both in the School buildings and across campus. Student conduct in the corridors and stairs will be appropriate and quiet. Students must walk—not run—to and from class.
- Students must abide by the internet policy.
- At lunch or at recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by the teacher. Students are expected to keep the fields and grounds neat and litter free.
- Each student should respect others and their property as the student would want to be respected.
- Personal belongings should be kept in good form. Uniform items, books, binders, folders, jackets or backpacks must be free of any inappropriate writing or decoration.
- Standard cafeteria norms are to be practiced in the dining room at all times. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.
- When playing on a team, participating in an academic competition, or performing in a choral activity, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.
- Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher (e.g., those who have snack time in class).

- Chewing gum is not permitted on school grounds.

DISCIPLINE GRADES K-4

Teachers in grades K-4 will have established classroom rules that must be followed by each student at all times. Each grade level has their own individual discipline system with consequences for certain behaviors. Any infraction that is deemed serious in nature will include a meeting with the principal. If the student's behavior does not improve, a meeting between principal, teacher and parents will be held to discuss the student's ability to remain at Sacred Heart Catholic School. Families should receive a copy of their child's classroom rules and consequences within the first week of school.

DISCIPLINE GRADES 5-8

Students in grades 5-8 are expected to follow the SHCS Honor Code at all times. Discipline and responsibility are a necessary part of the student's academic experience. When a student misbehaves it often disrupts the learning of the other students in the classroom.

Level I Violations:

1. Violation of classroom rules.
2. Nonconformity to dress code.
3. Unprepared for class.
4. Eating in unauthorized areas or at unauthorized times; chewing gum
5. Irreverence at Church, liturgies, or during any prayer time.
6. Disruptive behavior.
7. Minor instances of inappropriate use of technology or electronic devices.
8. Disrespect.
9. Inappropriate displays of affection.
10. Unprepared for class.
11. Bringing discredit to SHCS by engaging in conduct, whether inside or outside of school, that is detrimental to the reputation of the school.

The offending student is subject to one or more of the following disciplinary actions:

Level I Consequences:

1. Verbal reprimand.
2. Phone call to parent/guardian.
3. Time out or removal from the classroom and/or activity.
4. Silent lunch.
5. Detention - parents will be charged a fee.

Level II Violations:

1. Multiple and/or continuation of Level I violations.
2. Use of obscene or indecent language (written or spoken) or gestures. This includes taking the Lord's name in vain, and downloading or sharing of inappropriate internet content.
3. Academic dishonesty to include cheating, helping another student inappropriately, and plagiarism.
4. Use of racist or discriminatory language.
5. Malicious gossip.
6. More serious inappropriate use of technology or electronic devices.
7. Bringing unrequested items to school or a school-sponsored event.
8. Stealing.
9. Fighting or encouraging others to fight.
10. Any use of violent language (verbal, written, or online) whether in jest or not.
11. Damage and/or destruction of school property (examples: damage to Chromebooks, damage to a bathroom)
12. Harassment, threatening, teasing, and/or bullying behavior (physical, verbal, or written - including email or internet postings) to include actions deemed intimidating, and offenses sexual in nature.
13. Leaving the classroom or other school areas without permission.
14. Bringing discredit to SHCS by engaging in conduct, whether inside or outside of school, that is detrimental to the reputation of the school.

The offending student is subject to one or more of the disciplinary actions listed for Level 1 offenses and is further subject to the following disciplinary actions:

Level II Consequences:

1. Conference with parent/guardian.
2. Removal of the student from school by parent/guardian for the remainder of the school day.
3. Referral to administration which may result in disciplinary action to include in-school or out of school suspension.
4. Financial restitution to the school or victim for financial expenses incurred as a result of the offensive conduct.
5. Loss of Honor Status for the quarter.
6. A grade of zero (0) for work related to academic dishonesty or work missed because of out of school suspension.
7. Suspension from after school activities and/or athletics, length to be determined by administration.
8. Saturday school - parents will be charged a fee.

Level III Violations:

1. Multiply and/or continuation of Level II violations.
2. Defiance of school appointed authority figures.
3. Threats to physically harm, or physical confrontations that result in harm to another.
4. Possession, use, or transfer of pornography or indecent material.
5. Possession, use, or transfer of knives, firearms, ammunition, flammable liquids or products, or any other item that could be used as a weapon or could be considered dangerous.
6. Unauthorized possession, use, or transfer of prescription drugs, over-the-counter medications, and vitamins.
7. Possession of controlled substances, tobacco products, alcohol, vaping tools and any other pill-like substances.
8. Any conduct that would constitute a misdemeanor or felony under federal, state, or local laws.

The offending student is subject to one or more of the disciplinary actions listed for Level 1 and Level II offenses and is further subject to the following disciplinary actions:

1. The student will no longer be eligible for membership in the National Junior Honor Society.
2. The student will be ineligible to participate in sports or other extracurricular activities for a length of time to be determined by administration.
3. Disciplinary Probation.
4. Mandatory psychological or substance abuse counseling.
5. Authorities may be informed of offenses that break federal, state, or local laws.
6. Expulsion upon recommendation of administration.

****If a student makes a threat, verbally or in writing toward another student, employee or the Principal, he/she will automatically be reported to the JSO. The JSO will conduct an investigation of the threat and the student may be suspended/expelled from school. Before returning to school, if suspended, the student will be required to receive psychological assessment and counseling by a licensed professional. A written recommendation from the licensed professional stating that the student has completed a full evaluation and is not a threat to themselves and/or others. A reinstatement conference would take place with the parent and student. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.**

In-school suspension (ISS) - Students suspended because of disciplinary problems will spend up to three days in an alternative room. Parents will be notified of the offense, and the suspension will occur as directed. The student will report to the principal's office, receive assignments at the beginning of the day from teachers and must turn in the work before leaving school. The student will be responsible for all work missed. Students are suspended from all team play and practice from the time ISS is assigned until the day following

completion of ISS. *Students who receive ISS are on probation for **all subsequent school field trips or end of year trips.** Students who receive ISS on two or more occasions are not eligible for trips.*

Out of school suspension (OSS) - Serious disciplinary problems may result in a student receiving OSS. Students who receive OSS will receive a zero grade for all academics missed. Students are suspended from all sports games and practice from the time OSS is assigned until the day following completion of OSS. *Students who receive OSS are on probation for all subsequent school field trips or end of year trips.*

Inspection policy - The school reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, and any other possessions or property on the school premises or on a school sanctioned excursion. Inspections and searches may be conducted on a routine basis or as deemed necessary. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search, which is considered potentially harmful, dangerous, illegal, or inappropriate, and the possession of which is a violation of the school's rules, community standards, and/or local and state law.

Discrimination and Harassment (DIOCESE OF ST. AUGUSTINE POLICY)

Sacred Heart Catholic School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of St. Augustine. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

Threats and violence (DIOCESE OF ST. AUGUSTINE POLICY)

If a student makes a threat, the Principal, at his or her discretion, may suspend/expel the student from school. If suspended, the student may be required to receive psychological assessment and counseling, and, if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference would take place with the parent and student. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

Sexual harassment policy (DIOCESE OF ST. AUGUSTINE POLICY)

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal, physical, or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual involvement accompanied by implied or explicit threats.

Any student who alleges sexual harassment by another student may bring this matter to the attention of the principal, his or her teacher or guidance counselor. The principal may ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. A substantiated charge of sexual harassment against a student may subject that student to disciplinary action, which may include but not be limited to suspension or expulsion.

XIII. EXTRACURRICULAR ACTIVITIES (*See “*Important Notes*” at the end of this section.)

***SPORTS TEAMS** (See section XII. Athletics)

***Children’s choir** - The Sacred Heart School choir consists of students in 2nd – 8th grades. These students sing at Wednesday morning Mass as well as during other liturgical celebrations throughout the school year. Interested students meet once a week in the music room from 2:50- 4:00 for practice. All students in 3rd – 8th grades are invited and encouraged to sing with the church choir at 11:30 a.m. Mass on Sunday (practice begins at 10:45 for the 11:30 Mass).

***Student council** - The Student Council is a service club that meets once a month. New members are elected every year. Eighth graders are eligible for the executive board consisting of the following positions: president, vice president, corresponding secretary, recording secretary, treasurer, and a sergeant-at-arms. Grades 5th through 8th elect a classroom representative and an alternate to participate. The Student Council is responsible for maintaining and running the supply booth, bake sales, and talent show. Funds from these activities are used for a variety of reasons after council discussion with the approval of their advisor and school administration. Students must be in good academic and behavioral standing in order to participate in the Student Council.

IMPORTANT NOTE:

- Students wishing to remain on campus in order to participate in an after-school sport/activity that does not begin immediately after dismissal **MUST** be with a parent or other designated adult at all times. Unsupervised students will be escorted to After School Care (a fee will be assessed) and parents will be called.

- Students remain in the supervised custody of teachers and coaches until departing with parents. Students will be placed in After School Care if other arrangements have not been made.
- Siblings of students in afterschool activities must be picked up at dismissal or go to after school care (a fee will be assessed).

XIV. ATHLETICS

Participation in sports activities - All qualified students may try out for membership on sports teams and participate in extracurricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out will be accepted. The decision of the coach, faculty moderator, or athletic director, in conjunction and consultation with the administration is final.

Students wishing to remain on campus in order to participate in an after-school sport/activity that does not begin immediately after dismissal **MUST** be with a parent or other designated adult at all times. Unsupervised students will be escorted to protective care (a fee will be assessed) and parents will be called.

Students remain in the supervised custody of teachers and coaches until departing with parents. Students will be placed in Protective Care if other arrangements have not been made. Siblings of students in afterschool activities must be picked up at dismissal or go to after school care (a fee will be assessed).

RULES OF ELIGIBILITY FOR ATHLETIC ACTIVITIES (DIOCESE OF ST. AUGUSTINE POLICY)

ATHLETES

Eligibility may apply to all athletic and allied activities of the Catholic School Conference.

- A student is academically ineligible if he/she receives two (2) grades (or more) of 69 (D) or below in a major subject. If he/she receives any one (1) 59 (F) or below, that student is also academically ineligible. The major subjects include: Social Studies, Math, Science, Religion, Reading/Literature, and English/Spelling. Principals reserve the right to make a policy with stricter guidelines to deal with this rule on the local level.
- Students' grades are evaluated at mid-quarter (progress reports) and at the end of the quarter (report cards) for eligibility.
- If a student is academically ineligible, the length of the suspension is five (5) academic days for suspension at Progress Reports; ten (10) academic days for suspension at Report Cards. The suspension begins on the day following distribution of progress reports and/or report cards. Eligibility may be regained following the five (progress report) or ten (10) day suspension, if the grade(s) adhere to the rules of eligibility as stated in (a). Students must be academically eligible prior to tryouts according to existing criteria.
- Principal reserves the right to suspend a student from a team for unsatisfactory conduct

- All students shall be given equal opportunities to try out for all teams and eligibility rules shall apply when a student is part of the team.
- If a student is ineligible at his school and then transfers to another school, his ineligibility will be carried over to the next report card.
- The Pastor or Principal may at any time declare a student, by lack of school attendance or improper conduct, ineligible.
- Grading Policy – Diocese of St. Augustine:

100-90	A Passing	1 - Outstanding
89-80	B Passing	2 - Above Average
79-70	C Passing	3 - Average
69-60	D Passing	4 - Below Average
Below 60	F Failure	5 - Unsatisfactory

- In accordance with FHSAA rules, any student who repeats 7th or 8th grade and has played a school sanctioned sport, he/she is ineligible to play that sport the year he/she is repeating.

NOTE: Grade of “I” for “Incomplete” means failure unless completed in one week after evaluation report.

Students who arrive after 11:30 am may NOT participate in any afterschool sports activities for that day. This includes practices and games. Also, students who have received a disciplinary referral in-school suspension may NOT participate in these activities for the day or for a longer period of time, as deemed appropriate by administration.

ALL other rules of eligibility (non-academic) may be found in the Diocesan Catholic Grade School Conference By-Laws.

TEAM PHYSICAL and PARTICIPATION FORM:

All athletes are required to have a complete physical on the Diocesan form before they are allowed to try out for any athletic teams (this form must be signed by a Florida physician and dated after June 1, 2021). The PARTICIPATION form must be filled out entirely signed by parents and student and must be **notarized**. These forms are available online or in the school office.

XV. AFTER SCHOOL CARE

A non-refundable registration fee of \$50.00 per student or \$75.00 per family is required. After School Care tuition is to be paid by the 15th of each month. A late fee of \$20.00 will be added for tuition payments received after the 20th of the month.

Picked up by 4:00 P.M. \$140.00 (per student) Walk-ins picked up by 4:00 \$9.00 per student
Picked up by 5:00 P.M. \$160.00 (per student) Walk-ins picked up by 5:00 \$12.00 per student
Picked up by 6:00 P.M. \$180.00 (per student) Walk-ins picked up by 6:00 \$15.00 per student
Responsible behavior is expected of all children in the program. This is necessary to provide a safe and happy environment for everyone. If a child seriously undermines this philosophy, it can lead to expulsion from the program. For more information, please call the school office (771-5800).

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

Disclaimer: **Denotes changes due to COVID pandemic. Communication regarding changes in protocols and procedures during the COVID pandemic will be sent through email/parent alerts from the Principal or his/her designee.

Circumstances not specifically covered in this handbook will be handled at the discretion of the administration.

Sacred Heart Catholic School Principal reserves the right to amend this handbook as necessary.

PASTOR
PAROCHIAL VICAR
PRINCIPAL

Rev. James Kaniparampil, CMI
Rev. Alex Carandang
Dr. Archie Yumul

FACULTY & STAFF

Pre-K (3 year olds)
Pre-K (4 year olds)
Pre-K (4 year olds)
Kindergarten
Kindergarten
1st Grade
1st Grade
2nd Grade
2nd Grade
3rd Grade
3rd Grade
4th Grade
4th Grade
5th Grade (5th/6th Science, Social Studies)
5th Grade (5/6/7/8 Math, Religion)
6th Grade (Reading English/Literature, Intervention)
6th Grade (6/7/8 Religion)
7th Grade (7th Eng, 8th ELA)
7th Grade (7th/8th Science, 5th ELA)
8th Grade (6/7/8 Social Studies)
8th Grade (5/6/7/8 Math, Intervention)
Art
Technology (7th Lit)
Music
Physical Education
Spanish
School Counselor
Teacher Aide: Preschool 3-year-olds
Teacher Aide: Preschool 4-year-olds
Kindergarten-1st Aide
After School Care
After School Care
Bookkeeper
Office Manager
Administrative Assistant

Mrs. Renee Brandenburg
Mrs. Cheryl DeVito
Mrs. Bonnie Lekas
Ms. Michele Baessler
Mrs. Abigail Carden
Mrs. Katherine Herndon
Mrs. Nicole Logue
Mrs. Kelly Pietuszka
Ms. Sarah Napoli
Mrs. Kay Gari
Mrs. Patricia Thieman
Mrs. Mary Mayberry
Mrs. Kristen Ellison
Mrs. Madeline Hussey
Mrs. Lisa Pasicolan
Mrs. Dawn Fenske
Mrs. Catherine Schellenberg
Ms. Laura Copeland
Mrs. Beth Smith
Mr. Joey Cameron
Mrs. Maggie Trude
Mrs. Fran Blanco
Mr. Mark Pietuszka
Ms. Susan Altman
Ms. Morgan Rush
Mrs. Angie Pichardo
Ms. Megan Atwood
Ms. Mary Weaver
Mrs. Kristen Beccue
Mrs. Clara Lang
Ms. Madison Lambert
Ms. Diane Jarmon
Mr. Charlie Lathram
Mrs. Rebeca Cruz
Mrs. Barbara Cornelius