



2023 - 2024
Student/Family
Handbook

Revised 07/25/23

SCHOOL PRAYER

O Holy Spirit, thank you for the gifts and talents you have given me. Please help me today to use them to the best of my abilities. Be in my heart to fill me with God's love; Be in front of me to light my way and guide me; Be behind me to give me strength and courage; Be beside me to constantly remind me that everything I do is for God. Amen

Entrusting Our Children to Catholic Schools

For generations, families have partnered with Catholic Schools in the Archdiocese of San Antonio in order to meet the educational needs of their children. Families who send their children to Catholic Schools value education rooted in Catholic teachings, traditions, and are confident that Catholic schools will provide their children with spiritual, moral, intellectual and social formation. Along with an emphasis on faith and rigorous academics, students are furnished with a solid foundation for lifelong learning. Dedicated teachers and families working together in a safe, positive learning community prepare students to make a difference in our world.

Reasons to believe:

- Integration of Faith & Curriculum
- Positive Learning Community
- Generations of Families & Teachers Working Together
- Rigorous Academics

Research on our Catholic School

When learning in a Catholic School is done in an environment replete with moral values and the practice of faith, its test scores and achievements outstrip public school counterparts.

The academic strength of Catholic schools is unassailable...

The influence of Catholic values and the fostering of the Catholic faith and morals-- are the single biggest supports for the success of many young people, Catholic or not, educated in inner-city Catholic school. Catholic schools' graduates make good citizens, and they are deeply committed to social justice. They care for the poor and the planet. They proudly volunteer in the church and their community. The widespread institution of service program requirements in Catholic schools over the last two decades has helped to create an entire generation of generous, socially minded, alumni prepared to help no matter what the need.

FOREWORD

TO PARENTS AND STUDENTS:

Sacred Heart Catholic School extends a true Christian welcome to new and returning students. This handbook offers helpful guidelines for a campus life that maximizes a positive, nurturing learning environment in partnership with the student's first teachers, their parents. A true spirit of unity, loyalty, achievement, and contentment can be accomplished through the cooperation of the entire Sacred Heart School Family. Become familiar with the mission, philosophy, guidelines, and policies as they are outlined in the following pages. Sacred Heart School has and will continue to have a tradition of excellence. SHS is proud to be a part of the tradition of excellence in Catholic education. SHS is open to students of any sex, race, and national or ethnic origin. As its goal, SHS aspires toward Christian and scholarly education in the finest and fullest sense.

If, during the course of the school year, a situation arises, that is not addressed in the handbook, the principal, in consultation with the pastor, will implement a procedure that supports the common good of the school community. Sacred Heart Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through e-mail communication (RenWeb).

VISION STATEMENT

Catholic Schools in the Archdiocese of San Antonio

Share The Spirit! The fundamental purpose of Catholic Schools in the Archdiocese of San Antonio is to proclaim the Good News of Jesus Christ. His news is one of challenge, love, and unity. His spirit is caught in the lives of students. Affirming that parents are the primary educators and partners of education; we prepare student to share the spirit of Jesus through community building. Christian acts of service, the Word, and worship. We commit to the provision of inspiring active learning and quality education so that all students ***“Share the Spirit of Catholic Education”***.

The vision statement calls forth beliefs that affirm the missionary dynamics of all Catholic Schools in the Archdiocese of San Antonio as we move into the Third Christian Millennium.

Foster a Catholic Identity

We prepare students to encounter the Gospel of Jesus Christ and to bring Catholic teachings and values into their lives in the global world.

Invest in Community Building

We are committed to building a communal spirit that is the heart and reality of Christian formation.

Provide Quality Education

We teach knowledge and critical skills so that students function fully as citizens within a changing technological and multicultural society.

Encourage Moral Formation

We lead by example in teaching moral values that encourage respect and responsibility.

Appreciate Families

We recognize the family as the basic faith community in which all members share as active participants in the educational process.

Support Parish Life

We believe that the school contributes to the parish through the formation of students as active participants of the parish community.

Share Governance

We seek support and participation from those who share a common vision, mission, and philosophy.

Seek Equitable Distribution

We are challenged to establish a just distribution of resources to ensure quality and affordability to families and our church.

PHILOSOPHY

We at Sacred Heart Catholic School, as adulatory with a special mission, strive to provide a Christ centered environment for the formation and growth of the whole child, spiritually physically, intellectually, culturally, socially, and emotionally. We aim to foster responsible Christian behavior, reflection, and prayer, mastery of basic skills, I.e., critical thinking, constructive problem solving, and informed decision making. We strive to equip our students with the necessary skills to become aware persons who are happy and positive in their response to the challenges of an ever-changing, multicultural society where they will participate in a technologically driven interdependence.

We recognize that parents are the primary educators of their children; therefore, we expect and encourage parent interest and involvement in all activities concerning the growth and development of their children. Sacred Heart is totally committed to its education ministry in the guidance and direction of the learner as a Christian person, and member of the community.

MISSION STATEMENT

Sacred Heart Catholic School aims to provide quality education for our students and to implement, within a loving faith community, the three-fold plan of Christian (Catholic) education:

- To live and teach the Catholic faith
- To build and strengthen community
- And to serve others.

GOALS

- To integrate Christians and values into the student's total development
- To design a curriculum that will meet the needs and talents of the students
- To prepare the student to assume their roles in society.
- To teach the students to appreciate the richness and variety of each culture, especially their own cultural heritage.
- To help the students acquire an understanding of the importance of physical and mental health and environmental and ecological concerns.
- To prepare students to participate in civic and governmental affairs.
- To develop an understanding of our economic system, and to prepare students to participate responsibly in it, where he/she lives and interacts.

SACRED HEART HISTORY

In 1916 it was stated: "Now while the Church is free of debts, Father Zarb is trying to erect the Parochial School House. It shall be a two-story brick house 30x72 feet and is to cost \$4,500". On September 17, 1933, after the parish celebrated its Golden Jubilee, Sacred Heart School opened its door to the Floresville community with a special Blessing of the school followed by a barbecue dinner. The school was accepted and operated by the Sisters of Incarnate Word and Blessed Sacrament until August 1950. In September 1950, Sacred Heart School opened its doors as a parochial school and the parish became responsible for the maintenance and utilities. At that time, only two classrooms were in use. Thereafter, a classroom was added every year. In 1957, four Sisters and one lay teacher were responsible for teaching 215 children enrolled at Sacred Heart School.

During the 1960s and early 1970s, many Catholic schools were on the verge of closing their doors. Fortunately, Sacred Heart School survived due to the ongoing commitment, presence, and determination from parents, grandparents, friends, and the surrounding community. Many families and community members consider the school a historical landmark and will do what it takes to keep a thriving and nurturing school for generations to come.

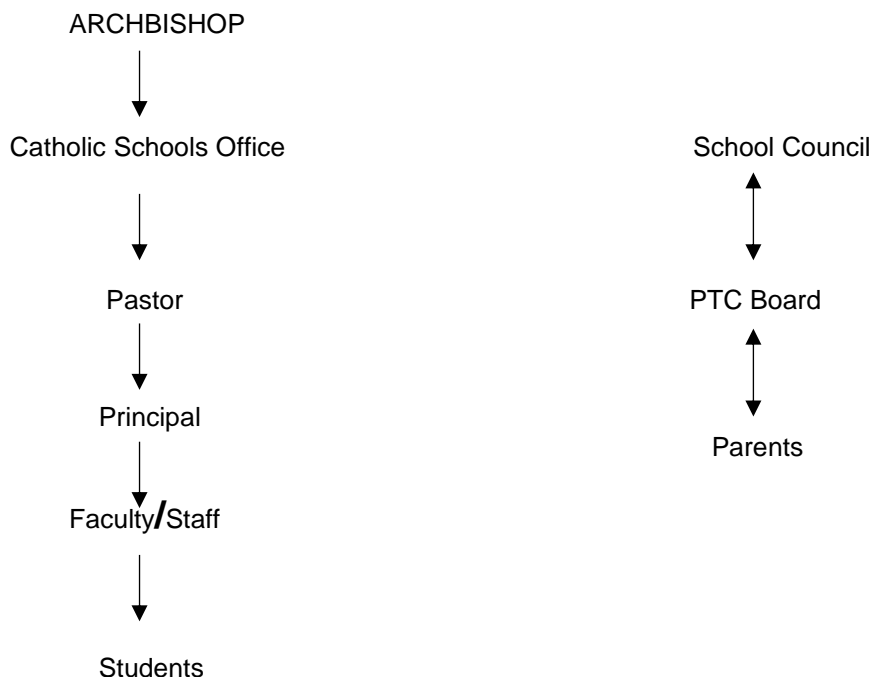
Many factors have contributed to the growth and success of Sacred Heart School: stability, tradition, academic excellence, Christ-like behavior among outstanding community members, respect for others and property, and the love for God. Fr. Kris Bytowski, the school's current pastor, was ordained in 2005, and is looking forward to meeting and working with the faculty, staff, families, and students of Sacred Heart.

ACCREDITATION

Sacred Heart Catholic School is fully accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED), under the umbrella of the Texas Education Agency (TEA). The most recent accredited status was granted by TCCBED in March 2015. Each year, the school is required to submit an Annual Report for Continued Accreditation to TCCBED, ensuring the Sacred Heart Catholic School is following required policies and guidelines. **Sacred Heart Catholic School maintains membership in the National Catholic Education Association (NCEA).**

ADMINISTRATION

Channels of Governance



Grievances

A “grievance” is a complaint based on any alleged violation or inequitable application of rules or policies. The primary purpose of a grievance procedure is to ensure, at the lowest administrative level, equitable solutions to problems which may arise from time to time. Sacred Heart's Grievance Procedure is intended to resolve grievances in a cooperative, Christian atmosphere. No participant is entitled to representation (legal or otherwise) in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

Archbishop

Sacred Heart Catholic School supports and collaborates with the archbishop. We, therefore, fully enter into the saving mission of the Church especially in the need for education in the faith. Effective Administration is dependent on the mutual support and cooperation of SHS Administration and the School Office in accordance with the teachings and directives of the Chief Pastor of the Archdiocese. In this way, we help our students and families to experience the gospel in daily life.

Catholic School Office

The school is administered in accordance with the policies and guidelines set forth in the Handbook of Policies and Regulations for Catholic Schools of the Archdiocese of San Antonio. This handbook, together with the leadership of the School Office, is a practical expression of our Catholic Vision and Philosophy of Education and focuses on the welfare of the whole child and the integration of faith with culture.

Pastor

The pastor delegates the Administration of the school to the principal." Satisfactory and effective administration depends on the cooperation and mutual support of both Pastor and Principal in matters of local educational policy."

- Has the right to approve all recommendations made by the school.
- Assumes a significant role in the development of the school budget including all discussions regarding the amount of parish subsidy to be included in the school's budget.
- Appoints a search committee to make recommendations for the selection of School Principal, in circulation with the Archdiocese's Catholic Schools Office Superintendent, hires the principal.
- The Pastor has the prime responsibility for those matters within the school which affect worship, the ministry of the word, and spiritual welfare of the students.
- The Pastor, in consultation with the parish finance committee, is responsible for financial support of the school. He delegates the school budget development to the school council.
- The Pastor must ensure that all Archdiocesan policies are implemented. He shall be an ex-officio member of the local school council, ordinarily participating in all council meeting exercising his leadership through a sharing of his vision, wisdom, and expertise as part of the local council's ordinary activities.

Principal

The Pastor delegates to the principal the prerogative of decision-making regarding the school. The school Principal works in close collaboration with the School Council and PTC Board. Responsibilities include the hiring, and evaluation of staff, the supervision of instruction, learning and curriculum development, and the professional development of the faculty and staff through in-service programs.

School Council

The School Council, whose authority is derived from the Pastor of the parish, is called in being by the Pastor and is given the mission to consult the Principal and the Pastor in areas of finances, school enhancement, policies, development, fund-raising, and strategic planning.

The school council is established to serve as a consultative body to the Pastor and the Principal. The Council shall be composed of elected, appointed, and ex-officio members as set forth in its constitution. The Constitution and by-laws of the Archdiocese are used for Sacred Heart School Council.

Parent Teacher Council (PTC)

The purpose of the Sacred Heart PTC is to foster a partnership between the home and school. PTC shall aide the principal in providing programs and financial resources for the improvements of the educational programs of the school. Members may be elected and/or appointed. At least one teacher will serve as the Teacher Representative on the Executive Board.

FACULTY & STAFF

Sacred Heart Catholic School is accredited by the Texas Catholic Conference Education Department (TCCED) and maintain membership in the National Catholic Association (NCEA). All teachers meet the TCCED personnel requirements.

2023 – 2024

Sacred Heart Catholic Church, Pastor - Fr. Kris Bytomski

Phone (830) 393-6117 Fax (830) 393-9071

Sacred Heart Catholic School

Phone (830) 393-2117 Fax (830) 393-6968

Title / Role	Name	Email Address
Principal	Benny Villanueva	b.villanueva@shsfloresville.org
Administrative Secretary	Teresa Bonham	teresa.bonham@shsfloresville.org
Counselor	Karissa Jarzombek	karissa.jarzombek@shsfloresville.org
Physical Education	Ernest Puente	ernest.puente@shsfloresville.org
Librarian	Debra Wengler	debra.wengler@shsfloresville.org
Instructional aide	Lori Flores	
Instructional aide	Wendy Hudler	
Instructional aide	Andrea Irrobali	
PK-3	Kimberly Martinez	kimberly.martinez@shsfloresville.org
PK-3	Carmen Hoag	carmen.hoag@shsfloresville.org
PK-4	Carmen Davila	carmen.davila@shsfloresville.org
PK-4	Claire Dallmeyer	claire.dallmeyer@shsfloresville.org
PK-4	Jestine Flores	jestine.flores@shsfloresville.org
Kindergarten	Yolanda Zamora	yolanda.zamora@shsfloresville.org
Kindergarten	Barbara Bernhardt	barbara.bernhardt@shsfloresville.org
First grade	Dawn Lucas	dawn.lucas@shsfloresville.org
Second grade	Amy Cardona	amy.cardona@shsfloresville.org
Third grade	Andrea Aguilera	andrea.aguilera@shsfloresville.org
Fourth grade	Sherri Nunnallee	sherri.nunnallee@shsfloresville.org
Fifth grade	Kenya West	kenya.west@shsfloresville.org
After School Care	Joan Hobbs and Kit Hayes	
Maintenance/Security	Roman Gaytan	
Custodian	Phillip Esquivel and Thacho	

Parents

"Parents are the first and foremost educators of their children". (Lay Catholics in Schools, #12). It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that from their earliest years' children are taught, according to the faith received in baptism, to have knowledge of God, to worship Him and to love their neighbor. Faculty and Staff serve as partners with parents whose teachings and formation are in harmony with the Catholic doctrine.

Non-Custodial Parents

Sacred Heart Catholic School abides by the provisions of the Family Education and Privacy Act, regard to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the custody section of the divorce decree.

In the case of a custody dispute, the custodial parent is required to provide the school with a copy of the **entire divorce decree with the judge's signature**. If a child is not to be released to a particular parent at any time, it is the responsibility of the parents to provide the school with official documentation to this effect. All divorce decrees should be on file in the school office and complete with a judge's or mediator's signature prior to the beginning of the school year.

Parent Code of Responsibility

1. Sacred Heart Catholic School encourages the parents to work in partnership with the school. Parents are asked for support and understanding as we share a vision for your child's education. By choosing to enroll your child in Sacred Heart Catholic School, you agree to certain important responsibilities:
2. I will be familiar with school rules and will assist Sacred Heart Catholic School in its education of my child(ren).
3. I will communicate directly with the teacher if I have concerns or questions regarding my child's progress and observe parent-teacher conference dates. I will support this handbook and respect the wishes of my child's teacher. If for any reason I am in doubt over any judgments, I will confer with my child's teacher.
4. I will read everything that comes home in a timely manner and will discuss the information with my child when necessary.
5. I will understand and support the religious nature of the school.
6. I will be actively involved in the life of the school and volunteer my assistance when possible, knowing that physical volunteering for the school and its activities exemplifies character and demonstrates acts of service as the school teaches.
7. I will promote our school and speak well of it to others without damaging the reputation of the school, employee, or any school family.
8. I will meet my financial obligations in a timely manner and support fundraising efforts

School Code of Responsibility

1. To have students receive a quality education in a Catholic environment.
2. To have all the students supervised in a safe and supportive learning environment.
3. To nurture the spiritual growth of students through Catholic traditions and rituals.
4. To have open communication with parents in dealing with their children.
5. To offer activities and learning opportunities to develop social and emotional growth.

Office Hours

The office is open from 7:30 a.m. to 3:30 p.m., Monday - Friday and opens at 9:15 a.m. on Wednesdays (due to Mass).

School Hours

Classes will begin at 8:00 a.m. and finish at 3:00 p.m. for all grade levels. Students are considered tardy if they arrive after 8:00am.

Early Dismissal

Early dismissal is 12:00 p.m. for all students. Lunch will be provided, and after-school care will be available on most early release days. Parents will be notified in advance by flyer, Parent Newsletter, text, or email. All early release days are listed in the calendar on our website.

ATTENDANCE

ABSENCES

State law requires students to be in attendance 90% of the school year. A student may not receive credit for a course unless the student is in attendance for at least 90 percent of the days the course is offered. Each school shall publish its local attendance policy in their parent/student handbook.

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

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

Students are to attend school unless there are valid reasons for absence provided by the parent/guardian. An excused absence does not mean a student will not be marked absent. A student not physically present at a school, excused or unexcused, is marked absent. It is the responsibility of the parent(s)/guardian(s) to contact the school to report when the student is absent. The process for notifying the school of an absence or to submit documentation of an excused absence shall be clearly defined in the parent/student handbook. Local school policy will determine when other absences or tardies are to be excused. Valid reasons, such as sickness, are considered excused. Invalid reasons, such as extra vacation, are considered unexcused. In all cases, students are responsible for all work missed and are subject to the local school policies (*or discretionary authority of the principal*) for determination of whether absences are excessive and to determine what consequences will be enforced.

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

The school shall follow a similar process for excessive tardies. Each school shall determine its own guidelines for awarding perfect attendance.

CONSECUTIVE NON-ATTENDANCE DAYS

Schools shall contact a student's parent(s) or guardian(s) when a student is absent for two (2) consecutive days and there has been no contact with the school. Schools should continue attempting contact with the families through school staff (e.g., administration, school counselor, health coordinator, nurse, or other administrative staff). If after ten (10) consecutive school days there is still no contact, schools should consult the Superintendent to discuss how to proceed.

ATTENDANCE COMMITTEE

When a student fails to meet the attendance requirement and attends less than 90 percent of the days a class is offered then the school must convene an attendance committee to review the circumstances surrounding the student's excessive absences, excused and unexcused. The attendance committee shall be comprised of the principal and/or his or her designee, the school counselor, and the classroom teacher.

The committee may decide to award class credit due to extenuating circumstances or establish ways for the student to make up work or regain credit loss due to their excessive absences.

TARDIES

A student is considered tardy after 8:00 a.m. **Three (3) Tardies in a month will automatically disqualify your child for perfect attendance.** Students who are tardy must report to the office to pick up a tardy slip before entering a class. For students who receive six (6) tardies in a grading period, an additional absence will be accrued (one absence for every six tardies). A parent conference will be required after six (6) consecutive tardies in any given time throughout the school year. Habitual tardies may result in student retention. When a child has a doctor's appointment in the morning and does not arrive at school until *after* instruction has begun, with a doctor's note, an "excused tardy" will be assigned. This **does not** go against your child's attendance. It is strictly to ensure your child will not be counted absent yet accounted for the time missed during instruction. **After 10:00 a.m. a child is marked absent, whether excused or unexcused.**

RELEASING STUDENTS DURING SCHOOL HOURS

Students leaving before the end of day are required to sign out from the office prior to leaving campus. Students will not be released during school hours into custody of any person other than those listed on emergency information for the student. Identification of the person to whom the student is released must be verified. Teachers are not to release students directly to non-school faculty or staff members.

Parents/guardians must be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reasons. Documentation of this notification must be made. Students will only be released through the school office. People designated on the Emergency Form will be asked to identify themselves and sign the child out.

Please remember that we have instructions taking place until after 2:45 p.m. every afternoon. Picking up your child before 2:45 could result in loss of instruction or assignment and hamper learning. We discourage students from pick up before 3:00 p.m. Excessive (more than 5) checking out early without a doctor's note could result in ineligibility for monthly attendance recognition, as well as perfect attendance for each grading period. Students who are checked out more than six (6) times for the school year without a doctor's excuse will be ineligible for perfect attendance awards.

COMMUNICATION

CHANNELS OF COMMUNICATION

It is important that home-school communication follow the channels of governance. Good communication is open, courteous, child-centered, and specific. The way we communicate as adults gives our children an example to follow. Any concerns and/or problems should be addressed directly with the child's teacher before going to administration. When differences arise or clarification is needed, it is expected that all parties present their views in a calm, reasonable, and respectful manner. When a parent has difficulty with the behavior of another child, the issue needs to be brought to the attention of the Administration who may contact the other child's parents.

An adult should not take up the issues directly with the child in question, unless an emergency is imminent. **Those individuals who demonstrate unwillingness or inability to cooperate with school polices, who do not conduct themselves in a Christian manner, or who tend to be verbally or physically abusive to faculty, staff, students and Administration, may be required to stay off school property and /or withdraw their child from school.**

CALENDAR

An annual school calendar will be posted in July on our website for the next academic year. Hard copies are given to parents at Parent Orientation with back-to-school information. Parents will be notified of any changes in the weekly newsletter that will be emailed out every Thursday. Please read the newsletter, important information is posted on the weekly newsletter.

APPOINTMENTS

Parents are encouraged to set up appointments with their child's teacher to discuss any concerns as well as strengths and weaknesses that may come up. For an appointment, parents may send a note to the teacher or call the school office. The teacher will return the call during his/her non-instructional time. The office will not release phone numbers. Teachers are not called to the phone during class time. All other appointments with other school personnel, Pastor, and Principal are also scheduled through the school office.

PARENT-TEACHER CONFERENCES

Conferences are scheduled as needed by either the parents or the teachers typically at the end of a marking period. These conferences provide parents and teachers with an opportunity to discuss each child's academic progress. Conferences will be held with the homeroom teacher. If a conference is required with another teacher, that conference may also be scheduled. Additional conferences may be scheduled as needed throughout the school year. Scheduled Parent/Teacher conferences are held annually every October-after the first nine weeks.

WEEKLY NEWSLETTER

A weekly newsletter will be emailed every Thursday. Please take the time to read the "Panther Press". It contains information about what is happening and what is to come at SHS.

PTC MEETINGS

Periodic Parent-Teacher Club meetings will be scheduled throughout the school year. This is the most important means of fostering a partnership between home and school. Attendance at these meetings demonstrates a parent's willingness to serve as partners with Sacred Heart Catholic School in the education of their child(ren). Spending time with the teachers and administration is a vital means of getting to know one another to work in harmony for the benefit of your child(ren). This association also provides activities and guest speakers for the Improvement of the educational programs of the school. Attending a meeting also grants the family one (1) service credit for each meeting attended for each meeting attended throughout the year. *[See Service Credits for more details.]*

SCHOOL PUBLICATIONS

School publications serve to foster the creative talents of students and to assist and support the school in its public relations. Such publications shall be available to students, parents, pastors, and the parish community at large.

SCHOOL WEBSITE

Schools shall maintain a website that promotes the school and provides information to enrolled families, prospective parents, and the wider community. The school website is under the authority of the school and the school Principal. The Principal shall designate a webmaster who is responsible for the content on the school website. Schools shall have authorization from the parent/guardian before posting photos and videos on the school's or any Archdiocesan website. *See Policy 5004.* Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed. The site should also meet accessibility and data privacy requirements.

SCHOOL SPONSORED SOCIAL MEDIA

SHS maintains a Facebook page to share school activities, events, and to communicate with our followers.

Parent Electronic Portals

SHS utilizes several electronic portals for communication with our parents. These portals include Renweb's Parent Portal for admissions, enrollment, attendance, and student information. *RenWeb Communications* is an additional portal used for communications via cell phones for mass text messages and alerts. SHS also has a PTC information page.

ADMISSIONS

ADMISSION POLICY

Admission to Sacred Heart School is completed through the RenWeb OA/OE system that is accessed from the school's webpage (www.shsfloresville.org). Sacred Heart School admits qualified students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to all students at Sacred Heart School.

Parents who seek a Catholic education for their child/children shall enter into a tuition agreement and be bound by the policies and procedures of the school as outlined in this parent/student handbook.

Age Requirements:

A student shall be three (3) years of age on or before September 1 of the current school year to be admitted into the 3k program. Students shall be four (4) years of age on or before September 1 of the current school year to be admitted into the 4k program. A student must be five (5) years of age on or before September 1 to be admitted into kindergarten.

Students enrolling at SHS for the first time **must** present the following documents:

- Original Birth Certificate
- Baptismal Certificate (if Catholic)
- Certificate of First Communion & Reconciliation (if applicable)
- Up to date immunization record
- Latest report card for students entering grade 1st-3rd
- Most recent standardized test scores for students entering grades 1st-3rd
- Letter of recommendation from previous principal, if coming from another Catholic School (all grades)
- Court-certified copy of the custody section of any existing divorce/separation decree (if applicable)

IMMUNIZATIONS

All students enrolled in a Catholic school in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. A student may be provisionally enrolled if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this policy. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and provide evidence of immunization to the school. The school nurse or health coordinator must review the immunization status of a provisionally enrolled student every 30 days to ensure compliance with this policy. If, at the end of the 30-day period, the student has not received a subsequent dose of the vaccine, the student is not in compliance with this policy, and the school shall have to exclude the student from attendance until the required dose is received and proof is provided to the school. Immunizations are **not** in conflict with the Catholic faith. Conscientious objectors or waivers may be permissible for attendee in public school, but do not qualify as an exemption in Catholic Schools in Texas. The only exception is a medical exemption signed by a licensed physician in good standing, and authorized to practice in the state of Texas, that includes the physician's license number. The statement must state that in the physician's opinion, the immunization required is medically contraindicated, or poses a significant risk to the health and well-being of the student, or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

AGE REQUIREMENTS

A student entering Kindergarten program must be of legal age (5) on or before September 1st. Exceptions may be made if a student has completed Kindergarten from a different state where the entering age is lower and provided there is written statement from the Kindergarten Teacher stating that the student is ready for the first grade. Students in 3K & 4K must be of legal age on or before September 1st.

RE-ADMISSION

In February, letters of invitation for the next school year along with re-admission forms will be sent to families presently enrolled and in good standing with SHS, which include clear balances towards monthly tuition and/or fundraiser monies. Enrollment to the public will be effective throughout the year. Parents in good standing are those who have done their best to demonstrate a sense of responsibility and loyalty to all that Sacred Heart School strives to achieve.

NON-DISCRIMINATION STATEMENT

SHS admits students of any race, gender, or national origin to programs and activities with all rights and privileges.

Students with Special Needs:

The policy of the Archdiocese is that schools will, if able, provide students with special needs the opportunity for a Catholic education. Should a family apply to a school that is not capable of providing the necessary facilities or services for the child to be successful, they will be referred to other schools and programs which have the ability to effectively meet their needs. Sacred Heart Catholic School strives to provide the accommodations and/or modifications within the scope of our school's resources for students who are identified as having special learning needs. Sacred Heart Catholic School will collaborate with parents/guardians, the public school, and appropriate agency and/or professional when providing services for the child.

PERMANENT RECORD

A permanent record is maintained for each student according to a system approved by the superintendent. The student's official file should contain only these items: permanent record, academic testing, emergency contact information, and health record (unless kept in a separate health office). Only the contents of the official file should be forwarded to a new school. A copy of the permanent record is retained by the school when a student transfers or graduates.

TRANSFERS WITHIN THE ARCHDIOCESE

The transfer of a student from another Catholic School to SHS can be accepted only after the principals of the schools involved have agreed to the transfer, and when the principal of SHS reviews the student's performance and finds that the child in question can benefit from what SHS has to offer.

STUDENTS TRANSFERRING FROM FOREIGN SCHOOLS

Placement of students transferring from foreign school must be determined by the principal of the school in which the student is enrolling. Credits earned by students in schools located in foreign countries, once verified, should be accepted.

INCOMING STUDENTS FROM PUBLIC AND OTHER NON-PUBLIC SCHOOLS

Placement of students transferring from public and other state approved non-public is the decision of the principal based on testing, observation, and other means to indicate if it might be in the best interest of the student and the placement is agreeable to both parents and the principal.

INCOMING STUDENTS FROM HOME SCHOOLING

A student who transfers from an unaccredited school or home schooling will be given an entrance exam on the grade level they belong to according to their age. These students will be accepted on condition and probation and will be monitored closely in order to help them make the transition to SHS.

STUDENTS TRANSFERRING FROM SACRED HEART SCHOOL

Parents who are transferring their children out of SHS must notify the school office three days in advance, return all textbooks, library books, and any other school property. ***All financial obligations must be paid before records can be releases to the new school*** Health records, transcripts and other documents are mailed directly to the new school once our office receives the official request form the receiving school. All special needs education or psychological test results must include a parent's request in order for the new school to acquire them. No personal, official copy of either permanent record card or health record will be given to any individual, except in the circumstances of individuals who will be moving out of the country, and who must take these with them in a sealed envelope. The student's permanent record card is then placed in the inactive file with a notation made, indicating to which school he/she has transferred to, with the date and the reason for the transfer.

REQUEST FOR AND TRANSFER OF STUDENT RECORDS

Permanent records and health records will be released to a receiving school when that school applies directly by mail, fax, or e-mail to the sending school. A release form signed by the parent or guardian must be obtained by the requesting school. If the student is transferring to a Catholic School within the Archdiocese, the original copy of the permanent record card can be transferred. A copy of the original should be retained for the school's records. If the student is transferring to a school that is not recognized as a Catholic School within the Archdiocese, a copy of the student's permanent record card and health records will be transferred. All Special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release of that information. The student's original permanent record card or a copy is then placed in the inactive files with a notation made indicating which school the student has transferred, the date, and the reason for the transfer.

ACCESS TO RECORDS

In accordance with the Family Education Rights Privacy Act, parents have the right to view their child's permanent record in the office. This record should include academic transcripts, academic testing, testing results from outside testers if submitted to the school by the parents, health records (unless they are in the nurse's files) and any emergency information. Any parent that wishes to view his or her child's records may do so by contacting the office and notifying them in writing of this request.

RELEASE OF RECORDS

All material in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, the parents/legal guardians, and to the student after his/her eighteenth birthday. Parents are to be made aware that they have the right to this information.

Each school shall allow full access to a student's records to either parent, unless the school has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such rights. Upon reaching the age of 18, a former student gains the same rights as granted to the parent concerning access to his/her student record.

PUBLICATION OF ADDRESSES

The school will not publish the addresses or phone numbers of any parent, guardian, student, or employee without their written consent.

DIRECTORY INFORMATION

According to the Family Education Rights and Privacy Act (FERPA) a federal law, and the Texas Public Information Act, certain information about students is considered directory information and will be released to anyone who follows procedures for requesting the information unless the parent or guardian objects to the release of the directory information. If you do not want SHS to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by the end of the first ten (10) instructional days. Failure to return this form will result in the release of directory information upon request.

A parent is allowed to record their objection to the release of all directory information in one or more specific categories of directory information. SHS has designated the following information as directory information:

- Students Name
- Address
- Telephone listing
- Photograph
- Degrees, honors, and awards received
- Grade level
- Participation in officially recognized activities and sports
- Weight and height (if a member of an athletic team)
- Enrollment Status

Directory information identified only for limited school-sponsored purposes remains confidential and will not be released to the public without the consent of the parent or eligible student.

ACADEMICS

CURRICULUM

Sacred Heart Catholic School strives to educate the whole child. It is important to teach the intellectual, emotional, physical, and spiritual development of the child. Sacred Heart Catholic School uses the curriculum guidelines of the Department of Catholic Schools of the Archdiocese of San Antonio along with the Texas Essential Knowledge and Skills (TEKS), as its main source for determining the course of instruction to accomplish these goals, teachers will use textbooks, workbooks, group projects and other outside resources as necessary to assure mastery of these objectives. Special attention is given to developing age and skill appropriate teaching practices to meet the needs of all students. All students receive instruction in the core courses of religion, math, English, literature, science, and social studies, as prescribed by the TCCED Bell to Bell schedule. Students will also receive instruction in the specialty subjects of music, art, physical education, and computer science. Information on Archdiocesan Curriculum can be found on the Archdiocesan website at www.sacatholicschools.org.

CURRICULUM OBJECTIVES

Within the school community the administration, teachers, clergy, parents and students experience together what it means to live a life of prayer, community, personal responsibility, and freedom, manifesting the Gospel values of peace, justice, community, love, patience, reconciliation, and respect. To achieve this purpose the Catholic school organizes its curriculum, its staff, and its physical facilities:

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

THREE-YEAR-OLD PROGRAM (3K)

Early Childhood Education is an essential part of the total Catholic elementary school program. The curriculum is an extension from the Archdiocese of San Antonio which includes Religion, Language and Early Literacy, Mathematics, Science, Social Studies, Fine Arts, Health, and Safety, Personal and Social Development, Physical Development, and Technology.

PRE-KINDERGARTEN (4K)

Children learn through activity with their environment, which provides opportunities for them to learn by interacting with materials, and people. Young children must have firsthand contact with the world they hear about if they want to understand what is being said. The program will consist of Religion, Reading, Readiness, Mathematics, Art, Music, P.E., Social/Environmental Developments, Social Studies, Science and Technology.

KINDERGARTEN (5K)

Kindergarten follows a structured program emphasizing religion, social skills, reading writing and language arts, social studies technology. No longer can kindergarten be considered precursors to formal schooling. Instead, it is now well-established that important development and learning occurs during these years. At the same time, children have opportunities to establish positive and caring relationships with adults and other children, benefit from adult guidance and good assistance, and explore interesting environments with many things to do and learn. The integrated nature of children's development and learning underlies early childhood educators' insistence on not losing sight of the "whole child".

RELIGIOUS INSTRUCTION AND FORMATION

Religious instruction Faith Formation is an integral part of a child's growth and a central part of the Catholic identity of our school. The Catechetical process includes four essential elements:

- Human Experience
- Message
- Reflection/Discovery/Integration
- Worship/Community/Service

EARLY CHILDHOOD

Preschoolers can grasp the invisible beyond the veil of signs, symbols and is their openness and ease; they are capable of experiencing and forming a relationship with God. Presenting them with Scriptural stories and leading them into liturgical and prayerful experiences helps them to develop a joyful peaceful relationship with God.

PRIMARY

Pupils in the primary grades continue in a discovery period of their lives. During this time, they are sensitive, impressionable, and filled with curiosity. Parents can be involved in the child's religious education in a variety of creative ways. Both family and catechist model for the primary grade student what it means to live the Good News of the Gospel.

PHYSICAL EDUCATION

Participation in physical education is mandatory for all students in accordance with the Texas Education Agency requirements. If a student is to be excused from PE, a note should be presented to the teacher and coach.

TECHNOLOGY

The vision for the use of technology, according to the Archdiocese of San Antonio is to educate and empower administrators, teachers, and students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet increasing challenges of the global, technological society. To further the mission of the church, technology should be used as a vehicle of communications, analysis, and research in the light of Catholic Values and moral decision making. The following are student technology guidelines that are recommended by the Archdiocese of San Antonio and will prevent the looks of computer and internet privileges at Sacred Heart Catholic School:

- Do not damage the computer in any way
- Do not interfere with the computer's operation by installing legal software, shareware, or freeware
- Do not violate copyright laws
- Do not view or display offensive messages or pictures.
- If you have a password, do not use it at home or give it to others to see
- Do not waste limited resources such as disk space or printing capacity
- Do you not trust pass into another's folder, work files, or disks
- Do not access unauthorized sites
- Notify an adult immediately if you accidentally encounter materials which violate the Rules of the Appropriate Use.
- Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use violated

HOMEWORK

Sacred Heart School adheres to the policy of setting homework that is meaningful and fits the intellectual needs of the students. Assignments are primarily a means of reinforcing and enriching classroom instruction. Parents should aim to give their child the kind of help that encourages and develops good work habits, independence, and a sense of responsibility. Ordinarily the assignments should only require from one-half to one hour of time. It is important that homework be done by the students and returned the next day, or whenever the teacher specifies. Keep in mind that written work is not the only kind of homework. Study assignments may be given occasionally. Ordinarily, homework will not be given on weekends. All students should participate in 15-20 minutes every school night (Monday – Thursday).

BUILDING STRONG FOUNDATIONS

Sacred Heart School uses a multi-tiered system to support struggling students. The goal of Building Strong Foundations is to identify students who are at risk for not meeting grade-level standards and to intervene early.

Sacred Heart School uses a variety of tools to identify struggling students: benchmarking standardized test results and teacher recommendations. Once identified, students are scheduled for intervention through Title I services and teacher tutoring. Student interventions and progress are documented.

ARCHDIOCESAN TESTING PROGRAM

➤ NWEA

NWEA/Map Growth is administered to students in grades Kinder-5th. The test is one of the leading standardized tests utilized by school districts in the United States for assessing children from PK-high school. For 40 years, NWEA has developed Pre-K–12 assessments and professional learning offerings to help advance all students along their optimal learning paths. Our tools are trusted by educators in more than 9,500 schools, districts, and education agencies in 145 countries. The Map Growth is an assessment and an objective measure of achievement, designed to help identify academic strengths and weaknesses in both individuals and groups. It provides parents with reliable data to help evaluate their child's progress and provides educators with additional data to help make informed curriculum and advisement decisions. The goal of the NWEA is to provide a comprehensive assessment of student progress in the areas of language, math, science, and social studies. Results provide the school with diagnostic data that is used to assist with remediation and better preparation of the school curriculum.

➤ ARK

This required archdiocesan testing program includes a standardized test of religion. NCEA ARK (Assessment of Religious Knowledge) is a religion program assessment given in grades 5, 8, and 11. It measures religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary grade levels.

Evaluating and Reporting

The academic progress of each student is an important goal of the school. Policies and procedures of evaluating and reporting the student's achievement shall be published in the Parent/Student Handbook.

Each school is encouraged to establish a process with a goal to assist students in preventing academic failure by the use of the schools' resources and staff by helping the student in their learning needs. The process shall include systemic procedures analyzing and monitoring the student behavior and/or academic struggles during and after interventions. (See Appendix 7103A for the recommended components of this process.)

Elementary schools shall use the grading scale provided by the Department of Catholic Schools.

Electronic grade books must include the same information noted on the archdiocesan grading scale.

Elementary schools shall use the electronic report card template approved by the Department of Catholic Schools.

LIBRARY

The library will service students throughout the school year. Library books are due the following week and must be returned before reserving another book. Any book that is lost or not returned will be charged to your account. Payment is due upon receipt.

COPYRIGHT POLICY

All employees, volunteers, and students must abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by the following:

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

EXTRACURRICULAR ACTIVITIES

Sacred Heart School students participate in several extracurricular activities throughout the year. These activities promote Catholic identity, celebrate academic achievement, enrich student's social and personal skills, while rooted in and growing from real-life situations, allowing students to give back to their school, church, and community. These activities may include Catholic Arts, and Academic Competitions, school gardens, and learning various service opportunities.

FILM REVIEW

Movies and other media, regardless of students' grade level or whether the film, movie, or program is in a theater, downloaded or streamed, are to be age appropriate and pertinent to curriculum. Any movie by the faculty member wishing to show the movie or program must receive prior approval from an administrator. There are no exceptions to this policy unless approval is given by the Superintendent.

REPORT CARDS

All schools under the Archdiocese of San Antonio are on a quarterly (nine weeks) grading period schedule. The following are the grading keys for:

3K, 4K, 5K, & Grade 1

E = Excellent

S = Satisfactory

P = Progress

N = Needs Improvement

N/A = Not Applicable

2nd through 5th Grade

94-100 = Exceptionally High Achievement = A

85-93 = High Achievement = B

75-84 = Average Achievement = C

70-74 = Low Achievement = D

0-69 = Failure to Master Material = F

Conduct For All Grades

O = Outstanding

S = Satisfactory

I = Improvement Needed

U = Unsatisfactory

N = Not Observed

Awards/Honor Roll for All Grades

High Honors = 94-100 (Average of core subjects with no grade below 85 in any subject)

Principal's List = 95 and above in **ALL** subjects

A Honor Roll = 94 and above in **CORE** subjects

A/B Honor Roll = any combination of A's and B's

Honorable Mentions = given at the discretion of the teacher to students who excel in EFFORT

Citizenship Award = Students will be recognized for displaying the following citizenship traits:

- Kindness with courtesy and politeness
- Honesty with integrity
- Self-discipline with self-control and patience
- Responsibility
- Work. Ethic with diligence and perseverance
- Respect for authority and other

Character Development

Students will be recognized for displaying the following traits:

- To be able to count on, depend, or trust
- Polite, well-mannered behaviors toward others
- Demonstrate a positive opinion of yourself
- Showing concern or sympathy for other
- Working hard without giving up in a careful, consistent manner
- Respecting the individual differences, views and beliefs of other people
- To wait calmly without complaining
- Winning or losing without gloating or complaining
- Faithful to a person, team, your community, or an idea
- The willing to face obstacles and challenges with determination

Core Subjects Include: *Religion, English, Reading/ Literature, Social Studies, Science and Mathematics as well as Satisfactory or Outstanding Conduct*

Progress Reports

All students in grades Kinder through 5th will receive a progress report at the midpoint of each quarter. Parents are asked to review the progress reports within two days of receipt. Questions or concerns should be directed to your child's teacher.

Formal progress reports are not used at the PK levels. The first formal report regarding student progress at these levels is the standard report card which will be sent home at the end of each quarter. Informal interaction with the PK teachers will provide parents with information regarding their child's progress.

Parents are advised to be alert to the progress report schedule. Parents are encouraged to openly communicate with teachers, so that they are consistently aware of their child's performance.

Promotion Policy

There are NO social promotions or grade skipping at Sacred Heart School. Students are promoted to the next grade level based on their academic achievement. The following are the specific regulations for promotion for various grade levels according to the Archdiocese of San Antonio:

3K - 4K

Promotion at this grade level is determined by the teacher and principal in consultation with the parent/guardian.

5K - 1st

Due to the skills-based grading in 5K through 1st, there are several diagnostic measures used to determine promotion. They include reading level, comprehension, phonemic awareness, sight words, writing ability, and basic math number action and computation. A student must have a "P" final average in Reading and Math.

2nd - 5th

A student must have at least a "70" final average in Religion, Reading, English, and Mathematics. The student must also maintain an acceptable reading standard for that grade level. A student who fails Reading and Mathematics is not promoted. If summer school is **not available**, work will be assigned, and the student will be tested prior to advancement to the next grade level.

Promotion Ceremony

Students in all grade levels will assemble on their designated date and time to honor the achievements in celebration with family, faculty, staff, and Administration.

Retention

Retention of a student is to be considered the last resort for students who do not meet the academic criteria for promotion. A student's parent or guardian shall be given appropriate notice and warning of their child being at risk of retention. Factors leading to the decision made by the superintendent and principal, in consultation with the parent, include the following:

- Age of student
- Maturity of student
- Degree of deficiency in the student's learning as per grade level requirements
- Achievement and instructional data
- Review of academic interventions; and
- Any other special circumstances that have hindered academic progress for the student

UNIFORM

Dress Code

Each school shall establish standards of student dress, which will promote dignity, cleanliness, and good health. Students are expected to follow the dress code expectations of their biological sex throughout the school day and during all school events, which include, but are not limited to athletics, extracurricular, and social activities. The Principal is the final arbiter of neatness, length, and what is considered faddish or distracting. The Principal's judgement in these matters is final. The Principal will call the parents of students dressed inappropriately and require new clothing to be brought to school.

Uniform Violations

Actions taken for a uniform violation:

1st Violation = oral warning

2nd Violation = written notification to parents by the teacher

3rd Violation = Principal phone call home

4th Violation = Parents will be called by the Principal to bring the proper uniforms; so, the child can change at school, and will be documented in the student's file

*** Uniforms for both boys and girls can be purchased at Flynn-O'Hara in San Antonio, Academy, Target (French Toast is also acceptable) Amazon, Old Navy, Children's Place, JC Penney, Walmart, etc.**

Uniforms

Since the school symbolizes the high standard to which Sacred Heart School adheres, the uniform is to be kept clean and tidy and should be worn at the proper lengths and size. Regardless of current trends in fashion and design, girl's uniform jumper/skirt hems should be kept to the knee or below, and short hems should be no shorter than three inches above the knee. Students are not permitted to wear oversized or undersized clothing. Pants must be worn to the waist at all times. All polo shirts and white shirts with a tail must be tucked in at all times. A tie from Flynn O'Hara Uniforms is available. Boys are required to wear black belts with a traditional and conservative buckle. All students may wear navy blue shorts, except on Mass days.

Tag Days are non-uniform days. **Free Tag Days are optional.** A student is free to wear his/her school uniform on these days if he/she does not wish to participate.

- SHS does not permit styles that are sloppy or distracting in appearance
- Students must wear clothes that are modest and in good taste
- Possible violations of good taste include but are not limited to tight or low-cut clothing, baggy pants, clothing with inappropriate designs or sayings, and overalls with tight or ill-fitting t-shirts underneath
- Girl's tops should have a strap at least 1 ½ inches wide. No Spaghetti straps allowed
- Shorts, skirts, dresses, or jumpers should not be more than three (3) inches above the knee. Shorts must be worn under any skirt or dress
- All students must wear secured, closed toe shoes (no Crocs, flip flops, shower shoes, or the like; sandals MUST have a heel strap) to ensure safety while on the playground

All grade levels: Mondays and Tuesdays

- * Solid navy-blue twill uniform pants, twill uniform shorts, or twill uniform skirts (No stretchy, spandex, athletic, sweatpants, leggings or t-shirt material bottoms allowed);
- * Red polo shirt
- * Solid white socks
- * Solid black shoes, closed toe tennis shoes or Mary Jane shoes - NO flashing lights or decor on shoes

*** NO SHORTS ALLOWED ON MASS DAY FOR ANY STUDENTS**

Wednesdays: Mass Attire (Kinder- 5th) Mass Uniform WILL be worn all day

- * Boys' white button-down shirt and navy twill uniform pants (No shorts) and Plaid tie
- * Girls white button-down blouse with plaid skirt or jumper, red or plaid crisscross tie. Navy blue or black modesty shorts must be worn underneath any plaid skirt or jumper (Girl's square cut bottom white button-down shirts do not have to be tucked in)

- * Solid white socks (no ankle socks or no-show socks; knee-high or bobby socks are preferred)
- * Navy blue or white tights are acceptable on cooler days
- * Solid black, closed toe tennis shoes, dress shoes, or Mary Jane shoes - NO flashing lights or decor on shoes
- * **PK3 and PK4 Boys can wear white polo w/navy pants, Girls white polo w/navy jumpers or bottoms.**

Thursday - Tag Day – Street Clothes (Optional) All grade levels

Can wear street clothes, but they cannot go against the dress code. Students must wear clothes that are modest and good taste. Do not have to wear solid black shoes on this day.

Friday Spirt Day

- * Solid navy-blue twill uniform pants, or twill uniform shorts, blue jeans, or blue jean shorts or skirts (No cut-offs of jeans with any tears or rips, no stretchy, spandex, athletic, sweatpants, leggings, or t-shirt material bottoms are allowed)
- * Spirit shirts (available for purchase)
- * Solid white socks
- * Solid black, closed toe tennis shoes or Mary Jane shoes - NO flashing lights or decor on shoes

Seasonal Requirements

Coats and sweaters may be worn on cooler days. They must follow the school dress code. All sweaters, coats, and jackets Must be solid navy-blue, or red (no graphics of designs)

Hairstyles

Boy's hair must not extend over the shirt collar. Both girl's and boy's hair must be worn in a traditional and conservative style, clean and neat at all times. Modern fad hair styles are not allowed, such as a complete or partial buzz, bleached or highlighted hair. Excessive hair spray, styling mousse or wax, are distractions, and the student will be asked to wash it off (No mohawks, shaved lines, or designs of any kind)

Girl's hair must be neat and clean, and most importantly pulled away from the face to avoid visual obstruction throughout the day. Solid red, or blue bows and headbands are acceptable (no decoration). A plaid bow made of the same material as the skirt/jumper is acceptable as well. No feather or colored hair clips-ons, hair accessories, or character headbands are allowed on any day.

No hats can be worn by anyone except on special event days as advertised. Please check with the office.

Jewelry

A small religious symbol on a simple chain, conservative wristwatch (gaming, alarm watches, and similar devices are not allowed) post earrings, and one simple ring may be worn. Boys may not wear earrings. Please be advised that the school is not responsible for any jewelry loss, damage, or theft. Charm bracelets are not allowed.

Make-Up

Make-up, (including, but not limited to, lipstick, lip tint, colored ChapStick, eye make-up, etc.), colored nail polish of any kind, and sculptured or press - on nails are not appropriate for elementary students and will not be permitted on any day. We prefer our students to present themselves before the Lord as they are.

Tattoos & Body Piercing

Absolutely, **NO** tattoos and body piercing of any kind will be allowed for students attending SHS.

Décor

Badges or decorative buttons, except those advertising for a school activity may NOT be worn on any part of the school uniform.

Purses

Only regular coin purses for both girls and boys are permitted.

DISCIPLINE

Province of the School

Sacred Heart School has the authority to control student conduct which is prejudicial to good order and discipline in the school, or which tends to impair the morale or good conduct of all pupils. Therefore, student misconduct in the school building, school grounds, a school bus, and at school related activities and trips will be causes for discipline by school officials in addition, misconduct which occurs off of campus at non-school related activities which affects the healthy, safety, and welfare of staff and/or students may be subject to disciplinary action.

Discipline in the school setting is not a means of punishment but rather, a means to engender self control, responsibility, a sense of order, and efficient management of time and abilities. At school, children have a right to receive positive support for appropriate behavior and to choose how to behave knowing the consequences that will follow.

Code of Conduct

Sacred Heart School aims at motivating students to develop Christian values and an environment conducive to learning. Students are expected to behave in such a way so as not to hinder their own learning or that of others. They are expected to cooperate with both the school and classroom rules and to contribute to the creation of an orderly school atmosphere. Parents are expected to assist by cooperating fully with school policies and supporting the Administration and Faculty in this educative task.

A child who consistently refuses to cooperate is clearly showing that he/she is not profiting from what the school has to offer. He/she is creating an unfair situation for both teachers and well-intentioned classmates without deriving any personal benefit for him/herself. Under these circumstances, Sacred Heart School reserves the right of probation, suspension, or the recommendation for transfer student.

BULLYING PREVENTION

Sacred Heart Catholic School does not condone harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect. Harassment of any form including bullying and cyber bullying, is prohibited.

Definitions:

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

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property

2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom, school-sponsored or school-related activity; or
4. Cyberbullying

Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Harassment is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities

Student Responsibility

- Conduct themselves in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Immediately inform anyone harassing him/her that his or her behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the principal or other school personnel.
- Inform those perceived as engaging in discriminatory, intimidating, harassment, or unwelcome conduct to discontinue that conduct immediately.

School Responsibility:

- Conduct themselves in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Immediately inform anyone harassing him/her that his or her behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the principal or other school personnel.
- Inform those perceived as engaging in discriminatory, intimidating, harassment, or unwelcome conduct to discontinue that conduct immediately.

Complaint Filing and Investigation Procedures

The following procedures must be followed for filing and/or investigating a harassment claim:

- The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the principal. In the case of sexual harassment allegations; the person is free to raise the issue with another administrator if he/she prefers to do so.

- If the complaint is against the principal, the person must report the incident to the pastor or the superintendent of schools.
- As soon as the verbal report has been given, the school personnel must report the incident to the parent and superintendent.
- The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegation as well as the name of the person bringing the allegations.
- Once the facts of the case have been gathered, the principal, in consultation with the pastor and superintendent, will decide what if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion.
- If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Bully-Proof Policy

Sacred Heart School is committed to creating a respectful, safe learning environment for all students using Jesus as our example. Intimidation including bullying and other harassment have a negative impact on our school atmosphere and is a distraction to our learning environment. It is the responsibility of all associated with our school to ensure the rights of every person within our school setting (there are no innocent bystanders in bullying). Bullying by anyone is prohibited and is a violation of our Discipline Code as defined in the student handbook.

Definition: HB1942 expands the definition of bullying, cyber bullying, and harassment in Texas Schools.

- Repeated acts of manipulation and/or aggression by one or more persons against another person.
- For bullying to occur there must be an imbalance of power, intent to harm, and repetition of an act.

It is physical, verbal, or non-verbal, examples:

1. Mild behaviors include teasing, taunting, comments, or rude gestures.
2. Moderate behaviors include defacing property, stealing, humiliation, confining another, ethnic slurs, false blame, exclusion, extortion, sexual/racial taunting, intimidating calls/text/internet activity or other types of cyber bullying.
3. Severe behaviors; hitting, punching, kicking, pushing, scratching, spitting, hair-pulling, biting, threatening with a weapon, verbal threats or aggression, and violence.

It is the responsibility of the victim as well as bystanders to report bullying to an adult, teacher, or other faculty member. It is the responsibility of all members of the school community to make and keep the school a safe place, and we must all do our part. By reporting the incident, the incident can be addressed.

Administration:

- Ensures yearly in-service to provide all school personnel with the necessary information to recognize bullying and gives procedures to respond to it.
- Raise community. Awareness about school bullying.
- Encourages positive interaction and cooperation.

Fosters School Values by Example:

- Implements school-wide procedures to prevent bullying.
- Alert for possible signs and incidents of bullying.
- Investigates issues as much as possible.
- Take appropriate action as outlined in this policy.

Teacher/Support Staff:

- Encourages cooperation and Positive interaction.
- Is alert for signs of bullying.
- Encourages school values.
- Encourages reporting of bullying as opposed to tattling which must be taught.
- Listens to all parties involved and takes appropriate action.
- Investigates incidents fully.
- Inform parents of incidents.

Parent(s)/Guardian:

- Watches for signs of being bullied. This might include but is not limited to symptoms such as:
 - Not wanting to go to school
 - Playing sick
 - Bruising
 - Asking for money
 - Not wanting to talk
- Advise the child to tell the teacher or administrator
- Encourage cooperation and positive interaction
- Understand that a child should not retaliate, so do not encourage it
- Inform the school if bullying is suspected
- Is open to discussion with the school if their child is involved in bullying behavior as;
 - A victim
 - Bully
 - Or bystander

Student

- Follow the rules set out by the school
- Verbally tell the bully (in a loud voice) to stop but NOT retaliate
- Accepts responsibility for own actions
- Contributes to making the school a safe and caring community

Implementation Strategies Student Responsibilities:

- Face the bully and tell him/her to "STOP IT, NOW!"
- If the bully persists, report it to an adult.

Staff Responsibilities:

- Do not ignore.
- Get the people involved together.
- Gather information, starting with the reported bully, the child being bullied, and the bystanders.
- Ask the person being bullied if the report is correct? If not ask for more information. AFTER THE ENTIRE ACCOUNT IS RECEIVED, THE ADULT MUST BE SATISFIED IT MEETS THE DEFINED CRITERIA FOR BULLY TO HAVE OCCURRED THEN THE PROCEDURE OUTLINE ARE TO BE PUT INTO PLACE.

Implementation Strategies for Bullying Staff-Handled Situations

- Point out that the behavior is wrong and not acceptable
- Ask the person how he/she would feel if the situation was reversed
- Move to address the behavior problem (*refer to the Rubric below*)
- The adult is to record the incident on the "*Incident Report Sheet*"
- The adult is to follow up

Administration- Handled Situations

- Parents are to be called and asked to discuss the issue with the child.
- A date will be set for parents, Administration, and student to set a plan of action to ensure the behavior will not recur
- Administration will follow up on the incident

** By Law the privacy of the persons involved in the incident must be maintained. Discussing the incident or the consequences of behavior with others including other parents, faculty, and students is unlawful.

*** Repeat offense or severe bullying behaviors will be refereed to Diocesan Standards (DOT 220)

Bully Proof Discipline Rubric

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
Mild Bullying	Written Warning Lose one reason	Written Warning Lose 2 recesses Student Calls Parents	Principal's Office Parents Called	Principal's Office Parent & Child attend a Bully Proof Training Class
Moderate Bullying	Written Warning Lose 2 recess Child calls home	Written warning Lose 5 recess Child Calls home	Principal's Office Parent & Child attend a Bully Proof Training Class	Principal Office 2-day suspension or as stated in contact agreement
Severe Bullying	Principal's Office Parent & Child Attend Bully Proof Training Class	Principal's Office 2-day suspension or as stated in the child's contract agreement	Principal's Office 5-day suspension or as stated in child's contract agreement	Principal's Office, expulsion of student or voluntary withdraw

** Repeated offenses or sever bullying will be referred to Diocesan Standard (DOT 2220) **

Student & Parent/Guardian Agreement

Everyone has the right to feel physically and emotionally safe at school. Students and parents should do everything they can personally, as a member of the SHS Community, to create and preserve a physically and emotionally safe environment.

Student Responsibility

Students are not to bully their peers. If students witness bullying, they are to report it to an adult.

Parent/ Guardian's Responsibility

Parents need to encourage their child to always respect others. Parents must instruct their child not to bully and advise them to report any bullying to the authorities.

Disciplinary Action

1st Offense: Name reported to the teacher, sign the behavior log.

2nd Offense: Name reported to Mr. Villanueva, sign the behavior log.

3rd Offense: Name reported to Mr. Villanueva, sign the behavior log, and loss of privileges, or free time.

4th Offense: Name reported to Mr. Villanueva, sign the behavior log, parent contact, and possible parent/student conference.

Any severe situation will result in the student being sent immediately to the office.

Suspension

Suspension is given for serious violations and for consistent disruptive behavior and/or attitude. The school must carefully document the violation and the reason for suspension. Written notice must be provided to the parents

or guardian of the student. No suspension must last longer than three (3) days. A student will be required to complete the schoolwork missed and present it to the principal within a specified time.

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

Expulsion

Expulsion is a serious matter and should be invoked only as a last resort. Normally it will follow a single grave offense or a series of offenses indicating a basically hostile attitude.

A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

- Fighting
- Possession, use or delivery of narcotics, drugs, unknown substances, or alcohol
- Actions seriously detrimental to the moral, physical and/or spiritual welfare of other students
- Chronic or outrageous behavior which disrupts the learning environment
- Harassment, battery, or violence directed toward school personnel, parents, or students
- Threat of bodily injury or harm to a student/ school personnel
- Open, uncorrected defiance of a teacher/administrator's authority
- Participation in disruptive activities by a group
- Leaving school premises without permission from Administration
- Vandalizing school property or the property of others
- Smoking or use of any tobacco products on school property or school related activity
- Possesses, use, or conceals a weapon (any instrument that may produce bodily harm or death) on school property or at a school related event

Procedure:

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

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

Regarding Immediate Expulsion

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

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

GRIEVANCE FOR STUDENT EXPULSION

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

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

If the matter is not satisfactorily resolved with the Principal, the parent should submit a written request to meet with the Pastor (parochial schools) or Superintendent's Office (Archdiocesan schools). This request should be submitted within five (5) working days.

If the Pastor/Superintendent agrees with the Principal's decision, he/she may decline to meet, and inform the parent that the Principal's decision stands. If the Pastor/Superintendent agree to meet, the meeting should take place within three (3) working days and the parent shall be informed of the final decision within five (5) working days from the time of the meeting

Grievance for Non-Expulsion

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

Schools are to provide an opportunity for individuals to be heard in redress of a policy, regulation, or decision that is perceived to inflict hardship on an individual or group. The principal, and pastor/authorized agent shall formulate a local grievance procedure in advance of the school year and must publish it in the student/parent handbooks for that year.

The primary aim of any local procedure is to establish and publish the protocol to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations and employees. Schools are encouraged to devise creative ways of addressing and resolving these situations, while at the same time, providing a consistent forum for redress of perceived wrongs.

Corrective Measures

The faculty and staff of Sacred Heart School believe that creating an appropriate learning environment is critical. Because learning conditions are critical, discipline problems are a threat to learning. The following procedures will be implemented:

- Teacher/student conference
- Written and/or phone call
- Parent/Teacher conference
- Principal, Parent/Teacher conference
- Principal, Pastor, Parent/Teacher conference

REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES

The Archdiocese of San Antonio and its schools recognize the financial sacrifice many families make to participate in Catholic school communities. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Archdiocese and its schools have implemented the following policy:

At times, a school is required to retain legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the pastor or Superintendent deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person by enrolling a student in a school within the Archdiocese of San Antonio, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Archdiocese of San Antonio, and their respective officers, employees, agents, and representatives on demand from and for any and all attorney's fees and related costs without limitation.

Positive Consequences

Students who follow Jesus' teaching by showing kindness and respect for their teachers and classmates have their name put into a drawing by a staff member. One name will be picked from the early childhood building and one for the primary building for recognition on Friday announcements and a prize from the office.

Search & Seizure

The School Principal and/or his/her designee may search student desks, lockers, and belongings including but not limited to, handbags, briefcases, backpacks, and other items in a student's possession.

Behavior In & Out of School

Sacred Heart Catholic School parents and students set a Christian example and act in an appropriate manner on or off school premises, at school related activities, functions, or events. Students and parents will bring honor to the school by their respectful and mannerly conduct at all times.

Release of Students to a Law Enforcement Officer

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

Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances:

- a.) If there is an arrest warrant
- b.) The parent is the subject of an investigation of abuse or neglect
- c.) There is an ongoing situation that poses an immediate danger of causing significant harm

No police officer should ever be allowed to come into a school and question a student without a prior, off-campus event.

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

Health Issues

Emergency Information Update

Parents/Guardians must update RenWeb with any Health information. It is the Parent/Guardians responsibility to update emergency information if changes occur during the school year and inform the school of any changes.

Treatment and Care Plans

It is the responsibility of the parent of a student who is diagnosed with food allergies, anaphylaxis, asthma or diabetes to inform the school principal, the child's teacher, school secretary, health coordinator and any other staff member who works with the child of their diagnosis so as to establish the appropriate care Plan.

The Use of Insect Repellents at School

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

Sunscreen at School

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

Wellness Policy

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

- All students in 3K-4th grade will have opportunities, support and encouragement to be physically active on a regular basis.
- Food and beverages sold or served at school will meet the nutrition also recommendations of the U.S. Dietary Guidelines for Americans.
- The school will provide nutrition, health, and physical education to foster lifelong habits of healthy eating and physical activity.

Snack Policy

- Students in PK3 – 5th grade will be allowed to have a nutritious snack during the day.
- Snacks will be provided by the students' own parents.
- Teachers will set time aside for snacks during the day.
- Plain, unflavored water will be allowed anytime during the day for students in all grades.

A to Z Healthy Snack List (LF-low fat)

- Apples, apricots, applesauce (unsweetened), animal crackers
- Bananas, berries, bagels, broccoli
- Cheese, cantaloupe, carrots, cucumbers, crackers, cherries, cranberries
- Dried cereal (low sugar), dried fruit
- English muffin, eggs
- Figs, fruit kabobs, fresh fruit
- Granola bars, graham crackers, grapes, grain muffins
- Honeydew melon
- Ice Cream (LF)
- Juice (100% fruit or vegetable), jello with fruit
- Kiwi
- Low fat pudding, lettuce
- Milk (LF), muffins
- Nectarines
- Orange wedges, oatmeal cookies
- Peaches, popcorn, pumpkin seeds, pretzels, pears
- Quick carrot sticks
- Raisins, rice cakes, roasted seeds
- Strawberries, smoothie (with fruit), Spinach, star fruit
- Tomatoes

- **Unbuttered popcorn**
- **Vegetables with dip, vanilla wafers**
- **Watermelon, whole grain crackers**
- **eXciting fruits and vegetables**
- **Yogurt (LF)**
- **Zesty crackers**

Medication Policy

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

Only medication which is necessary for a student to remain in school will be given during school hours. Medication is to be brought to the office by the parent and/or legal guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser which has legible numbers on it. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist will be administered during school hours. Medication will be dispensed by a designee of the principal.

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

Each student's medication must be in its original container clearly labeled with the following information:

1. Student Name
2. Physician/ Dentist Name
3. Date
4. Name of Medication
5. Dosage
6. Directions for Administration
7. Duration of Administration

* No medication which has expired will be given. Medication will be returned only to the parent and/or legal guardian by school personnel.

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

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

MEDICAL MARIJUANA POLICY

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

of Texas. The parent/guardian or primary caregiver must bring the medical marijuana in its original prescription container, bearing the name of the student and a current (unexpired) date. The parent/guardian or caregiver must maintain possession of the medical marijuana while on school grounds or at a school-sponsored event. In no event will the medical marijuana be stored at the school or held by school personnel. Only the parent/guardian or primary caregiver may administer the medical marijuana to the student. School personnel will not administer the medical marijuana. When on school grounds, the medical marijuana must be administered in the appropriate location where other medications would be administered (i.e., in the nurse's office or health coordinator's office). If there is not a designated office for the nurse/health coordinator, the school administrator will designate an alternate location for administering the medical marijuana. Medical marijuana may never be administered to a student by smoking or other form of inhalation while the student is on school grounds or attending a school-sponsored event.

EPINEPHRINE POLICY

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

PROCUREMENT OF STOCK EPINEPHRINE AUTO-INJECTORS

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

TRAINING

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

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

STORAGE AND MAINTENANCE

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

Inspection of the stock epinephrine auto-injectors shall be conducted monthly by School nurse or Health Coordinator and shall include the following diligence items:

- Checking the expiration date found on the epinephrine auto-injector packaging
- Checking that the epinephrine auto-injector packaging is intact
- Checking that the stock epinephrine auto-injectors are stored properly and in the designated place at the school

ADMINISTRATION

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

RESPONSE

In the event that any person (student/staff member, etc.) has the need of epinephrine for life saving measures, it will be standard practice at each campus that an ambulance will be called immediately, the parent, legal guardian, or emergency contact must be promptly notified by the school if an auto-injector is utilized.

NOTIFICATION AFTER ADMINISTRATION OF EPINEPHRINE

The school will follow the directive per Texas Education Code Section 38.209(a), if a school personnel member or volunteer administers an epinephrine auto-injector, they shall no later than the 10th business day after the date of the administration:

1. Report to the Texas Department of State Health Services (DSHS) that an epinephrine auto-injector was used and print a copy of the report submitted electronically
2. Notify the Superintendent of Catholic Schools and email a copy of the DSHS form
3. Notify the TCCB ED Director, via email, with a copy of the DSHS report
4. Notify the physician who prescribed the epinephrine auto-injectors and obtain any necessary refills to replace the used epinephrine auto-injector

Sick Policy

1. A student is to be sent home from school if he/she exhibits any of the following:
 - A. Temperature of 100 degrees or above
 - B. Vomiting, nausea, or severe abdominal pain.
 - C. Marked drowsiness or malaise
 - D. Sore throat, acute cold, or persistent cough
 - E. Red inflamed or discharging eyes
 - F. Acute skin rashes or eruptions
 - G. Swollen glands around jaws, ears, or neck
 - H. Suspected scabies or eruptions
 - I. Any skin lesions in the weeping stage unless protected and diagnosed as non-infectious
 - J. Earache
 - K. Pediculosis (head lice)
 - L. Other symptoms which are suggestive of acute illness.
2. Complaint of headache, excluding migraine, is not sufficient reason for a student to go home
3. Students with frequent headaches or menstrual cramps are advised to bring medication from home with a signed parental consent form.

Substance Abuse

A student cannot attempt to possess, use or be under the influence of any of the following substances on school premises during any school term or off school premises at a school related activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage
- Any inappropriate use of substances such as glue, aerosol paint, or any other volatile chemical substance
- Unknown substance

A student who violates this policy shall be subject to disciplinary action including expulsion. A student who uses over the counter medicines or prescriptions on their own will be suspended. All medicines must go through the Health Coordinator. Only authorized school personnel will administer any and all medications. * A student who brings an unknown substance to school and offers it to another student may be immediately expelled. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such action shall be expelled from school.

Student Accident Insurance

Sacred Heart School carries the Archdiocesan Student Accident Insurance for every student enrolled. This student accident insurance provides basic coverage and payments. This insurance is secondary and covers students at all school-related activities and for travel to and from all school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage.

Health Screenings

The Sacred Heart Health Coordinator will conduct vision and auditory testing, height/weight measurements and other screenings that become available to our students throughout the year. Parents will be notified so that previous appointments can reschedule.

Health Procedure

A health record must be maintained on each student. Each student must be immunized in accordance with Texas State Law. A specific procedure is normally followed whenever a child is injured or takes ill at school:

- In case of illness or injury, the health coordinator will notify the parents, or designated person on the emergency card, and request that they come for the child or arrange for someone else to do so.
- In serious cases, parents are notified (in case of an emergency, the paramedics will be called).

When parent(s) can be reached within a reasonable time, they will determine the place and means of providing emergency care; if the parents cannot be reached the principal will follow the professional suggestion of the paramedics.

Weather Emergencies

We will concur with the Floresville Independent School District in the matter of emergency school closing (i.e., When Floresville schools close, Sacred Heart School will close). Please tune in to one of the local radio or television statements for this announce the. Please check our website: www.shsfloresville.org.

If a weather emergency arises during the school day, the local radio and television station will be contacted to make the announcement. Your own observation of weather conditions should encourage you to listen to one of the local radio or television stations. We ask that you set up your own weather emergency plans in the event that there may be, at some time a need to dismiss the children during the school day because of severe weather conditions, heating problems, etc. if parents are not home, children should have the assurance of a place to go in case of mid-day school closing. Please keep emergency information cards current in the school office.

Student Services

Student Service

SHS has developed a service program for its students that will be:

- 1) Developmentally appropriate,
- 2) Rooted in and growing from real-life situations,
- 3) Regularly evaluated in the light of Gospel values.

Field Trips **subject to COVID-19 protocols

Field trips, with preparation and follow-up activities, are planned as an extension of classroom instruction. Permission slips signed by parents are required for each field trip. Students can be denied participation if they fail to meet behavioral requirements. * **Attending a field trip is a privilege not a right***

Safety Patrol **subject to COVID-19 protocols

Students in the 4th and 5th grade are given the opportunity to volunteer to serve as Safety Patrols at the beginning of the school year. Safety Patrols assist students to their classrooms in the morning. Duties and schedules are determined by the faculty sponsor.

Special School Events **subject to COVID-19 protocols

- There are **class parties** each year for PK3-5th grade students as designated by the Administrator.

Volunteers

Any volunteer serving in a position where he/she may have contact with children or young people must undergo a criminal background check and, per the *Code of Conduct for Church Personnel within the Archdiocese of San Antonio*, complete safe environment training and sexual harassment training. No individual shall be permitted to volunteer for any position where there may be contact with children or young people without first satisfying these requirements.

Volunteers and employees in Catholic schools must be 18 years of age or older if they are in any position where there may be regular contact with children or young people. Volunteers and employees in a high school and in a position with regular contact with high school students should be 25 years of age or older. The principal reserves the right to decline or discontinue any offer of volunteer service at any time for any reason.

Volunteers shall cooperate with the principal in providing a positive educational climate for the students. Volunteers are directly accountable to the principal. Volunteers agree to abide by policies and procedures of the school and the Archdiocese of San Antonio Department of Catholic Schools.

Background Investigations:

Criminal Background Checks must be on file before volunteering at Sacred Heart School. Please go to <https://www.virtusonline.org/virtus/> and create a profile. Follow the instructions that are provided.

All employees, prospective employees and volunteers must follow the Archdiocese Policy on Criminal Background Checks. All employees and volunteers must be screened every three (3) years based on the date of their first screening.

No employee or volunteer may begin work until a clearance is issued. No employment agreement will be considered vital until the background investigation is completed.

The findings of an arrest and/or conviction record will not automatically eliminate an individual from consideration for employment. All relevant circumstances, such as how long ago the arrest or conviction occurred and the crime involved, will be considered in relation to specific job responsibilities and requirements.

Any employee who is hired to collect, record, and/or dispense monies (i.e., bookkeep, cafeteria manager, etc.) must undergo a credit report investigation prior to hiring. Credit information will be reviewed in relation to the position for which the applicant has applied.

Permission Forms

Students who take part in a Sacred Heart School field trip MUST have a signed permission form for each trip. In the event your child forgets his/her form, a copy can be picked up from the office. Forms may be faxes if you are unable to bring them in. *** A student will not be allowed to leave the school unless a completed signed permission form is received from a parent and/or guardian. School forms are the only acceptable form.**

Lunch Catering Service

Selections will need to be made from the monthly calendar that will be sent home with the student. Each week teachers will enter lunch orders via Renweb. No changes will be allowed Friday, after noon for the following week. If your child is late getting to school, please make sure you pre-order or bring your child a lunch from home. No individual beverages will be sold or offered.

Price of Meals

The cost of student's lunch with a drink is \$4.25

Lunches will be invoiced to your account after or around the 10th of the month.

Lunch Policies

Students electing to bring their own lunch from home will need to label the lunch box or bag with the following:

- * First and Last Name of child
- * Teacher
- * Grade

Nutritional meals are important for everyone, especially a growing child. Eating fresh fruit and raw vegetables on a daily basis can lead toward a healthy lifestyle as an adult. **Soft drinks as well as iced tea are not permitted due to the amount of caffeine.** Birthday treats may be given during recess. Treats such as doughnuts, cookies and cupcakes minimize time and expense. Candy bags will be given to students at the end of the day. Parents will need to notify the teacher at least two days in advance. Mealtimes are an excellent opportunity to develop not only table manners, but social skills as well. Due to students eating lunch in the classroom, parents are not allowed to eat lunch with their child.

Lost & Found

Student articles, whether clothing or school materials **MUST** be properly labelled with their name (first and last). Nameless and unclaimed articles will be kept in the school office and every effort will be made to locate the owner. After a reasonable time has lapsed, unclaimed items will be disposed of to a charity group.

Extended Care

Our after-school care extension program is provided to assure a safe and structured environment for children attending our school.

SHS After School Program - offers supervised study, snack, and recreation time. The after-school care program hours are **3:00 - 6:00 p.m.** on regular school days and **12:00 - 6:00 p.m. depending on the early release schedule**. You must contact after-school care for any changes to your child schedule or pick-up list. Students that are not picked up by 3:20 will be sent to after-school care and parents will be charged.

If students are picked up by someone other than the individuals listed on the student pick up list, a note must be sent to the school with the child, signed and dated by the parent or guardian.

Counseling Services

Sacred Heart School employs a part-time counselor. The Counselor provides a systemic guidance program for all students that supports the development of the whole child through a comprehensive developmental guidance and counseling program. The counselor follows all ethical standards in regard to confidentiality and provides parents with benefits and risks of counseling. The counselor is available to students and staff upon request. Parents can call the office to schedule an appointment.

Per TCCB ED, schools must provide parents and the school community with written notification of school counseling services that are available on campus using the parent/student and employee handbooks. This notification must include the following:

- A statement regarding the provision of school counseling services for all students,
- The school counselor's role and responsibilities,
- The school counselor's responsibility to follow and adhere to ethical standards of confidentiality and the limits of confidentiality
- The benefits and risks of school counseling, and
- Process and procedures for requesting school counseling services from the school counselor

MENTAL HEALTH CRISIS RESPONSE

All schools must have a mental health crisis response policy and procedure. This policy should address self-harm, suicide ideation, harm to others, and any other mental health issues. The policy should designate roles & responsibilities for administration, school counselors, faculty, staff, parents/guardians, and students. The policy should include return to school procedures for the student in crisis.

Students suspected of experiencing a mental health crisis or concern (e.g., suicidal ideation, self-harm, etc.) should be referred immediately to the school counselor. If no school counselor is available, report immediately to the principal. The Counseling and Student Services Department of the Catholic Schools Office is available for consultation.

Textbooks

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

Enrichment Programs

Catholic Schools are committed to creating a culture of authentic individualized learning that promotes and values higher level thinking, creative and intellectual pursuits. Supplemental activities that are both related to the standard curriculum and appropriate to the students' needs shall be integrated into the school day, before and after school.

Safety

Child Abuse Policy

Sacred Heart School is committed to the physical, emotional, spiritual, intellectual, and social wellbeing of all students and to promotion of Christian family life concepts. Its faculty and staff will comply with Texas State Law and report suspected child abuse or neglect to the Texas Child Protective Agency.

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

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

Reporting Abuse & Neglect

A person who has cause to believe that a child's physical/mental health or welfare has been adversely affected by abuse or neglect by any person, shall immediately make a report as required by law. *Family Code 261.101*. The report must be made no later than 48 hours after the first-person suspects that the child has been or may be abused or neglected.

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

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

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

Report of Sexual Abuse

Any allegation of sexual abuse that involves a school employee, volunteer, or student must be reported to the Office of Victim Assistance of Safe Environment (OVASE). The Superintendent of the Schools must be notified of the reporting.

Training

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

Crisis Management Plan

Sacred Heart School has a Crisis Management Plan in the event of natural disasters, serious accidents, or public threat. Your full cooperation will be required to assure the safety of the children and of all those in the vicinity of the danger. Administration along with FISD and the Archdiocese will make the decision for school closure due to inclement weather conditions. Official announcements will be given on radio/TV stations, websites, Renweb and Facebook communications.

Schools as Weapon FREE Zones

Sacred Heart School will follow the regulations as stated in Texas State Law. It is a crime for any person, student, or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus, bus or at school sponsored athletic, social, or extracurricular activities. The person or persons who refuse to comply, will be reported to the police immediately. The principal will notify the parents of any student who is arrested for violation of this statute.

Emergency Transportation Information

Every year, parents must fill out the emergency transportation forms. This information is kept on file and will be used if the need arises. In case of a change in home and/or work address, phone number or authorized person to pick up the child, the office **MUST** be notified immediately. The safety of each child demands this responsible action of the parent/guardian.

Visitors **subject to COVID-19 protocols

To ensure the safety of all students, all visitors **MUST** check-in at the school office before going to classrooms. Please sign-in and receive a visitor's pass from school office personnel. Parents and members of the community are always welcome at our school. Open House is held each January during Catholic Schools Week and is an excellent time for parents to come visit. Other visits during the school year need to be arranged with the classroom teacher so not to disrupt the educational process occurring each day. Legal guardians are always welcome to have lunch with their child(ren) in the cafeteria. Liability restrictions do not permit guardians or siblings on the playground. Parents and other visitors who have **received clearance on criminal background checks** have greater freedoms of movement within the school. While they are still expected to sign in, they are permitted to move about unescorted and they are permitted to have contact with students. Parents who contemplate assisting in the classroom, participating in field trips, or otherwise having contact with students are required to apply for a criminal background check and attend "Protecting God's Children" training. Please contact the school office. Parents who have not received a criminal background clearance should not expect to assist in the classroom, participate in field trips, or otherwise serve as school volunteers.

Many parents make a regular practice of getting a background check in place at the beginning of the school year. Visitors are asked to refrain from taking photographs or videos of other students, unless express

Morning Drop-Off

Parents are asked to use the drive through car line to drop off their child(ren) in the morning. The North Gate opens at 7:30am. **Please DO NOT Park on 2nd street and send or walk children up the drive against**

Traffic going onto 2nd street.

Please park in the Church parking lot and walk your child to the North Gate if you do not want to use the drive-through.

Afternoon Pick-Up

Parents are asked to use the drive through carline procession to pick up their child/children in the afternoon. Children **WILL NOT be** picked up from the classroom. K-5th grade Teachers will walk the children to the pavilion for dismissal and pick up. During times of inclement weather, children will be held in the classroom and dismissed by walkie talkies.

School Grounds

Students are not allowed on school property when there is no supervision. Those students who remain in school after dismissal must report to the After School Care Program and/or designate organized activity (club or sport). Parents or students who disregard this procedure will be notified immediately. If the policy continues to be disregarded, parents and students may be asked to make other educational institutional arrangements.

Drills

Sacred Heart School conducts regular safety, fire, and tornado drills. During the essential drill, everyone will follow procedures in a quick and orderly fashion while in complete silence. Students and teachers remain in their evacuation spot until called back to class by a bell. Other safety drills are conducted each semester, including lock-down drills.

Building Safety Procedure

SHS must meet all safety standards according to city ordinance and Archdiocesan Risk Management Programs. It shall be incumbent on the principal to make inspection reports known to the pastor/authorized agent and school council so that the recommendation of such inspectors can be implemented.

Principals shall be diligent in conducting the appropriate fire drills, tornado drills, and any other disaster drills. Evacuation routes must be posted in each room. School buildings shall provide smooth and safe flow of pedestrian and vehicular traffic. All building exit doors are to open outward and be equipped with panic hardware. All exits are to be clearly marked and have legal exit lights. An exit plan shall be clearly displayed in each room.

School Crisis Response Plans

Catholic schools are to use the School Crisis Response Plant template, Appendix 5202A, as a guide and resource in providing a safe school environment.

The principal is responsible for developing and publishing a comprehensive crisis response plan for use in the event of emergency conditions. The crisis response plan should include, but not be limited to, the following areas: death of a student/teacher, natural or chemical disaster, drive-by-shooting, active shooter, intruder on campus, and a transportation accident. Staff training must be provided.

The plan should include:

1. Chain of command and responsibilities.
2. List of all emergency numbers and contact person.
3. Emergency calling system (before and after school)
4. Emergency calling system for notification of parents/guardians.
5. A warning system different from the fire alarm.
6. Designation of places to which the student will be taken.
7. Practice drills at irregular intervals.
8. Formation of a Damage Assessment Team and a SWEEP Team

Bomb Threat

If a school receives a bomb threat, the following procedures are to be observed.

1. Chain of command and responsibilities.
2. Inform the police immediately.

Once the police arrive, accept their decision as to the course of action to be taken.

3. Inform the Pastor, Authorized Agent and Superintendent immediately.

Classroom Pass

Whenever a student is out of class, he/she must carry a pass to the designated area (restroom, library, computer, health, coordinator, etc.)

Chaperones **subject to COVID-19 protocols

Parents and guardians are welcome to assist faculty on field trips. The teacher will choose chaperones on a first come first-serve basis. Parents who are not the official chaperones during the field trip must notify their child's teacher at least a week in advance if they are planning to attend the field trip. The responsibilities of all chaperones include but are not limited to the safety and well-being of **ALL** students, not just those in their care. Chaperones will adhere to the teacher's directives in order to ensure a safe environment at all times. A Criminal Background Check (CBC) **MUST** be submitted to the Archdioceses Human Resource Office and returned in good standing.

Asbestos

Sacred Heart School is in accordance with regulations and the school is monitored every six months. A copy of the current Asbestos Management Plan is available for your inspection in the office.

Media

Members of the media will not be allowed on school property unless authorized by the school Administration after presenting appropriate valid identification. School Administration shall notify the Superintendent if members of the media come onto school property. The School Administration shall approve all communications with the media prior to any information being released.

Miscellaneous School Information

Balloons

For safety reasons, all types of balloons (ex. Helium, non-helium, latex, or Mylar) will not be allowed on school premises during the school day.

Birthday Treats or Invitations for Students

PK3-5th grades may have treats; however, all treats must be checked in at the front office for distribution. Treats will be delivered to the classroom at the last ten (10) minutes of the school day. Treats must be individually wrapped.

Classroom Environment and Observances

Prayer during the school day:

Prayers will be said throughout the day as appropriate. This practice should impress on the students the need for prayer and reliance on God and help form the habit of prayer in their lives.

Display of religious articles:

A crucifix shall be displayed prominently in each classroom. It is recommended that a picture or other image of the Blessed Virgin Mary also be displayed. Each classroom should include a sacred space for devotional items relevant to the Catholic identity of the school.

Flag display:

The United States Flag will be displayed throughout the school. Students should recite the Pledge of Allegiance to the United States daily.

The National Anthem:

When the National Anthem is played, students shall stand and be encouraged to sing the words.

Criteria for Sacred Heart School Student of the Month

Students of the Month demonstrate on a daily basis: honesty, integrity, respect, responsibility, compassion, kindness, and academic excellence. These students truly exemplify what it means to carry on the tradition of excellence that is Sacred Heart School.

Finances

Fees and Tuition

Tuition and fees throughout the year help defray the cost of operational expense and to meet payroll. **The registration fee is non-refundable.** The only exception to this regulation would exist when a family moves out of town after registration has been paid for or services cannot be provided. The registration fee may not be transferred from one Catholic School to another, unless the principals of the two schools in the transfer agree to special arrangements because of financial needs of the family involved.

Tuition is due on the 1st of each month and a **\$30 late fee will be incurred after the 10th.** After the 10th, a letter addressed to the parents will be sent home with the child and the parent(s) will have 24 hours to respond to make arrangements with the school principal. All tuition **MUST** be up to date at the end of each **semester** or other arrangements are to be made with the office. **Failure to do this will deny the student's admission to class.** Returned checks will be assessed as a **\$30.00 returned check fee.** **All families will be required to complete a "Tuition and Fees Payment Agreement".**

Tuition Non-Payment Exclusion Procedures

Schools often deal with recurring problems of non-payment of tuition. As a family's unpaid tuition bill increases during the year, the school may be reluctant to exclude the family's children from school for fear of hurting the children or losing the family. Some schools may reluctantly allow families to pay a little or no tuition for fear of lower number enrollment numbers.

However, it is a risky proposition to allow families to keep their children in school when they are not keeping current with their tuition commitment. Schools rely on a balanced budget in order to provide excellent spiritual and educational programs. Without the payment of tuition, a school cannot function efficiently.

Additionally, allowing some families to avoid their obligation is unfair to those families that take their tuition obligation seriously and pay in full. Schools must develop an exclusion policy that will ensure that all families fulfill their tuition obligations.

The Department of Catholic Schools recommends the following policies:

1. The most effective way to ensure the payment of tuition is to inform families that if they are not caught up by a certain date during the school year their children cannot return to school until the family is caught up. Such a policy could provide that if parents are not caught up with the tuition payments at the end of a particular month or quarter or even semester, their children cannot return to school until the tuition is paid. Schools should adopt and publish such a policy and enforce it consistently.
2. Schools should not allow a family to re-enroll their children unless they have fulfilled their tuition obligations in full for years prior.
3. If a child is transferring to a Catholic school ("the New School") from another Catholic school ("the Old School"), the New School should contact the OLD School to find out why the family left. If it is due to non-payment of tuition, the New School should strongly consider not allowing the family to enroll their children unless the family pays the Old School in full for tuition owed there. Additionally, the New School should be vigilant in making sure the family fulfills their tuition obligation at the New School in a timely fashion.
4. Schools may not withhold transcripts or grades because of delinquent tuition. Parents have an absolute right to access to any and all students' records related to their children. In no case shall the withholding of transcripts, report cards or other records of student's work be used for the enforcement of collection.
5. Finally, and most importantly, schools should encourage open communication with families regarding any changes in financial circumstances and develop a method of reviewing individual cases and accommodating families with legitimate economic hardship. For parish schools, this process should include at least the pastor and the principal.

Despite its best efforts, a school that finds itself faced with unpaid tuition at the end of the school year can contact the Department of Catholic School for assistance in locating and securing the services of a collection agency.

Registration for 2023-2024 PK3 – 5th grade is an annual Non-Refundable Fee

*The registration includes books, workbooks, school insurance, PTC dues, and fees

Early Registration (Before April 14) \$325.00 for 1 student

\$100.00 deposit due by April 14th.

Early Registration (Before April 14) \$450 for 2 students

\$100.00 deposit due by April 14th

Early Registration (Before April 14) \$575 for 3 or more students

\$100.00 deposit due by April 14th

Tuition – All students \$4,500 = \$450 monthly

Tuition Sibling Discounts:

Second and Third Child receive \$50.00 each per month

3% Discount if paid in full

Cafeteria

Lunch- \$4.25 each – Billed on or around the 11th of each month

Tuition & Fees

The following is the current policy of Sacred Heart School regarding tuition. **Registration fees** are due at the time of registration (payment plan available to those who are re-enrolling) and are non-refundable.

Monthly tuition payments are made through FACTS online August through May. Mandatory registration for FACTS is required. <https://online.factsmgt.com/sing in/3C4MT>

Cafeteria, After School Care and any other incidentals will be billed through FACTS the following month. For instance, August cafeteria will be invoiced on or around September 10th after we know how much was charged.

Hope for the Future

Hope for the Future provides need-based tuition assistance for Catholic and Non-Catholic students who meet eligibility requirements and enroll in one of the Catholic schools in the Archdiocese of San Antonio. Refer to Hope for the Future website for additional information (www.hopeforthefuture.org). A link is also available on our website.

Service Credits

Service Credit Hours **subject to COVID-19 protocols

Each family will be responsible for a total of 30 service credit hours. Fifteen (15) hours must be earned in the fall (August - December) and will be invoiced by or around January 10th. Fifteen (15) hours must be earned in the spring (January - May) and will be invoiced by or around June 10th. Credits do not roll-over, nor transfer to the following semester or year.

Please contact the office before next month's billing if you think there is a discrepancy.

These fees will be added to January and June incidental payments. Failure to pay these fees will result in your child NOT being able to attend Sacred Heart School.

Here are some examples of Service Credits:

- Purchasing items from Teacher Amazon Wishlist
- Volunteering at Goober Games
- Lunch distribution
- Snack shack
- Weekend events
- Donations (not all donations are service credits, check with PTC or school office, do not assume)
- Extra sales of raffle tickets (only as advertised)
- Attend PTC meetings (1 service credit per adult family member)

Service credits are valued as follows per semester:

- Earned 0-5, remaining value at \$100 each
(example: you earn 5 credits; you still owe $10 \times \$100 = \$1,000$)
- Earned 6-10, remaining value at \$50 each
(example: you earn 7 credits; you still owe $8 \times \$50 = \400)
- Earned 11-14, remaining value at \$25 each
(example: you earn 11 credits; you still owe $4 \times \$25 = \100)

If you cannot volunteer to earn service credits or purchase items for classroom/school, you can opt to pay \$1,500 a semester

* To receive credits, the fundraising event chairperson, and the PTC Representative (usually the PTC President) will document hours worked or items purchased. (Sign-in sheets for credits will be made available at all fundraising events). Please be sure to enter your email at signup.com for volunteer opportunities.

There are three REQUIRED fundraisers for the school year:

- Catholic Life Raffle Tickets
- Fall Fundraiser (to be determined)
- Spring Fundraiser (to be determined)

Mandatory tickets not sold will be added to incidentals charges.

Technology Policy

Introduction

Sacred Heart School incorporates technology as a natural part of the educational process. The use of educational technology empowers students and fosters development of life-long learning skills through access to the latest equipment, information, and resources.

Computers and technology are integrated into every facet of the educational and administrative process Sacred Heart School endeavors to provide appropriate educational technology and the skills required to use this technology responsibly for all students in order to prepare them for the classroom and workplace of tomorrow. Sacred Heart School's educational technology includes school-wide computer networks/ utilizing direct Internet Access. Distance learning, streaming web-based video content, electronic mail and fax services are also available. Secure access firewalls and content-filtering software are itemized in order to protect students from inappropriate content on the Internet/World Wide Web.

The Sacred Heart School Student Acceptable Use Policy explains and defines responsible and ethical use of educational technology for all students. All rules embodied herein guide students in appropriate and acceptable use of school's technology and are designed to protect both the student and the school. This policy also governs the use of student-owned electronic devices including wired or wireless desktop, portable and handheld computing devices, cameras, and cellular telephones.

Access to technology and electronic communication systems, including computer networks and the Internet, is made available exclusively for instructional purposes in accordance with school guidelines and regulations. Access to these systems is a privilege, not a right. All parents/legal guardians and students are required to acknowledge receipt and understanding of the Student Acceptable Policy document and must agree writing to comply with all regulations and guidelines contained herein.

Students will not be allowed access to any educational technology or computer equipment in Sacred Heart School until their Student Acceptable Use Policy Authorization Form has been signed and returned to the school office. Once their authorization form has been returned, each student of the appropriate age will be issued a unique login identification code allowing access to the appropriate educational information systems. Students may choose or are assigned a password.

All passwords are confidential and must not be revealed to other students. **Parents, legal guardians or students with questions or concerns regarding the Student Acceptable Use Policy should contact the principal.**

Unethical & Unacceptable

Sacred Heart School declares the following unethical and unacceptable behavior and just cause for taking disciplinary action, suspending, or revoking access privileges, suspending, or expelling the student and/or initiating legal action in any case in which the student:

- * Uses the network and/or any attached equipment for illegal, inappropriate, subversive, or obscene purpose or activities. Illegal activities shall be defined as activities violating local, state, and/or federal laws, including use of the network to commit forgery, fraud, or assist in the commission of a felony.
- * Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state, or national government, or activates intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including "cyber-bullying" and "flaming" (flaming is a hostile and insulting interaction between Internet user, typically via email or messaging forum). Obscene activities shall be defined as a violation of generally accepted social standard for use of a publicly owned and operated communication vehicle, including possession or transmission of any form of pornographic or erotic material.

- * Using the network and/or any attached equipment for any illicit activity, including violation of copyrights, patents. Institutional or third-party copy rights, license agreements, or other contracts, whether the activity is conducted via the public internet, private intranet, or thorough peer-to-peer file sharing. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all form access or gang-related, terrorist-related, or organized-crime-related web sites, weblogs, and bulletin boards.
- * Using the network and/or any attached equipment to obtain and/or dispute illegally("traffic") via the public internet, private Internet or through peer-to-peer file sharing any and all digital music, videos, movies and/or software from copyrighted sources. This expressly prohibits accessing, executing, or installing Internet and/or peer-to-peer file sharing software for the sole purpose of accessing or disseminating non-public domain content and prohibits accessing website and web rings designed to traffic or disseminate non-public-domain content and entertainment including, but not limited to, MP3audio files, videos, movies, and executable software codes.
- * Intentionally disrupts network traffic, deliberately "crashes" the network or connected systems, or tampers with communications cabling and/or devices
- * Damages or destroys computer and/or network equipment or deliberately degrades system performance, including executing "Denial of Service" or similar attack code and/or infection of computers or servers with viruses or malware
- * Dislocates his/her password to another student or attempts to disclose or discover another student's or teacher's password
- * Attempts to copy school-owned software for personal gain, attempts unauthorized transport of school owned software beyond school boundaries, attempts to install privately-owned software onto a computer or the network or transmits any non-public domain software is electronic mail or the Internet.
- * Downloads, transfers, accesses or otherwise install programs and/or executable code or filed onto any computing device without teacher permission and supervision
- * Using Sacred Heart School network or computer recourses for commercial or finical gain
- * Steals or vandalizes data, equipment, or intellectual property
- * Gains or attempts to gain unauthorized access to internal and external resources or entities, includes "hacking" into networks, websites, private electronic mail accounts, weblogs(blogs) or bulletin boards
- * Gains or attempts to gain unauthorized access to external resources or entities via use of Internet proxy sites and/or proxy servers designed to bypass school monitoring, security, and content filtering devices
- * Forges or alters electronic messages or faxes, post anonymous messages, act as a "troll" (lurking anonymously on message board for the purpose of disparaging other users), engages in " flaming" (flaming is a hostile and insulting interaction between internet user, typically via email or messaging forums), deal bristly propagates spam or uses an account or password owned by another user
- * Invades or assist others in invading the privacy of an individual or group, including " cyber-bullying" and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a deli every vehicle for malicious content), identify theft or phishing(giving personal information though nefarious means) executable code or software
- * Possesses or conveys any data in any form including magnetic (disk/tape/memory device), optical (CD-ROM) or hard copy (paper) which might be considered a violation of these rules

Once logged into the system, students will be held accountable for all activities and data transfers occurring on their computer. Any illegal or illicit use will be tracked to the student logged in. Students will be held accountable for their computer whether they or another student initiate the activity and must not let other students access their computer. Students must properly log off the system before leaving their computer.

Group computer usage in which multiple students simultaneously share access to a single computer is permitted only under direct teacher supervision. It is the responsibility of the teachers to monitor group activity and prevent illicit use.

Usage of Personal Electronic Devices

Students are restricted in their usage of student-owned personal electronic devices on school property and at school sponsored events. Personal electronic devices include but are not limited to student-owned desktops, laptops, tablets, handheld computing devices, whether wires or wireless, USB drives, camera, and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

- * Students are prohibited from using a Blackberry or "smartphone" device (combination cellular phone including handheld computer and web browser functionality), traditional cellular phone or a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) in any way that violates school policies, including illicit and illegal use.
- * Students are prohibited from using any cabled, USB, or wireless (Wi-Fi) IP phone device, such as the Vonage V-Phone or Magic Jack on the school network.
- * Students are prohibited from using film or digital cameras and film or digital camcorders in any way that violates school policies, including illicit or illegal use.
- * Students are prohibited from using any handheld media player device (such as an iPod) or any portable handheld commuting or gaming device (similar to PSP) in any way that violates school policies, including illicit and illegal use.
- * Students may not use any personal electronic devices or media including but not limited to CD/DVD burners and USB "pen" or "jump" drives (USB keys) to illegally duplicate and/or distribute copyrighted materials including music, video, movies, and software.
- * Students may not load a bootable, alternate operating system on any school-owned computer or attempt to boot a school computer directly from any student-owned source or media, including floppy disk, CD/DVD discs or USB devices ("Pen" or "jump" drivers, USB keys or hard drives).

Violations of these policies will result in the immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held as evidence indefinitely.

Student Use of Electronic Communication

Each year the school must publish the electronic communication policy and the acceptable use policy in the school's parent student handbook. Prohibited electronic communications are:

- (1) Of a sexual nature
- (2) Threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community

(3) Any action that violates the school's existing behavioral standards covered by the school's parents' student handbook

(4) Any action that causes harm to the school community, regardless of where the electronic communication occurs or originates from

Whether the communication occurs within or outside the school property, during or after school hours, when a student's use of electronic communications jeopardizes the safe environment of the school or is contrary to Gospel Values, the student can be subject to the full range of disciplinary consequences, including expulsion. Violations of each school's electronic communication policy shall be addressed in conformance with each school's existing disciplinary policy. A school reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices, or other electronic communication equipment of any type. Users of the school's equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files.

The school's local acceptable use policy must include the following components: 1) Communication by or between students including Digital Citizenship (i.e., educating students about cyberbullying awareness/response and about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms).

Communications between teacher and student

- a) Must be professional and should only be used to address instructional, educational, and extra-curricular program matters.
- b) Personal electronic communication between teacher and student is prohibited until the student has graduated and is over 18 years of age.

Schools must follow the state and federal laws regarding the use of filters on computers connected to the internet.

Definition: Electronic communication includes but is not limited to, the following:

Communications or depictions through email, text messages, private messaging, website posting or social media whether they occur through the school's equipment, connectivity resources (e.g., WiFi) or using a personal device.

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

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

Electronic Transmission of a Sexual Image

Schools have a duty to report to the Department of Child Protective Services (CPS) or local or state law enforcement any suspected cases of electronic transmission of any suspected cases of electronic transmission of a sexual image involving a minor. If a school official (administrator, teacher, counselor or otherwise) is made aware of any electronic transmission of visual material depicting a minor engaging in sexual conduct, the school must follow their investigation protocol and confirm whether or not the visual material exists. The image at issue should never be printed. The matter must be reported to the following parties: * Department of Child Protective Service (CPS) or any local or state law enforcement agencies and to the guardians of all responsibilities and/or depicted parties, and the Superintendent of Catholic Schools.

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

Disclaimer

The school shall not be liable for any student's inappropriate use of electronic communications resources, violations of copyright restrictions, users' mistake or negligence or cost incurred by students. The school shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World Wide Web. The school's attempts to block, restrict, or otherwise seek to limit student access to websites known to distribute file-trafficking software. Reasonable attempts are made to monitor student content maintained on school systems. It is the policy of Sacred Heart School to disclose information to the extent allowed by law when responding to notices of infringement received from copyright holders.

Electronic mail transmissions, faxes, and program or data files sent, received, created, or accessed by students are not considered confidential and may be monitored at any time by school staff to insure appropriate use of the educational technology. Sacred Heart School has the right to restrict or terminate Internet, network, or computer access at any time for any reason. The school also has the right to monitor the Internet, network, and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of the user information.

Consequences of Violations of the Student

Consequences of violations include but are not limited to:

- * Suspension or revocation of Internet access privileges
- * Suspension or revocation of electronic mail and/or fax privileges
- * Suspension or revocation of network access privileges
- * Suspension or revocation of computer privileges

Any and all consequences defined in the Student Code of Conduct, including:

- * In school suspension or out of school suspension
- * Expulsion: Legal action and/or prosecution by the authorities

Remedies & Recourse

Students accused of violating the Student Acceptable Use Policy have full rights to due process and appeals as set forth in School Policy and the Student Code of Conduct.

Distant Learning/Video/Photo Contest, Waiver and Release

During the school year, Sacred Heart School students are often involved in activities involving pictures and developing videos for multimedia projects, Internet web design, videotaping, yearbook photos, distance learning virtual field trips, video courses and/or interviews. Some of the above-mentioned media may also be used by newspapers, shown on television, broadcast on local radio stations, and video conferences or sent in various school publications.

Forms Requiring Parent/Guardian Signatures

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Office of Victim Assistance & Safe Environment
Archdiocese of San Antonio



PARENT HANDBOOK

Protecting all of God's Children
from Abuse and Providing them
with a Safe Environment.



1201 Donaldson
San Antonio, TX 78228
210-734-7786
1-877-700-1888
www.archsa.org
ovase@archdiossa.org

Dear Parents,

This guide was created by the Office of Victim Assistance & Safe Environment through the Archdiocese of San Antonio to teach parents how to identify child abuse, how to respond to abuse, how to help protect your child and encourage a safe environment. As parents we are the primary educators of children and hope that this booklet will help you to begin a conversation with your child on safety issues according to their age and level of development. For further information, comments or questions please contact the Office of Victim Assistance.

Child Abuse

Any behavior directed toward a child by an adult that harms a child's physical or emotional health and development. The four categories of abuse are:

- ◆ Neglect
- ◆ Emotional/Verbal Abuse
- ◆ Physical Abuse



Neglect

Neglect is the most reported form of child abuse in Texas and occurs when a caretaker fails to provide for a child's basic needs which include the following:

- Physical Neglect (food, clothing, shelter, etc)
- Neglectful Supervision
- Medical care (Head lice, special needs of child)
- Abandonment

Refusal to accept parental responsibility

Emotional/ Verbal Abuse

Psychological abuse is a pattern of behavior that retards a child's development and sense of self worth by conveying to the child that they are worthless, flawed, unloved, or unwanted.

Psychological abuse may include the following:

- Constant name calling/ Criticism
- Degrading/ Insults
- Tormenting/ Yelling

Terrorizing/ Threats

Physical Abuse

Physical abuse occurs when a caretaker allows or inflicts non-accidental physical injury that causes a substantial risk to the child's physical well-being and health. Physical injuries may include the following:

- Welts
- Burning
- Slapping
- Hitting
- Fractured/Broken Bones
- Kicking
- Pushing
- Biting
- Black Eyes

Bruises that are not appropriate with the age development of a child

Sexual Abuse

Signs, Symptoms & Behaviors

Children who are experiencing trauma may experience emotional and behavioral changes.

Children who are sociable and outgoing become withdrawn and moody. Quiet children often become very angry and violent. It is extremely important to talk to your child and reaffirm you love them and that they can talk to you about their feelings. Communication is key during this time and a caring approach allows the child to open up to what is causing them distress. Children may find it difficult talking directly to their parents, don't take it personally. Allow the child to confide in a grandparent, uncle, or teacher that can help support the family.

INTERNET SAFETY



The internet predator takes on many roles, but the goals are the same: to either set up a meeting or to have the child send an inappropriate picture of him/herself. Here are some basic rules to follow:

- Have the computer in an open area, not the child's room
- Have rules for the computer: sites to visit, times to use, etc.
- Be present when your child is on the computer- if you are there, he/she, while you are watching television, making dinner, or they are on the internet. Always express that you care about your child as well as their safety is very important to you. Do not be afraid to teach a child the correct names of all body parts. Point out that their body belongs to them, and they always have the right to say NO! to unwanted touching, even if the person is an adult. If a person makes them feel uncomfortable, they can always talk to you.

Talking to Children About Sexual Abuse

It is difficult to think about your child becoming a victim of sexual abuse. However, 1 in 3 girls will be sexually assaulted before age 18, and 1 in 5 boys. Most children love and care about their abusers. 90% of the time the abuser is a friend, coach, teacher, etc. In 65% of sexual abuse cases, the perpetrator is a family member. The best way to reduce your child's risk of becoming a victim is to talk to and know your child.

Utilize teachable moments to begin the conversation with your child. Always begin the conversation during a calm time, while you are watching television, making dinner, or they are on the internet. Always express that you care about your child as well as their safety is very important to you. Do not be afraid to teach a child the correct names of all body parts. Point out that their body belongs to them, and they always have the right to say NO! to unwanted touching, even if the person is an adult. If a person makes them feel uncomfortable, they can always talk to you.

Reporting Sexual Abuse of a Minor

If you suspect or a child discloses abuse, you should:

- **Believe your child**
- **Stay calm.** Intense reactions tend to frighten the child and may keep them from opening up to you.
- **Do not blame the child.** Most children feel guilt, shame, and embarrassment after they have been abused. Let them know it is not their fault.
- **Thank the child for sharing this difficult information with you.**
- **Report to law enforcement and Child Protective Services within 48 hours.**
- **Seek medical attention for your child.** Counseling services are also very important for victims and their families during the healing process

Office of Victim Assistance & Safe Environment

Mission

To service communities where every Person is safe from harm and respected throughout life.

Goals

- No More Victims
- Offer immediate pastoral care to those Who have been sexually abused by clergy, archdiocesan staff, or church volunteers.
- Provide educational leadership training for chancery and parish clergy and staff regarding the effects of abuse on victims and appropriate ministerial boundaries.
- Educate children and adults about Preventing abuse, encouraging behaviors that keep children safe, and acting to protect children even if abuse occurs.

Services

- Intakes (where victims report clergy abuse)
- Assessments
- Counseling on sexual abuse
- Spiritual support groups
- Referrals
- Development, training, and implementation of abuse prevention program within the diocese.

IMPORTANT PHONE NUMBERS

Emergency: 911

Police: 311

Child Protective Services:

1-800-252-5400

OVASE: 210-734-7786 or 1-877-700-1888

MAKING A CALL

Please call OVASE if you need assistance reporting abuse, seeking guidance about a situation in a school or parish if you acquire information about reporting laws, need a referral for a service provider, or to discuss any concerns. Every call is handled personally and confidentially.

135 Barilla Place, San Antonio, TX 78209

210-734-7786

1-877-700-1888

www.archsa.org

Email: ovase@archdiosa.org



Sacred Heart School Attendance Procedures:

Regular school attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Attendance is reviewed each month and each grading period, where students have the opportunity to be recognized for perfect attendance. The following factors are taken into consideration when recognizing students for attendance:

ABSENCES:

- A parent notes or doctor's note is required to excuse an absence. If a parent notes or doctor's note is not received within five (5) days of an absence, the absences will be coded as unexcused.
- If a student is absent because of an illness for three (3) consecutive days or more, **a doctor's note must be provided**, or absences will be unexcused.
- If students reach close to fifteen (15) absences for the school year, a parent conference with the principal may be requested.

EARLY OUTS: **Early sign outs without a doctor's excuse before 2:45 p.m. will be recorded*

- Excessive (more than 5) checking out early without a doctor's excuse could result in ineligibility for monthly attendance recognition as well as perfect attendance for each grading period.
- Students who are checked out early six (6) or more times for the school year without a doctor's excuse will be ineligible for perfect attendance awards.

TARDIES: **Please ensure that your child arrives to school before the gate closes at 8:00 a.m.*

- Students who are tardy three or more times in a month will not be eligible to receive perfect attendance recognition for that particular month.
- For students who receive six (6) tardies in a grading period, an additional absence will be accrued (one absence for every six tardies).
- When a child has a doctor's appointment in the morning and does not arrive at school until after instruction has begun, with a doctor's note, an "excused tardy" will be coded. This **does not** go against your child's attendance. It is strictly to ensure your child will not be counted absent, yet accounted for the time missed after 8:00 a.m. but before 10:00 a.m.
- After 10:00 a.m. a student is marked **absent**, whether excused or unexcused

"Preparedness and punctuality are two of the most important qualities of a leader"- John Andreas Widtsoe

SACRED HEART CATHOLIC SCHOOL

2023-2024 STUDENT-PARENT

POLICY HANDBOOK AGREEMENT

We understand Sacred Heart Catholic School Policy Handbook is available online on Sacred Heart School website and have read it carefully. We understand the philosophy, policies, procedures, and regulations of Sacred Heart Catholic School, including payments, parent responsibilities, dress code, uniform policy, and disciplinary regulations. We also understand that the administration retains the right to decide what is acceptable or not.

I understand that my family has 3 required fundraisers along with the completion of 30 service hours to Sacred Heart School as outlined in the handbook. *Subject to COVID-19

Please be aware that this Student-Parent Policy Handbook does not make explicit all policies and regulations of Sacred Heart Catholic School. The school administration reserves the right to modify existing policies or add new policies as circumstances make such decisions prudent and necessary.

Sacred Heart Catholic School is dependent upon parental involvement for all fundraising activities, field trips and classroom parties. Parental help in these areas is essential.

Your cooperation is necessary in order to achieve future goals for our school. Please contact the school office at 830-393-2117 or your homeroom parent to volunteer your services.

We hereby agree to abide by and uphold the philosophy, policies, procedures, and regulations of Sacred Heart Catholic School. We accept these conditions for the enrollment of our (my) children (child) at Sacred Heart Catholic School. A refusal to sign this form implies a desire by the parent to withdraw their child/children from Sacred Heart Catholic School.

Parent Signature (Legal Guardian)

Parent Signature/Legal Guardian

Family Name

Date

Every child attending Sacred Heart Catholic School must sign below, indicating they have read or have been explained the school policy handbook.

Student Signature (if applicable)

Date

.....

VERIFICATION

I acknowledge that I have received the Parent Training Booklet from the Archdiocese of San Antonio.

Printed Name

Parent Signature

Date

HANDBOOK AGREEMENTS

DIRECTORY INFORMATION

According to the Family Education Rights and Privacy ACT (FERPA), a federal law, and the Texas Public Information ACT, certain information about students is considered directory information, and will be released to anyone who follows procedures for requesting the information, unless the parent/guardian objects to the release of directory information. If you do not want SHS to disclose information from your child's education records, you must notify the school in writing by the end of the first ten (10) instructional days. Failure to return this form will result in one or more specific categories of directory information. SHS has designated the following information as directory information:

Check the boxes that are allowed for school purposes:

- | | | |
|---|--|--|
| <input type="checkbox"/> Student's Name | <input type="checkbox"/> Photograph | <input type="checkbox"/> Publication of activities |
| <input type="checkbox"/> Address | <input type="checkbox"/> Honors/Awards | <input type="checkbox"/> Weight and Height (athletics) |
| <input type="checkbox"/> Phone Number | <input type="checkbox"/> Grade level | <input type="checkbox"/> Enrollment Status |

Directory information identified only for limited school-sponsored purposes remains confidential and will not be released to the public without the consent of the parent or eligible student.

Child's Name

Parent Signature

Date

.....

USE OF STUDENT WORK IN SCHOOL PUBLICATIONS

Occasionally, Sacred Heart School displays or publishes student artwork or special projects on the school's website or Facebook page, or in local publications. The school agrees to only use these student projects in this manner.

Sacred Heart Distance Learning, Video/Photo consent, waiver and release

Additionally, during the school year, SHS students are often involved in activities that require taking pictures and developing videos for multimedia projects, internet web design, videography, yearbook photos, distance learning virtual field trips, interviews, etc. Some of the above-mentioned media may also be used by the newspapers, shown on television, broadcast on local radio, video conference, or used in various school publications. Your signature below indicates your consent for educational purposes only. If you have any questions regarding the above, please contact a member of the school.

PARENTS: PLEASE CIRCLE ONE OF THE CHOICES BELOW:

I, parent/guardian of _____ DO GIVE / DO NOT GIVE permission for the school to use any of my child's work.

I, parent/guardian of _____ DO GIVE / DO NOT GIVE permission for my child to be photographed, interviewed, videotaped, and participate in distance learning virtual field trips for possible use in newspapers,

Parent Signature

Date

STUDENT ACCEPTABLE USE POLICY AUTHORIZATION FORM

By signing below, I acknowledge that I have received and read the Sacred Heart's Student Acceptable Use Policy in the "Parent & Student Handbook" governing the use of educational technology and understand that I am obligated to become acquainted with the rules, procedures and policies outlined in the student handbook. I certify that I understand this policy, and that I have read and reviewed it with my child and explained its implications.

As a parent, I understand that this form **must be signed and returned to the school office** before my child is allowed access to the school networks, computer systems and the Internet.

Student's Full Legal Name	School Name	Grade
---------------------------	-------------	-------

Parent/Legal Guardian Signature _____ Date _____

Student Signature (Required if Student is 8 years old or older by Sept 1). _____ Date _____

Everyone has the right to feel physically and emotionally safe at school. I will do everything I can personally, as a member of my school's community, to create and preserve a physically and emotionally safe environment.

I commit to encouraging my child to always respect others. I have instructed my child not to bully. I have advised my child to report any bullying to the authorities.

Parent Signature Date

I commit that I will not bully my peers. If I witness bullying, I will report it to an adult.

Student Name	Grade	Date
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4405B: Delinquent Tuition and Fees Payment Agreement

The success of our Catholic school hinges upon the commitment of families to make Catholic education a financial priority, be involved in their child's education, and make their tuition and fees payment(s) on a timely basis.

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

The school understands that unexpected situations can and do arise and the school strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school's Business Manager and/or principal as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan.

When payments are not made in accordance with the tuition agreement, the following steps will take place:

30 days past due:

- When an account becomes 30 days past due under the established tuition agreement, the financially responsible party will receive written notification requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- It is the responsibility of the family and/or financially responsible party to contact the school's Business Manager to bring the account up to date or to create an alternative tuition payment plan with the school.

60 days past due:

- When an account becomes 60 days past due, the school's principal will issue the financially responsible party a written notice by certified letter. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) will not be permitted to pre-register for the following academic year or to return after the current semester until the balance is paid in full or an alternative plan has been approved.
- Eighth/Twelfth graders cannot take part in graduation exercises.

Exclusion Policy:

- Non-payment of a prior year's tuition will result in non-admission for the following school year.
- All tuition and fees must be current the first day of class or the student(s) will not be seated.
- Student(s) will be dismissed at the end of a semester for non-payment of financial obligations when the financially responsible party has failed to demonstrate sufficient good faith in attempting to meet these obligations.
 - Students will be allowed to complete all academic work in progress before terminating enrollment for non-payment of tuition and/or fees.

The school encourages all responsible parties to maintain open communication with the Business Manager to ensure a complete understanding of each family's financial circumstance. The goal of the school is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

4405B: Delinquent Tuition and Fees Payment Agreement and Acknowledgment

I, _____, have received and reviewed this Delinquent Tuition and Fees Payment Agreement and agree to its terms and conditions.

Printed Name (Parent/Guardian)

Signature (Parent/Guardian)

Date

.....

I, _____, have received and reviewed this Delinquent Tuition and Fees Payment Agreement and agree to its terms and conditions.

Printed Name (Responsible Party for Payment of Tuition)

Signature (Responsible Party for Payment of Tuition)

Date

(PAGE 2 OF 2)

.....

SACRED HEART SCHOOL ATTENDANCE PROCEDURES

Regular school attendance is essential for a student to make the most of his or her education. I will make every effort to avoid unnecessary absences.

I have read and understand the Sacred Heart School’s Attendance Procedures.

Parent/Guardian Signature

Date

SERVICE CREDITS ACKNOWLEDGMENT



Families must earn 15 service credits per semester. A total of 30 service credits for the school year. You can earn service credits by volunteering, using your skills for services, purchasing items for the school or classroom. A variety of sign-up opportunities will be posted throughout the year. Patty Zamora our PTC president sends out requests/opportunities on Signup via Facebook and emails. Join our Sacred Heart School PTC group on Facebook. Here are examples of earning credits:

- Purchasing items from Teacher Amazon Wishlist
- Volunteering at Goober Games
- Lunch distribution
- Snack shack
- Weekend events
- Donations (not all donations are service credits, check with PTC or school office, do not assume)
- Extra sales of raffle tickets (only as advertised)
- Attend PTC meetings (1 service credit per adult family member)

Service credits are valued as follows:

- Earned 0-5, remaining value at \$100 each
(example: you earn 5 credits; you still owe $10 \times \$100 = \$1,000$)
- Earned 6-10, remaining value at \$50 each
(example: you earn 7 credits; you still owe $8 \times \$50 = \400)
- Earned 11-14, remaining value at \$25 each
(example: you earn 11 credits; you still owe $4 \times \$25 = \100)

Sacred Heart Catholic School is dependent upon family involvement. Your cooperation is necessary in order to achieve future goals. We ask that you purchase items or volunteer each semester. Families who do not participate at all, will be invoiced \$1,500 per semester. This is easily avoidable by purchasing something on your child's Teacher Wishlist or volunteering.

NO SHOW ON SIGN-UP WILL BE DOCKED A SERVICE CREDIT

I have read and understand the Service Credit System

(Print Name)

Date

Parent Signature (Legal Guardian)

Date