



*where*

*every*



*child*

*shines!*

**Sacred Heart  
Catholic School  
Parent/Student Handbook  
2017-2018**

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**A GUIDE TO POLICIES AND PROCEDURES FOR  
SACRED HEART CATHOLIC SCHOOL  
AND EXTENDED DAY PROGRAM  
(K3 – 8TH)**

**MISSION STATEMENT**

In keeping with the traditions of the Presentation Sisters, every child shines with the light of the Catholic faith through service, self-discipline, and academic excellence.

**PHILOSOPHY**

We Believe:

- Children should be treated as unique individuals created in the image of God.
- Religious development includes an understanding of the truths of the Gospel of Jesus Christ.
- Religious development includes an appreciation of the virtues and moral principles of the Christian way of life.
- Religious development includes an experience of personal and communal prayer and the worship of God.
- Religious development includes a sound knowledge of the history of the Catholic Church.
- Religious development inspires a desire to promote justice and to serve our neighbors.
- Intellectual development is unique and must be encouraged and assisted to reach full potential.
- The basic skills of language, math, science, and social studies are essential.
- A well-rounded education includes an appreciation of the fine arts, the development of communication skills, physical education, and personal health.
- The school environment must be a community that promotes the common good.
- Mutual respect among and between students and staff creates a Christ-centered, disciplined, learning environment.
- Students must be encouraged to develop a respect for their fellow man.

The formation of students is meant to develop Christian citizens who interact well with others, who recognize and respect authority, and who are involved in improving and strengthening the wider community.

Our goal is to give students, regardless of religious, cultural, or economic background, the necessary skills to become self-motivated, productive, well-adjusted people.

**SCHOOL HISTORY**

Sacred Heart Catholic School, “built on faith” with considerable manual labor by parish members, opened its doors to an estimated 90 students in two classrooms in September 1955. This wooden building was a surplus military barrack. The Presentation Sisters, from North Presentation Convent in Cork, Ireland, came to Sacred Heart Catholic School on September 17, 1956. In 1958, a new brick school and Convent were blessed, and the school opened to 165 students.

In January 2017, after a successful capital campaign, we proudly opened a new state-of-the-art facility connected to the Church.



## CURRICULUM

Sacred Heart Catholic School offers each child an educational experience filled with the highest Catholic standards. Recognizing that each child is an individual, created by God, the faculty and staff give our students a special kind of love and support that can only be found in a Catholic school environment.

At Sacred Heart Catholic School, each day is guided by our Mission Statement and our Philosophy. Both remain at the heart of what we do as educators, guardians, and mentors.

Sacred Heart Catholic adheres to the curriculum distributed by the diocesan Department of Catholic education. The curriculum can be found on the department's webpage: [www.CatholicSchoolsGA.net](http://www.CatholicSchoolsGA.net).

The following academic areas are included at Sacred Heart Catholic School: Religion, language arts (reading, English grammar, phonics, spelling, writing, penmanship), mathematics, science, social studies, Spanish, physical education/health, music, art, technology, library skills. Students in grade 2 prepare for the Sacraments of Reconciliation and Holy Communion, and students in grade 8 prepare for the Sacrament of Confirmation.

In addition, Sacred Heart Catholic School is accredited by AdvancED/SACS and is a member of the National Catholic Education Association.

The instructional program includes, but is not limited to:

- Skills-based curriculum
- Zoo-Phonics (phonics based reading)
- D'Nealian-style handwriting
- Conversational Spanish
- Pre-Algebra/Algebra (Middle School)
- Laboratory enhanced Science lessons
- Art
- Physical Education
- Music Instruction
- Daily Religion Instruction
- Weekly all school Mass
- Teaching masses – school chapel
- Achieve 3000

The core curriculum is enhanced through the use of technology, field trips, guest lecturers, and independent study projects.

Supporting our philosophies in a community-centered and well-rounded education, we offer many different extracurricular activities for our students. These include, but are not limited to:

- Basketball
- Soccer
- Choir
- Irish Dance Team
- Handbell Choir
- Boy Scouts
- Girl Scouts
- Archery
- Tech-ES

## **RELIGIOUS EDUCATION**

The sacramental program at Sacred Heart Catholic School is part of the total parish program and requires parent participation. Sacrament reception includes First Reconciliation and First Communion in 2nd Grade as well as Confirmation in 8th Grade.

All students will be expected to participate in religious instruction and in school liturgies to the extent permitted by Church discipline.

## **ADMISSIONS**

Admissions, acceptance, tuition and fee policies adheres to legal and accreditation requirements as listed below;

Sacred Heart Catholic School maintains an open admission policy. We do not discriminate based on race, creed, color, sex, or national, or ethnic origin.

### **AGE FOR ENTRANCE INTO SCHOOL**

- \* K-3- must be three (3) years old on or before September 1 of the year enrolled
- Pre-Kindergarten – must be four (4) years old on or before September 1 of the year enrolled
- Kindergarten – must be five (5) years old on or before September 1 of the year enrolled
- First Grade – must be six (6) years old on or before September 1 of the year enrolled and must have successfully completed kindergarten.

### **REQUIRED FORMS\***

- Certified Birth Certificate
- Georgia Form 3231 – Certificate of Immunization\*\*
- Hepatitis B series – mandatory
- Varicella vaccine or proof of the illness noted on the GA Form 3231
- Georgia Form 3300 – Eye, Ear, and Dental Screening
- Certificate of Baptism, if Catholic

\*These forms must be on file prior to the first day of school. Out-of-state students must have their immunizations transferred to the Georgia Forms.

\*\*An updated and current Georgia Form 3231 must be provided prior to entry into seventh grade.

### **IMMUNIZATION REQUIREMENTS\*\*\***

A certificate of Immunization must be on file for each child attending school in Georgia. Complete 3231 certificates include: Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Hepatitis A, Varicella, or Documented History of Serology.

Effective July 1, 2014, children born on or after January 1, 2002, who are attending 7<sup>th</sup> grade and for new entrants into a Georgia school grades 8<sup>th</sup> through 12<sup>th</sup> must have received one dose of Tdap (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine. “New Entrant” means any child entering any school in Georgia for the first time or entering after having been absent from a Georgia school for more than twelve months, or one school year.

\*\*\*All immunizations and proof thereof is required prior to the first day of attendance.

## **SOCIAL SECURITY NUMBER**

A copy of all student's Social Security Number must be maintained in the student record.

## **ACCEPTANCE POLICIES**

### **For Returning Students**

To remain at Sacred Heart Catholic School, a returning students shall conform to approved norms of behavior and academic achievement as outlined in the Sacred Heart Catholic School Parent-Student Handbook. The annual registration fee is due when registration forms are returned.

### **For New Students**

Prior to acceptance, new students in all grades are required to take an entrance exam. It is important to be present for testing in order to retain the student's place on our application list. There is a one-time non-refundable application fee.

\*All new students entering Sacred Heart Catholic School are considered on probation for the first year. During this period, parents and staff can decide if this school is the best educational setting for the student. Factors to be considered in the decision are the student's Christian behavior exhibited in their academic performance, effort, conduct, and work/study habits.

### **Acceptance Priority**

Sacred Heart Catholic School reserves the right to place priority on admission, with respective precedence on:

1. Catholic students registered and participating in Sacred Heart Parish with priority given to siblings.
2. Catholic students registered in other parishes in the Macon Deanery where space prohibits their enrollment in a Catholic school in their immediate parish.
3. Non-Catholic students with priority given to siblings.

## **TUITION SCALE SCHOOL YEAR 2017-2018**

The tuition scale applies to grades, K4 through 8th grades.

### **Sacred Heart Parishioners**

Sacred Heart Parishioners are parent(s) and their children who are baptized Catholics, registered as Sacred Heart Parishioners with the Church office, attend weekend Mass regularly, and participate in our Stewardship Program.

Number of Students	Annual Tuition Rate
1	\$6,080
2	\$11,035
3	\$16,435
4	\$21,916
5	\$27,391

### **All Other Catholic Families**

Parents and their children who are baptized Catholic, regularly attend a parish other than Sacred Heart, or choose not to participate in the Total Parish Tithing Program at Sacred Heart.

Number of Students	Annual Tuition Rate
1	\$6,430

2	\$11,735
3	\$17,040

**Non-Catholic Families**

Number of Students	Annual Tuition Rate
1	\$7,080
2	\$12,886

**Mid-Year Tuition**

For any child who begins attendance at Sacred Heart Catholic School after the initial school start date, tuition will be pro-rated accordingly. Tuition per month will be calculated by dividing the annual tuition fee (as noted above) by ten; parents and guardians will only be held responsible for the current and remaining attending months. All registration and other appropriate fees still apply.

**Tuition Payment Options**

Option 1: You may elect to pay your entire annual tuition no later than August 18, 2017, and receive a 3% discount. The discount does not apply to financial aid recipients. This amount is payable to FACTS Management Company.

Option 2: Monthly installments will not be paid to the school. FACTS Management Company is the program Sacred Heart Catholic School will utilize for monthly tuition payments.

**FEE SCHEDULE**

**APPLICATION FEE for New Students in all grades:**

\$100.00/student – Application Fee is payable at the time the application is submitted and is NON-REFUNDABLE.

**REGISTRATION FEE for Pre-Kindergarten (K3) - 8th (New Students):**

\$250.00/family – Registration Fee is paid after the student is tested and accepted. This fee is NON-REFUNDABLE.

**ANNUAL FAMILY REGISTRATION FEE for Pre-Kindergarten (K3) - 8th (Returning Students):**

\$250.00/family – Registration Fee is due with completed registration packet. This fee is NON-REFUNDABLE.

**HOT LUNCH for all grades:**

\$3.75 per day – Hot lunch will be available on a daily basis and includes a drink.

\$0.50 – Drink only (Milk or Juice).

\$1.00 – Dessert only.

**EXTENDED DAY PROGRAM FEE for all grades:**

Fee is per child. The daily rate is \$15 per child for morning and afternoon care, not to exceed \$50 per week.

## **Performance and Grading**

The grading system for Kindergarten – 2nd Grade is Standards Based Grading. Grades of 1-4 are given based on the level of achievement in each standard required at the grade level.

The grading system for 2nd through 8th Grades is as follows:

- A = 94 - 100
- B = 86 - 93
- C = 77 - 85
- D = 70 - 76
- F = Below 70

## **Retention**

Retention may only occur when it is in the best interest of the student and documentation supports retention as the only option.

## **Academic Probation**

Serious academic deficiencies may result in a student being placed on academic probation. Academic probation may result in dismissal from the school.

## **Homework**

Homework is an integral part of the school program for all grades, Kindergarten through 8th Grade. It is designed to supplement, complement, and reinforce classroom teaching and learning. Homework shall be meaningful and developmentally appropriate. Since individual differences cause students to vary greatly, it is impossible to set strict time limits on the amount of homework given. Since each student is expected to complete all homework assignments, failure to do so will alter the student's grade for the term.

## **Student Records**

When a student transfers to another school, records will be sent directly to their new school upon receipt of a formal request from the school to which the student transfers. Records may not be hand carried. School records will not be released unless all outstanding tuition and fees are paid.

## **Summer Reading**

All students entering 1st through 8th grades are required to complete Summer Reading. A list of required books will be provided by the school prior to the end of the previous school year. Students enrolling during the summer can obtain summer reading lists in the school office.

## **Standardized Testing**

*Terra Nova 3<sup>rd</sup> Edition*, from CTB/McGraw Hill, will be administered to students in grades 1-8 each Spring. Students in grades 3, 5, and 7 will also take the InView from McGraw/Hill. Parents will receive individual student reports with the end-of-year report card. Please refer to the school calendar for our testing dates to avoid scheduling appointments and other conflicts during the testing week.

The Assessment of Catholic Religious Education (ACRE) test is given to students in grades 5 and 8. Since the testing instrument is used to evaluate the religious education curriculum, only group results are received.

## **ATTENDANCE POLICY**

## **Compulsory Attendance**

Within the Diocese of Savannah we are obligated to follow the mandates of the State of Georgia. The following is the Attendance policy as mandated by the State of Georgia:

School authorities, in cooperation with other state and county agencies, shall enforce the Georgia compulsory attendance law which requires that every parent, guardian, or other person residing in the state having control of any school-age child or children over the age of six (6) enroll and send such child or children to school. Any parent/guardian who fails to comply with the requirements of this policy and Georgia law shall be subject to sanctions imposed by the courts of Houston County.

- Parents are required to call in an absence to the school office each day the student is not in attendance.
- Students shall be counted present when they are in attendance at least four and a half (4.5) hours of the instructional day.
- Written excuses are required from parents on the day the student returns to school.
- Three unexcused tardies and/or three unexcused early dismissals shall be counted as an unexcused absence in grades Kindergarten-8<sup>th</sup> grade.
- While a student may be excused from class for medical appointments, funerals, etc., the student must be in school for at least four and a half (4.5) hours of a the school day to be considered “present” that day.
- For a medical reason, an attendance waiver beyond ten days for a semester shall be reviewed by the principal.
- A maximum of fifteen days of cumulative lawful absences verified by parental notification are permitted during a school year.

To be eligible for promotion to the next grade, students in Kindergarten—8th grade are expected to achieve 95 percent attendance (no more than nine (9) days missed). Students who achieve 90-94 percent attendance may be promoted at the discretion of the principal if:

- All absences are justified and validated,
- Circumstances warrant,
- All work is complete, and
- Academic achievement meets requirements for promotion.

Students who achieve less than 90 percent attendance will not be promoted to the next grade. Parents of students affected by this rule may request a review of the circumstances. This request should be made in writing to the principal of the school not later than five (5) days after the end of the school year; appropriate documentation should accompany the request.

Parents should make every effort to schedule medical and dental appointments at a time other than school hours. In the event that this is not possible, please send a note specifying the time and reason the student is to be excused. You must come to the main office to have a student excused and sign the "sign-out" book.

It is the student’s responsibility to go to the teacher to get missed assignments. Make-up assignments must be completed within one (1) week after the child’s return to school. Failure to complete assignments within the time allotted jeopardizes the student’s grade.

Teachers are not obliged to allow students to make up work from an unexcused absence. Parents may not request assignments for their child prior to an unexcused absence.

If the student returns to school from an appointment or arrives to school after morning prayers, the parent is required to accompany the student into the main office and sign in the child.

In order to receive perfect attendance, a student must be present each school day for the entire day. Tardies and early dismissals count against perfect attendance.

## **HOURS**

The school day for all students begins at 7:45 a.m. and ends at 3:15 p.m. If you are in need of childcare prior to the normal school day or after classes end, please register your child for the Extended Day Program.

### **Arrival Procedures**

Between 7:30 a.m. and 7:45 a.m., students are dropped off in the drive-through at the front door, in a receiving line supervised by school faculty. Parents and guardians must drive slowly into the parking lot and pull all the way up to the first cone and stop. This is a NO PARKING AREA. Children exit the car on the passenger side and enter the front of the school. Parents do not exit their vehicles. Students report to their homeroom until the first bell rings signifying Morning Prayer.

The students' school materials must be accessible from within the vehicle. Parents should not exit their vehicles to remove items from the trunk or rear of the vehicle.

For the safety of all students and drivers, do not park and attempt to walk your child into the school while the morning drop-off car line is taking place.

### **Dismissal Procedures**

For the safety of all students, children will be released only to parents, legal guardians, or to persons authorized and identified on the registration form. If a change is required to the authorized pickup list, please go to the office and make the required changes.

Between 3:15 p.m. and 3:30 p.m., students are picked up in the school parking lot, in a receiving line supervised by school faculty. Parents and guardians must form a line of vehicles along the perimeter of the parking lot in front of the school. The first vehicle shall pull up to the first cone. The vehicles shall be continue the pick-up line in front of the school, pulling up to the five bumpers, and remaining in line, pulling up to the cones as each set of cars in front fills and exits. The line of vehicles shall wrap from the first car, along the front of the Church building, wrapping around the drive path in front of the Church and around the bend, continuing through the back parking lot.

Students will line up by class under the awning at the front door, and will be called to the appropriate cone for dismissal according to vehicles in line.

In an effort to maintain student safety, no students will be dismissed from the school after 3:00 p.m..

## **DISCIPLINE POLICY**

Sacred Heart Catholic School strives to create, promote, and maintain an atmosphere that encourages and allows students to grow and develop to their fullest God-given talents and abilities. Christian self-discipline and growth toward emotional maturity are carefully nurtured. Children are trained in prayerful and loving dependence on God while learning to take responsibility for the choices they make. Respect, concern, and consideration for others as brothers and sisters in Christ are emphasized and encouraged for all.

### **Student Rights and Responsibilities**

Every student has rights and responsibilities.

My Rights	My Responsibilities
I have the right to be happy and to be treated with compassion in this school	I have the responsibility to treat others with compassion. This means I will not laugh at others, tease others, or purposefully hurt others' feelings.
I have the right to be myself in this school. This means no one will treat me unfairly because of weight, gender, appearance, height, religion, race, ancestry, disability, etc.	I have the responsibility to respect others as individuals and not treat others unfairly.
I have the right to be safe in this school. This means no one will: hit me, kick me, push me, pinch me, threaten me, hurt me, etc.	I have the responsibility to make the school safe. by not: hitting, kicking, pushing, pinching, threatening or hurting anyone.
I have the right to expect my property to be safe in this school.	I have the responsibility not to steal or destroy the property of others.
I have the right to hear and be heard in this school. This means no one will: yell, scream, shout, make loud noises or otherwise disturb me.	I have the responsibility to help maintain a calm and quiet school. This means I will not yell, scream, shout, make loud noises, or otherwise disturb others.
I have the right to have my own personal space in this school. This means no one will: hug, kiss, or touch me in an unwanted way.	I have the responsibility to keep out of my classmates' personal space.
I have the right to show pride in my appearance.	I have the responsibility to wear the appropriate uniform properly.

### **Rules of Conduct**

Students are expected to adhere to the Sacred Heart Catholic School Discipline Policy. Students will:

- Be respectful to teachers, classmates, and school personnel
- Diligent in study
- Be honest to self, teachers, classmates and school personnel
- Clean and neat in person and attire
- Obedient to the Student Rights and Responsibilities and all school policies/procedures
- Keep their hands to themselves

The following behaviors are not permitted:

- Disrupting the academic environment
- Bullying
- Fighting, roughhousing, excessive physical contact
- Harassing
- Using inappropriate language
- Lying
- Cheating
- Damaging property of the school, teachers, or other students
- Stealing
- Carrying drugs, consuming drugs or having drugs in his/her possession on school property.
- Possession of any weapon or instrument that might be used as a weapon to inflict harm

### **Disciplinary Procedures**

Discipline is assessed at the discretion of the faculty, staff and school administration keeping the developmental age appropriate behavior expectations in mind at all times. Possible disciplinary actions include:

- Teacher/classroom consequences communicated to parents
- Suspended for the remainder of the day
- Teacher/Principal conference with parents/student
- Behavioral contract
- Denial of school privileges
- Suspension
- Probation
- Expulsion

### **Suspension**

A student may be placed on suspension for misconduct on or off campus or for repeated misconduct. In all cases, the principal will decide on the most efficacious and appropriate term of suspension. Suspension may assume various forms.

- Suspended for the remainder of the day
- Suspended for entire day(s)

Reasons for suspension may include, but are not limited to:

- Fighting (verbal or physical)
- Inappropriate language
- Disrespect verbally or nonverbally to a teacher or person in authority
- Damaging property – school, teachers, classmates\*
- Cheating
- Stealing
- Bullying
- Carrying, consuming or in possession of drugs
- Possession of any weapon or instrument that might be used as a weapon to inflict harm

\* Monetary reimbursement will be required in the event of willful behaviors that create property damage.

### **Expulsion**

Expulsion is a permanent termination of a student's enrollment and will be reserved for egregious violations of the Sacred Heart Catholic School Parent/Student Handbook and Diocese of Savannah Catholic Schools Handbook. A student may be expelled from school for:

- A one-time violation.
- Misconduct of a very serious nature.
- Repetitive behaviors resulting in disciplinary action.
- Posing a threat to the safety of himself, herself, or another person's well being
- Carrying, consuming or in possession of drugs
- Possession of any weapon or instrument that might be used as a weapon to inflict harm

The principal of the school will have approval of the pastor and Superintendent before any action regarding expulsion takes place. The principal, with the pastor and Superintendent's approval, notifies the family in writing of the school's decision to expel their student.

### **Academic Honesty**

Academic honesty is important. A teacher who witnesses or learns of cheating, or views a situation where there is the appearance of cheating, will first address the student(s) in question. This situation will then be brought to the attention of the principal. Disciplinary action will be taken and the assignment(s) in question will not receive any credit.

Examples of academic dishonesty include, but are not limited to:

- Using another's thoughts or words without proper documentation (i.e. plagiarism)
- Using materials during a quiz or test that have not be approved by the teacher
- Talking to other students during a quiz or test
- Looking at another student's work during a quiz or test
- Sharing information about the contents of a quiz or test with other students
- Copying another's work and submitting it as your own

### **Dress Code Infractions**

Students not in the appropriate uniform, including but not limited to, missing belt, missing tie, wrong shoes or socks, will be sent to the office, and parents will be called to bring the correct pieces to make the correction.

### **SEXUAL HARRASSMENT**

Sexual harassment is defined as "unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, and work, to achieve or participate in school activities in a comfortable and supportive atmosphere". This behavior as defined is forbidden in schools sponsored by the Catholic Diocese of Savannah. All allegations of sexual harassment must be reported to the principal and pastor who will review the matter in accordance with diocesan guidelines. The principal will thoroughly investigate the accusation and document the complaint. All reports shall be handled with discretion and concern for all of the individuals

involved in the complaint. If disciplinary action is determined to be appropriate, the action taken must be in accordance with the Discipline Policy of the Diocese of Savannah.

### **Alcohol and Drugs**

A student may not carry, consume or have in his/her possession on the school grounds, before, during, or after school hours, any drugs or alcohol, including but not limited to, over the counter medication, prescription medicines, illegal substances, tobacco or federally controlled contraband. Refusing to abide by this regulation makes a student liable for suspension or expulsion.

### **Weapons**

A student may not bring to school or have in his/her possession on the school grounds, before, during, or after school hours, any weapon, instrument, or any facsimile of an instrument that might be used as a weapon to inflict serious harm on oneself or on another person. Failure to abide by this regulation makes a student liable for suspension or expulsion.

## **INTERNET & SOCIAL MEDIA POLICIES**

On-line resources are available for educational purposes only. Computer technology is an academic discipline that is part of the core curriculum.

### **Network Acceptable Use Guidelines**

Any violation of the following guidelines will result in an individual's loss of network access, as well as further disciplinary action as determined by the Principal.

- Accessing, displaying, or sending offensive language
- Use of materials for purposes other than educational research or study
- Violation of copyright laws as they pertain to text and graphics
- Use of another's files, folders, or individual works
- Use of someone else's password
- Intentional damage to computer hardware, software, or computer networks

### **Social Media**

Facebook is the only social media used at Sacred Heart Catholic School, and is under the control of the administrators. Students and parents may only make comments to posts made by the administrators. These administrators may delete any comments deemed inappropriate. Individuals making such comments will be blocked from the site, and students will be disciplined accordingly.

## 2017 – 2018 UNIFORM POLICY

### Jewelry

- One watch (NO watches with text/email communication)
- One religious bracelet
- No rings
- One religious necklace -- worn inside shirt
- Girls only -- One stud earring in each lower lobe – solid gold/silver/navy/yellow

### Mass Uniform

Only to be worn on days there will be an all school Mass – Wednesdays / Holy Days

*Note: Uniform shirt will remain tucked in at all times (Added – Revision 1)*

*Note: Black/ brown belt required with shorts/pants for 1<sup>st</sup> – 8<sup>th</sup> grades boys and girls.*

*No belt required for skirt/skort options (Added – Revision1)*

*Note: Shorts are not allowed with the Mass Uniform*

**K3 does NOT wear a Mass uniform**

### **Boys K4 – 8<sup>th</sup> Grade**

Khaki pants (no shorts), white crew socks, light blue Oxford shirt, uniform plaid tie, solid black or brown belt

### **Girls K4 - 3<sup>rd</sup> Grade**

School uniform plaid jumper with light blue Peter Pan collar blouse, white knee-high socks, Solid Navy or Black bloomers or bike shorts under jumper are required

### **Girls 4<sup>th</sup> - 8<sup>th</sup> Grade**

School uniform plaid skirt/skort (above knee), light blue Oxford shirt, uniform plaid tie, white knee-high socks

### Everyday Uniform

*Note: Uniform shirt will remain tucked at all times (Added – Revision 1)*

*Note: Black/ brown belt required with shorts/pants for 1<sup>st</sup> – 8<sup>th</sup> grades boys and girls.*

*Girls – allowed to wear plaid belt from Lands End. No belt required for skirt/skort options(Added – Revision1)*

*Note: Solid Black Navy bike shorts under skirt/dress are required (Added Revision 1)*

**K3 will wear Everyday Uniform Monday – Friday; No Mass uniform**

### **Girls K3-8th**

Khaki skort, skirt, shorts, or khaki pants. Lands End Navy blue or Maize polo shirt with school logo. White knee-high, crew or ankle socks.

**K3 - 5<sup>th</sup> grade** may also wear School Uniform Girls short-sleeve ruffle-hem dress in navy with school logo.), White knee-high, crew or ankle socks

### **Boys K3-8**

Khaki shorts or pants. Lands End Navy blue or Maize polo shirt with school logo. White ankle or crew socks

**Socks** – solid white socks are the only permitted color of socks / No logo of any kind

**White Knee-highs** – solid white, sit just below the knee and above the calf

**White Crew Socks** – **solid** white, sit above the ankle and at the calf area

**White Ankle Socks** – **solid** white, sit at mid-ankle or slightly above ankle bone

### Shoes

*Note: All shoe eyelets must be used and shoes are required to be tied at all times to insure a safe, snug fit on the student foot. (Added – Revision 1)*

#### **Girls -- K3 - 2<sup>nd</sup> Grade**

Keds Kids School Days II (Little Kid/Big Kid) Saddle-Shoe style sneaker in Navy/White.

**Girls -- K3 – 2<sup>nd</sup> *Optional*** -- permitted to wear a **Black** Mary Jane t-strap shoe. (Please note if they wear the Mary Jane they will be wearing this shoe to gym class – no shoes will be changed)

**Girls – K3-8<sup>th</sup> *Optional*** – Mass Uniform – may wear a solid black Mary Jane t-strap shoe

#### **Girls -- 3<sup>rd</sup> Grade - 8<sup>th</sup> Grade**

Converse **Navy** canvas low-rise sneaker.

Converse **Navy** canvas Chuck II low-rise sneaker. This option offers more support

#### **Boys K3 - 8**

Converse canvas **Navy** low-rise sneaker – **white laces**

Converse canvas **Navy** Chuck II low-rise sneaker – **white laces**. This option offers more support than the traditional converse.

**Boys -- K3 – 8<sup>th</sup> *Optional*** -- permitted to wear a **solid Black Low quarter shoe** with Mass Uniform

### Outerwear – boys and girls

The ONLY permitted outerwear inside classrooms is a Lands' End solid navy sweater. (logo is optional). The Vest, V-neck and Cardigan style sweaters are permitted. This sweater can be worn every day of the week in classrooms and at Mass.

\*\* Nylon and fleece jackets/coats will only be permitted to wear outside

\*\* Personal jackets are permitted to be worn to and from school and for outside play

### Hair Accessories – girls only

All items in girls' hair needs to be **solid silver, gold, yellow, navy, light blue, or black**, OR the plaid hair accessories from Lands' End to match the school plaid. This includes ponytail holders.

\*\* No PE uniforms for 2017-18 year – students will wear their Everyday Uniform to PE.

\*\* No nail polish // No make-up

This uniform policy is subject to change based on the needs of Sacred Heart Catholic School. Notice of any change will be given as soon as possible. Daily uniform inspections will be made. If a student does not arrive at school in proper uniform, parents will be called and asked to make corrections in the child's appearance.

-- NO PREVIOUS STYLE UNIFORMS PERMITTED beginning Fall 2017.

-- Please be sure to mark each article of clothing with the child's name.

Uniforms should be purchased from Land's End, our exclusive uniform provider. Our preferred school number on the site is 900171992.

## WELLNESS POLICY

### Medication

Medications, including over the counter, may be dispensed at school with written permission from the parent or guardian. This includes Epi-pens and inhalers.

Students who must have medications at school or at any school sponsored activity must complete a Medical Authorization Form signed by the prescribing physician and parents or guardians.

Medication must be brought into the school office by a parent/guardian in the **original packaged bottle**, clearly marked and identified with the student name and dosage.

Medication will be kept secured in the school office health room (unless refrigeration is required), and dispensed only from the and in the school office by an employee of the school. A record of the medication dispensed will be maintained in the school office. This record will include the signature of the student and or office personnel.

### Emergency Contact

The most current contact names and numbers must be on file in the school office in the case of serious illness, injury, or other emergency. Parents are required to complete and sign a Medical Release Form to be used when parents cannot be contacted immediately.

### Illness/Communicable Diseases

Because we must consider the welfare of all children at all times, your child will be sent home if he/she has any of the childhood, contagious diseases listed below. If it is deemed necessary for your child to be sent home from school, parents should arrive within one (1) hour of being notified.

Any student who becomes ill or suffers injury during school hours will be sent to the office by his/her teacher for assessment. If deemed necessary, parents will be contacted.

The following is a list of some of the more common contagious diseases, and includes details regarding when your child may return:

- Chicken Pox – all scales are dry
- Impetigo – all lesions are healed
- Conjunctivitis/Pink Eye – on medication 24 hours and absence of irritation
- Strep Throat – on medication 24 hours and absence of fever
- Fever (an ear temperature of 101 degrees or higher) – the child may not return until fever-free without medication for 24 hours. If elevated temperature is due to a non-contagious disease, such as an ear infection, a note from a licensed healthcare professional is required.
- Rashes – child may not attend school until rash is diagnosed by a licensed healthcare professional
- Vomiting
- Head Lice – Sacred Heart Catholic School, in conjunction with the rules and regulations set forth by the Houston County Health Department, June 15, 1995, has a “no nits” policy regarding head lice. Students who are suspected of having this condition will be sent home with a letter for their parent/guardian with information on how to manage head lice.

A PROOF OF TREATMENT (note from healthcare provider) is required for readmittance to school.

## **CONCUSSION POLICY**

Sacred Heart Catholic School recognizes that adolescent athletes are particularly vulnerable to the effects of concussions.

In compliance with the passage of House Bill 284, and to ensure the ongoing safety of our youth athletes, the following protocols will be effective January 1, 2014:

- A. Prior to the beginning of each athletic season, an informational sheet emphasizing the risks of concussions shall be distributed to the parents/guardians of all youth athletes (ages 7 to 18).
- B. Any youth athlete who participates in youth athletics and exhibits signs of a concussion must be removed from the game, practice, competition or tryout and be evaluated by a healthcare provider.\*\*
- C. Any youth athlete who is deemed by a health care as sustaining a concussion shall not be permitted to return to play until he/she receives clearance from a health care provider for a full or graduated return to play.

## **COMMUNICATION**

Sacred Heart Catholic School maintains an open-door policy for parents. We encourage the flow of information among parents, teachers, and the administration.

### **Parent-Teacher Conferences**

Parent-Teacher conferences are encouraged. Parent-Teacher conferences are scheduled for all students at the end of the first and third marking periods. Appointments can be made by contacting the school office during normal office hours, 7:45a.m. to 3:15p.m. Conferences include the parent(s), respective teacher(s), and the principal. Conferences may be scheduled whenever a parent or teacher feels that a meeting could benefit the student involved.

Please do not attempt to discuss matters before school begins without an appointment. A teacher's time before class is used for immediate preparation and organization.

Conferences provide teachers with an opportunity to present parents with suggestions for complimenting the child's work at school. Likewise, parents have an opportunity to express their observations and concerns, and to discuss with the teacher the uniqueness of each individual child. Conferences, therefore, should be well planned and should result in the sharing of pertinent information that will benefit the teacher, the parents, and the child.

### **Messages**

Classes will not be interrupted for messages. Parents and guardians are asked to use discretion in calling in messages. Forgotten items (homework, book, lunch, instrument, etc) should be brought to the front office and will be delivered to students at the discretion of the Principal.

### **Notes from Parents**

Permission plays an important role in the lives of our children. Freedom is necessary for independent living, but freedom encompasses restrictions and responsibilities. Therefore, notes are required from parents/doctors in the following situations:

- After every absence
- In the case of tardiness
- To request early or special dismissal
- To excuse a child from P.E.
- To allow a child to go on a field trip
- To explain an emergency
- In the event the student comes to school out of uniform
- If the student is to be picked up by another adult

### **RenWeb**

RenWeb is our school communication and grading system. You will receive information from the school and your child's teachers through RenWeb. This includes announcements, teacher messages, homework and test postings, newsletters, forms, calendar and your child's report cards and grades.

### **Birthdays**

Parties for individuals during the academic day are not permitted. The Principal must approve all in-class parties other than Halloween, Christmas, and Valentine's Day in advance. On birthdays, students may bring a light snack to share with the entire class. Please send a snack that can be easily divided and distributed among the class, such as cupcakes, cookies, doughnuts, popsicles, or ice cream cups. Healthy snacks such as fruit are also appropriate. Students may not bring goody bags or other party favors. Food will be eaten in the cafeteria or outside only. If you are sending in food items, please check with your child's teacher in advance to be aware of any allergies within your child's class. Please also label food appropriately.

## **EMERGENCY PROCEDURES**

In the event of severe weather announced by the Civil Defense, faculty and students would follow the severe weather procedures established. Practice drills are held throughout the school year. To insure maximum safety during severe weather, no student will be allowed to leave the building unless the parent or guardian, in person, makes a request for the student to be released and signs out his/her child.

**BOMB THREAT** - The school maintains a procedure for evacuation or shelter in place in the case of a bomb threat.

**FIRE** - Mandatory fire drills are held each month. The school maintains a procedure for evacuation in the event of a fire.

**INTRUDER** - The school maintains a procedure for evacuation or shelter in place in the case of an intruder. All parents and visitors must sign in at the school office prior to visiting any portion of the school campus.

**TORNADO** - Evacuation routes are posted in each classroom. The school maintains a procedure for in the event of a Tornado Watch and a Tornado Warning.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER - In any event of inclement weather, especially during the winter months, the announcement of early dismissal or school closing will be made through the major Macon radio and TV stations. In general, if Houston County Schools close due to hazardous road conditions or inclement weather, Sacred Heart will also close. Watch for notifications directly from the school via RenWeb. Please do not call the school, as faculty may not be on premises to respond.

### **EXTENDED DAY PROGRAM**

Sacred Heart Catholic School's Extended Day Program maintains, and in most instances exceeds, the standards of the Georgia Department of Human Resources, Department of Regulatory Services. This program was established to provide a service in addition to the academic day to the parents who have children in Sacred Heart Catholic School.

- The morning program is offered between 7:00 a.m. and 7:30 a.m.
- The afternoon program is offered between 3:15 p.m. and 5:30 p.m.; on early dismissal days the afternoon program hours are extended to between 1:00 p.m. and 5:30 p.m.
- The location of the extended day program is in the K4, Art rooms and cafeteria of the school.
- Fees are charged on a per child basis.

### **Policies**

The policies of the extended day program are as follows:

- Students participating in the morning program are expected to eat breakfast at home. Eating breakfast in the school classroom is not permitted.
- Students picked up during the afternoon program must be signed out in the front office by parents or guardians before leaving the school premises.

Regular school supervision on the premises is provided from 7:30 a.m. to 3:30 p.m. All children arriving before 7:30 a.m. or remaining after 3:30 p.m. are automatically enrolled in the Extended Day Program. Likewise, on early dismissal days, children not picked up prior to 1:00 p.m. are automatically enrolled in the Extended Day Program and will be charged accordingly. Students participating in after school activities must report to Extended Day if parents, guardians, or other authorized persons are not present to pick them up when the activities end. The safety of the students remains the paramount concern. Georgia state law states that children may not be left unattended.

### **FIELD TRIPS**

Class trips are encouraged if they are educational and directly relate to the curriculum. All safety precautions will be taken. The school must have the written permission from parents for children to go on the class trip. Field trips are a privilege and not a right. Any child who does not meet academic or behavior guidelines may be denied participation in a field trip.

Buses will be used for as many field trips as feasibly possible. All students must remain on the bus for the entire length of the commute. No stops may be made while going to or returning from the field trip.

In the event that a parent or guardian does not give permission for his child to attend the field trip, the child will be asked to remain at home the day of the trip. Resources are not available to provide specialized child care or alternate education for students not participating in class-wide field trips.

When bus transportation is provided and a parent chooses to follow the bus in a private vehicle, for emergency purposes, **STUDENTS ARE NOT PERMITTED TO RIDE WITH THE DRIVER. THIS INCLUDES THE CHILDREN OF THE DRIVER.**

In the event that parents and guardians provide the transportation to a field trip, drivers must have insurance limits of \$100,000/\$300,000. If an emergency situation arises, only the student involved and the driver will be permitted to ride in the private vehicle.

Parents serving as chaperones on field trips **MAY NOT BRING SIBLINGS OF ANY AGE**, as this prevents them from giving proper supervision to the students assigned to them.

### **LIBRARY**

All students have the use of the Library and all the books within it. The students may borrow books for a period of one (1) week. A fee will be charged for overdue books. Reference books may not be taken home.

### **LOST AND FOUND**

Items found are turned into the office. Any item marked with a student's name is returned directly to the student. All other items are placed in the lost and found closets. As often as once each month, items not claimed are donated to charity. Please mark your child's name on his/her clothing and other items.

### **LUNCHES**

Well-balanced meals are important for everyone, and especially for students in their growing years. We ask that parents make sure their children bring lunches or purchase a lunch each day.

- Students may bring their lunches or have the option of purchasing a lunch at school.
- Please check the current fee schedule for lunch prices. Drinks, individual menu items, and snacks are available for purchase. The menu is published on RenWeb.
- Lunch money must be placed in an envelope that is clearly marked with the student's name, grade, and the days on which the student wishes to purchase lunch.
- **NO CARBONATED OR BOTTLED DRINKS.** No glass containers.
- Parents/Family members who wish to bring lunch and eat with a students are welcome to do so, as there is a designated family table in the cafeteria.

Rules for the lunchroom:

- Follow directions of staff.
- Walk in orderly manner.
- Speak in soft voices.
- Clean up space after eating.
- Use equipment properly.
- Respect the privacy and/or space of other students.
- Use appropriate language at all times.
- Remain in assigned areas at all times.
- Use restrooms appropriately.

## **SCHOOL PROPERTY**

Textbooks will be rented or purchased through the school. Book fees must be paid before the opening of school. The hardback books are issued to each student by the homeroom teachers. Respect for school property, to include books, must be shown by all students, parents, and volunteers at all times. At the end of the year, the teacher will examine these books and any damage beyond the normal wear and tear must be paid for by the student causing the damage. Students are to pay for any lost rental or library books.

All books must be returned to the school, in GOOD CONDITION, before withdrawal of a student from the school. Failure to do so will prohibit the student from receiving a final report card or transcripts being sent to other schools.

The school reserves the right to inspect lockers and desks at any time.

### **Search and Seizure**

Catholic Schools in the Diocese of Savannah will comply with the Family Educational Rights and Privacy Act, Final Rule on Educational Records, Public Law 93-308 as modified by SB 105, Article 5, Privacy of Pupil Records, which reads:

Police Officers, upon the authority of a search warrant, may make a search of that part of the school premises described in the search warrant, and school officials should cooperate in performing such a service.

Every effort shall be made to conduct searches in a manner that will minimize a disruption of the normal school routine, and minimize embarrassment to the pupil(s) affected.

School officials may at any time conduct such searches as are essential to the safety, health, and well being of the students and to secure discipline and sound administration of the particular school.

Searches of students, when deemed necessary, will be conducted according to the 'reasonable person' doctrine of tort law; that test includes not only the manner of search, but also, the justification for the search (reasonable suspicion) in the first place.

## **HOME & SCHOOL ASSOCIATION**

The Sacred Heart Home and School Association is the parent organization that supports the school, enhancing our philosophy and mission by:

- Providing communication between parents and school.
- Encouraging parent participation.
- Raising funds for the school.
- Providing informational presentations or programs for the school and community.

## **SCHOOL ADVISORY BOARD**

Sacred Heart Catholic School has a school advisory board made up of elected members who serve for a three-year term. The purpose of this organization includes

- Working closely with the Pastor and Principal to address school needs and concerns
- Acting as a liaison among the school, Parish, and local community
- Planning and striving for financial support for Sacred Heart Catholic School

Prior to any person appearing before and addressing the Sacred Heart School Board, that person must, by letter, request an appearance and set forth the nature of their business one (1) week, seven (7) calendar days, prior to the regular meeting of the Sacred Heart School Board. The School Board meets on the 3rd Thursday of each month during the school year, August through May.

## **OUR RESPONSIBILITIES**

### **Administration**

The Principal has full charge of the internal administration of the school. The main function of the Principal is to work consistently toward improving the administration and the quality of the instruction of the school. Constructive leadership in the relationship of the Principal with the Parish, community, teachers, students, and parents is necessary.

### **Teachers**

In order to keep striving toward the best Catholic education possible, our teachers are thoroughly prepared and well-grounded in the matters they teach. They possess intellectual and moral qualifications required by their vocation. The teachers are committed in Christian love to the well being of each individual child in a class, and they work for the good of the family, the Church, and the country. Teachers will implement school rules and supervise students' learning and safety.

### **Child Abuse Laws**

Sacred Heart Catholic School abides by the Child Abuse and Prevention, Adoption, and Family Services Act. All faculty and staff are required by this state law to promptly report any suspected child abuse or neglect. Alleged or suspected actions can be with regards to parents, guardians, relatives or any other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect; this includes professionals such as faculty and staff, school volunteers, and Parish employees. The educator's role is not to investigate or verify the situation, but to report the suspected abuse, setting in motion the process of getting help for the child.

Reports of child abuse or neglect to the Department of Children and Family Services (DCFS) must be conducted within 48 hours of the time it is noted. Reports may be made prior to contact with the child's family. It is the responsibility of the person reporting to inquire if the DCFS worker wishes to notify the family or if DCFS requests the school's assistance in notification of the family. Each incident of possible abuse should be considered and reported as a separate referral.

## **YOUR RESPONSIBILITIES**

### **Parents**

Parents have the God-given, natural right to educate their children. "Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure. It devolves on parents to create a family atmosphere so animated with love and reverence for God and man that a well rounded personal and social development will be fostered among the children." (Vatican II, "Declaration of Christian Education").

As a parent of a student at Sacred Heart Catholic School, you have certain responsibilities, including:

- All volunteers working with children must read and sign an acknowledgement for the Diocesan Code of Conduct for Those Working with Minors. The signed form must be on file with the school office prior to any volunteer activities. Parents and guardians must also be aware of and support the school's Sexual Harassment Policy. Additionally, the Bishop of the Diocese of Savannah has directed that volunteers who wish to participate in ANY school/Parish activity attend a VIRTUS training workshop. VIRTUS is a safe environment program for protecting all of God's children. VIRTUS training sessions are held throughout the Diocese, and at Sacred Heart several times throughout the year.
- Divorced parents must file the custody section of the divorce decree with the child's records.
- Parents do have access to school information, report cards, etc. Student records are confidential and will be open only to members of the professional staff, custodial and non-custodial parent or guardian, or to the student upon request. Parent or student requests to view student records must be made to the school office, in writing, with a minimum of at least 24 hours notice.
- Sacred Heart Catholic School abides by the provisions of the Buckley Amendment with respect 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 court order.
- Parents should participate in the building of the community and service of their parish and town.
- Sacred Heart Catholic School welcomes volunteers in our classrooms. If you have a talent to share with the students, please contact the school office or the classroom teacher to coordinate a time for your volunteer effort.
- Parents must read and review the school handbook of policies and procedures with their child(ren) and return the parent/guardian signature sheet on the last page in the handbook. Your signature confirms that both you and your child understand and agree to abide by the policies and procedures set forth in the handbook.

The school has a right to expect that all parents will:

- Insure students arrive to school on time. Parents are required to sign students in when arriving after morning prayers.
- Call the school office by 9:00 a.m. if your child will be absent.
- Send a note to the school explaining the reason for your child's absence – the day the child returns to school.
- Send their child to school physically fit by taking care that he or she has sufficient sleep, is healthy, clean and properly dressed, and is provided with a well-balanced diet.
- Assist the child in his or her development by cooperating with the school's scholastic program, by participating in parent/teacher conferences (which shall occasionally include the child), by discussing the progress reports at home with the child, by aiding with homework when help is needed, by providing the proper atmosphere for the student and by cooperating with the school in matters of activities, recreation, and discipline.
- Try to discover through supervision and companionship their child's special interests and talents so they may be developed by parents and teachers working together.
- Instill in the child a respect for authority so that the instruction will be obeyed promptly and cheerfully. Children should be taught to look upon all teachers, playground supervisors and school staff members as representatives of their parents. (Declaration on Christian Education, n. 8)
- Take a responsible attitude toward the material support and care of the school.
- Take an active role in the school through the Home & School Association, and/or offer volunteer service for the enrichment and betterment of the school.

- The out-of-school activities of students are primarily the responsibility of the parents. Parental supervision (legal guardian) is required at out-of-school activities especially after school sports and scout activities. No student is to be left unsupervised anywhere on/in school or church property. Failure of parents to cooperate with school regulations is grounds for a student's dismissal from school.

### **Service Hour Program**

All families are required to participate in the Service Hour Program at Sacred Heart Catholic School. The minimum number of hours required is thirty (30) per family per school year. Single-parent families are required to meet a fifteen (15) hour minimum. Opportunities include volunteering for Fall Festival, serving as a Room Parent, chaperoning field trips, participating in classroom activities, donating items to the classrooms, and participating in school work days. Service hours must be recorded in the electronic logbook on RenWeb. Families will be charged a \$10.00 per hour fee for all hours not completed by the end of the school year.

Service hours related to the Church, such as sports activities and Scouting are limited and do not count as your families' only contribution to the Service Hour Program. For example, hours for coaching one of the Sacred Heart sports teams are limited per season; hours for serving as a Scout Leader are limited per school year.

Specific questions or concerns should be directed to the Home and School Association Service Hour Coordinator.

### **Parent Code of Conduct**

Sacred Heart Catholic School promotes respect and discipline in a positive atmosphere. In order for our school to be successful, all parents, students, staff, and visitors must accept, contribute to, and engage in a positive attitude. Any "rumors" or "gossip" damaging comments with respect to our parents, students, staff, or volunteers are in direct violation of this code of conduct. Rather, any concerns throughout the school year must be addressed with the principal by appointment.

## **VISITORS**

Visitors, including parents, must sign in at the office and pick up a visitor pass. No one should enter the classrooms or halls without permission from the office. Visitors to the school should be dressed appropriately. Sacred Heart Catholic School welcomes all volunteers who wish to share time, talent, or treasure with us. If you have a talent that you would like to share with a class, please contact the school office.

All volunteers working with children must read and sign an acknowledgement for the Diocesan Code of Conduct for Those Working with Minors. The signed form must be on file with the school office prior to any volunteer activities. Visitors are subject to the school's Sexual Harassment Policy.

**RIGHT TO AMEND – THE ADMINISTRATION RESERVES THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. NOTIFICATION OF ANY AMENDMENTS WILL BE DISTRIBUTED IN WRITING TO THE SCHOOL COMMUNITY AS WELL AS VERBALLY AT HOME & SCHOOL MEETINGS.**

**QUESTIONS - Sacred Heart Catholic School Administrator, Mr. Chromy, Principal, is readily available to answer questions pertaining to school policies or procedures. Appointments may be scheduled by contacting Mrs. Gina Guy, Administrative Assistant, 923-9668. Please allow 24 hours for appointments unless it is an emergency.**



**PLEASE PRINT, SIGN AND RETURN THIS PAGE OF THE HANDBOOK TO THE FRONT OFFICE NO LATER THAN *15 NOVEMBER, 2017*, ACKNOWLEDGING AGREEMENT AND RECEIPT OF THE POLICIES STATED HEREIN.**

**PARENTAL ACKNOWLEDGEMENT**

My signature attests that I have read, understand, and agree to abide by the policies, procedures, and guidelines set forth by Sacred Heart Catholic School.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

