



Sacred Heart School | Salinas

Celebrating over 100 years of Quality Catholic Education

Family Handbook

2011-2012 School Year

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Dear Sacred Heart Families,

Welcome to Sacred Heart School! The faculty and staff here at Sacred Heart consider it a privilege to partner with you in the education of your children. Parents are the primary educators of your children and our most important allies. Parents, teachers, support staff, and administration all have an important role to encourage our children to become active learners. Through a close and collegial partnership with everyone associated with Sacred Heart, I am confident we can make our school a safe, nurturing place for our students to learn and grow in an atmosphere focused on student learning, a commitment to high expectations, innovation, and collaboration.

Your choice of Sacred Heart School requires your commitment to the Mission, Philosophy, and Goals of our school. It demonstrates your concern for helping your child receive an academically challenging, faith-centered education. In order for the school to achieve its mission, it is essential that parents and students understand the policies and procedures in this handbook.

To assist parents and students in creating a community of caring, Christ-centered learners, we offer positive discipline in the classroom. Positive discipline means providing a respectful environment where Catholic values can be integrated in all aspects of academic and extracurricular life. Through the practice of positive discipline, mutual respect between parents and staff will serve as a model for mature behaviors and mature relationships for our students.

Finally, the administration and staff strive to provide an environment where students can grow in their relationship with God, grow in their desire to respond to the rights and needs of others, and to develop Catholic values, which will aid them in making strong, moral decisions. A truly successful Sacred Heart student is one who accepts responsibility for the fulfillment of the potential God gave them and strives to share their unique talents with others.

Together let us pray that God, who has begun His work in us, will give us the strength and wisdom to carry it to completion in the coming years.

Peace and Blessings to You,

*Jennifer Dean
Principal*

Sacred Heart School Staff 2011-2012

Administration

Pastor
Principal

Rev. Ignacio Martinez
Ms. Jennifer Dean

Teachers

Transitional Kindergarten
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 3
Grade 4
Grade 5
Grade 6
Grade 7
Grade 8

Mrs. Lynn Strange
Mrs. Nicole Arreola
Mrs. Robin Neff
Mrs. Jennifer Whitney
Mrs. Lindsay Mount
Mrs. Lisa Posnick
Mrs. Debra Marcroft
Mrs. Jennifer Wood
Mr. Juan Juarez
Ms. Alyssa Hurdle
Sr. Lynne Knapp, SND

Computer
Music
Spanish
Physical Education
Physical Education

Mr. Peter Styron
Mrs. Rebecca James
Mrs. Liliana Nunez
Mrs. Brenda Tollefson
Mr. Carlos Vargas

Classroom Aides

Transitional Kindergarten
Kindergarten
Grade 1
Grade 2
Grade 3

Ms. Alyssa Suibielski
Ms. Dolores Barona
Ms. Julie Duby
Ms. Valerie Oliveria
Mrs. Jennifer Haran

Extension

Director
Supervisor
Supervisor
Supervisor
Supervisor

Mrs. Christina Suibielski
Mrs. Edna Ligon
Mrs. Cindy Sagan
Mrs. Lynn Strange
Mr. Carlos Vargas

Office Staff

Receptionist
Receptionist
Administrative Assistant
Development Director
Custodian
Custodian

Mrs. Lorrie Laughton
Mrs. Donna Salmina
Mrs. Tina Lavorato
Mrs. Mandy Lebow
Deacon Rick
Mr. Frank Miranda

Mission Statement

Sacred Heart School is a ministry of Sacred Heart Parish that brings together dedicated parents, faculty, and staff to provide the best Catholic education for transitional kindergarten through eighth grade children in the Salinas Valley.

Philosophy

We seek to create a Christian family environment in which we affirm the worth of each individual and promote positive self-esteem. We emphasize reverence, respect, and responsibility. We foster global awareness and service to others. We encourage partnership with our parents, the primary educators, to achieve the educational goals of Sacred Heart School students.

Throughout our curriculum and instruction, we guide students of varied abilities to achieve their full potential and become responsible and moral decision-makers in a world of advancing technology and challenged Christian values.

Academic Program

Sacred Heart School offers a strong academic program through a comprehensive K-8 curriculum, which emphasizes basic skills in reading, math, language arts, social studies, and science. The curriculum is based on the National Core Content Standards, CA State Standards, and Diocesan Standards. Physical education, computer, Spanish, and music instruction are provided by specialists. A variety of instructional techniques, including small groups, learning centers, and large groups, accommodates all learning styles.

Goals (Graduate at Graduation)

We envision our Graduates as:

Faithful Catholics who:

- Demonstrate an understanding of the beliefs and traditions of the Catholic Church
- Apply the teachings of Jesus to their lives
- Realize and recognize God's presence in themselves and others
- Demonstrate out school principles of Reverence, Respect, and Responsibility (for self, Church, and others)

Life long learners who:

- Value education and continue their intellectual curiosity and eagerness for learning
- Develop academically, physically, morally and creatively, as a whole person
- Strive for success while learning to deal with life's challenges and disappointments

Problem Solvers who:

- Use available resources to find answers to questions they have about the world
- Work independently and collaboratively to find solutions to challenges
- Develop and use critical thinking and organizational skills as tools for success

Responsible citizens who:

- Show awareness of and responsibility for God's creation

- Are involved in their school, community, and world, while exhibiting global awareness
- Appreciate cultural diversity
- Demonstrate school principles of “Reverence, Respect, and Responsibility”
- Are proactive in maintaining healthy mind

Accreditation

Sacred Heart School has a full accreditation from the Western Association of Schools and Colleges and the Western Catholic Educational Association. Our next review is in 2015.

Admission

Sacred Heart School maintains the right to give preference to Sacred Heart students, Sacred Heart parishioners, students from neighboring Catholic schools and parishes, and then non-Catholic students for admission.

Students entering TK must be 5 years old by February 1 and students entering Kindergarten must be 5 years old by November 1 of the school year. Transfer students in grades 1-8 are required to have a teacher referral page completed and at least average grades as well as satisfactory conduct. All new families will have an interview with the principal. When a new student is assigned a grade level placement, a probationary period exists for the first quarter during which time a decision is made whether or not the school can meet the needs of the child. The decision is based on academic achievement, attendance, conduct, and compliance with homework policies. The principal will inform the parents of the need to enroll the child elsewhere if these criteria are not met.

Parents registering for the first time need to present a baptismal certificate, birth certificate, and an up-to-date immunization record. Registration is not complete until all documents are in the school office.

Enrollment Block

The school reserves the right to dismiss or block re-enrollment of a student for the following reasons:

1. Repeated violations of the discipline plan
2. Violation of specific policies
3. Excessive unexcused absences and or tardies
4. Excessive non-compliance with the homework policy
5. Non-compliance with the Service Hour requirement
6. Continued non-compliance with the tuition policy
7. Continued uncooperative behavior on the part of the parent

The education of a student at Sacred Heart School is a partnership between parents and the school. Just as the parent has the right to withdraw or not return the following year if desired, the school administration reserves the right to require the withdrawal or non-reenrollment if the administration determines that the partnership is irretrievably broken.

Entrance Requirements

Sacred Heart uses a nationally standardized basic skills test (ITBS) as a part of the admission process. The testing date occurs at the beginning of the second semester. Dates are published when they are determined.

Probation Policy

A probationary period for the first quarter exists for any NEW student and for the students PASSED ON rather than promoted to the next grade level. Academic ability, attitude, behavior, and general adjustment will be reviewed and evaluated and a parent conference may be held. A student who receives three (3) or more F's as a final grade in core subjects will not be promoted to the next grade.

The school will determine if:

- a. the student may continue at grade level
- b. the probation will be extended
- c. the student must return to previous grade level if space is available
- d. the student will be recommended for another school

Attendance

The school calendar and hours are published prior to the beginning of each year.

Parents/guardians are expected to honor the calendar when planning vacations and medical appointments. Regular and punctual attendance is a vital part of the education process.

Excessive absences and excessive tardies can result in blocked enrollment for the following year.

Any student who misses 7 days of school in a semester or 14 in a year is considered excessively absent and is subject to an administrative attendance review and is subject to retention or 'social promotion.' An 8th grader who is excessively absent may receive a "Certificate of Attendance" in lieu of a diploma.

Absentees

When a student will not be in attendance, parents must call the school office at 771-1310 between 8:00 and 8:30 to explain the absence. When the student returns to school after an absence, he/she must report to the office with a written note signed by a parent or guardian stating the reason for the absence. The student will then be given a re-admit slip to return to class. The phone call is required in addition to a note. Without a note, the absence will be considered unexcused and the student will not be permitted to return to class. Patterns of habitual absence will be investigated for possible violation of compulsory school attendance. Excused absences are for the following reasons:

1. Medical and dental needs of the students
2. Death in the immediate family
3. Emergency situations for the immediate family

In the event that a child has a communicable disease, please notify the office immediately. A note from a physician or clinic must clear the child to return to school. Children must be fever free (without the benefit of medicine) for 24 hours before returning to school. When children return to school, they are expected to participate in all play activities- indoor and outdoor. No requests may be made to sit out recess or PE without a doctor or parent note.

When a student's absence for personal illness exceeds 5 cumulative days, the principal may require a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. If a questionable pattern

of absences has been established, the principal may require a physician or clinic's statement of illness after a single day's absence.

Absences such as vacations and trips (except those excused by the principal for extenuating circumstances), babysitting, working, and non-school sponsored athletic events and programs shall be considered unexcused.

A student with an unexcused absence cannot make up assigned work, including tests/quizzes given on the day(s) of the unexcused absence.

A student is considered excessively absent if he/she misses 7 days per semester or 14 days per year. Excessively absent students are subject to an administrative attendance review, possible retention, or mandatory tutoring.

Tardies

Students arriving on campus at 8:15 or later are tardy. Excessive tardies may result in blocked enrollment for the following year. If a child arrives at school after 8:30, the parent must accompany the child into the office. A tardy child arriving without a parent will not be permitted to enter class. Three or more tardies make a child ineligible for perfect attendance awards. In addition, every 3 unexcused tardies will result in the addition of 2 Time and Talent hours that the family will be required to complete. Failure to complete Time and Talent Hours will result in the standard \$50.00 per hour charge. Excused tardies will not count toward additional Time and Talent hours.

Board of Limited Jurisdiction

Sacred Heart School has a Board of Limited Jurisdiction to assist in the governance of Sacred Heart School. The Board of Directors has as its primary concern the ministry of Catholic School education: the spiritual, intellectual, physical, emotional, and social development of the students. The Board is comprised of the Principal, the Pastor, parents, parishioners, and community members:

Jennifer Dean, Principal

Colleen Bailey, Parishioner

Chip Campion, Parishioner

Jose Cruz, Parent

Rosemary Kingston, Community Member

Judy Romans, Community Member

Father Ignacio Martinez, Pastor

Michelle Beach, Parent

Mary Campion, Community Member

Cindi Dodd, Parent

Clem Richardson, Parishioner

Bryan Sutherland, Parent

Catholic Identity

Religious education is at the core of the Sacred Heart School curriculum. All students receive daily instruction in Catholicism. Religion is both a separate academic subject to be learned and a principle to be integrated in all subjects. The Catholic faith permeates the entire program by integrating religious truths and values into the education and everyday life of the students.

Parents have a serious responsibility to foster their children's Faith. Catholic parents set the example by their own prayer life and weekly participation in the Eucharist.

Reception of the Sacraments

The school provides parent orientation and student preparation for the reception of the Sacraments of Reconciliation and First Eucharist. Parents are their child's first educators;

therefore, parent involvement is expected in preparing children of the Catholic faith for these sacraments. It is the parent's duty to encourage their children in continued participation in sacramental life. The usual time for the reception of these sacraments is in Second Grade.

The parish policy for sacramental preparation of First Reconciliation and First Eucharist is a combined program of the parish school and the parish religious education department. The parents and children of both programs prepare and celebrate these sacraments together.

TIME: First Reconciliation – February or March
First Eucharist – After Easter

Classroom Visitations

All visitors must report to the school office to sign in and receive a visitor's badge before going anywhere on campus. Parents delivering items to students must enter through the front office and leave the items in the office. All visitors, volunteers and parents must have completed the "Shield the Vulnerable" training and must be fingerprinted through the Diocese of Monterey. All visitors must check out with the front office.

Conferences

Parent conferences are held at the end of the first quarter for all students. Please refer to the school calendar for the scheduled dates. Parents and teacher may initiate conferences at times during the school year when they deem it necessary.

Appointments

Parents wishing an appointment with a teacher must call the school office, leave a message on faculty voicemail, email, or send a note directly to the faculty member. The faculty member will then return the contact within 2 school days so that arrangements can be made. Teachers are generally available for scheduled conference during their planning periods and during the half hour after school. They are not to be disturbed during school time when they are responsible for student supervision. We appreciate your cooperation and understanding with this policy.

Communication

Open and trusting two-way communications between school and home are essential to the school's fulfillment of its purpose. Sacred Heart School commits itself to facilitating this process in whatever ways possible. Any questions, suggestions, and concerns must be brought quickly and directly to the person(s) involved so that the issue may be resolved. The normal channel for concerns shall be from the concerned individual to the teacher/employee, then to the principal, and then pastor. If this proves unsatisfactory, the individual has recourse to be heard by the Superintendent at the Superintendent's discretion. The concern should be in writing, signed, and dated.

In an effort to provide consistent communication with the families of Sacred Heart School, we have implemented an electronic communication system. *Please visit our website and sign up*

immediately under the Communication “leaf” icon, if you have not already done so.

Communication from the school will no longer come home in flier form, except in special circumstances. If you do not have access to a computer at home, please notify the front office. In addition, the HEARTBEAT newsletter is available online or in the office each month. Enclosed in this publication will be the monthly calendar and important information for upcoming events. Parents are encouraged to use faculty email and voicemail to communicate with teachers and staff.

Courtesy

Students address all members of the faculty, staff, and all adults with: Mr. Mrs., Miss, Sir, Ma’am, Sister, or Father, as is appropriate. Knock on doors and wait to hear “come in” before entering any office or classroom. Use “please”, “thank you”, and “excuse me” as appropriate.

Cumulative Files

Cumulative records of students are kept in the school office from the date of entrance until the date of withdrawal and/or completion of the eighth grade. The cumulative record contains the student’s final grades, standardized test scores, and attendance. When a student withdraws, a copy of the cumulative record is sent to the receiving school upon written request from the school.

All students’ records maintained by the school shall be made available for inspection by the student’s parents or legal guardians. The school has 45 days to comply with requests to inspect student records, but should make every reasonable effort to comply as soon as possible. (ct. Parent Request to Inspect Student Records, Appendix Series 5).

Transfers

Parents are asked to notify the school office well in advance of the child’s last day of attendance. Students “rent” textbooks through the payment of the registration fee. The student must return all rented textbooks and borrowed library books in good condition. Payment will be required for any lost or damaged books. Student records will be sent to the new school upon written request from that school. Parents may not transport the records. Records will not be sent until all financial obligations have been met.

Dances

Grades 7 and 8 dances are open to the students from Sacred Heart, Madonna, Palma Junior High School and other Catholic schools in the Diocese. Poor grades (D or F), poor attendance, excessive tardies (more than 3) or failure to complete assignments will prevent participation in dances. Students must have a signed slip from their teachers and must provide an I.D. card before admittance.

A designated adult guardian/ driver should sign SHS students in and out of dances off campus. Non-SHS students must be signed in to SHS dances by a parent or designated adult, to include name, identification, phone number, and names of students/school chaperoned. SHS students represent our school and thus must follow a dress code and behave properly at both SHS dances and those off campus. SHS students are responsible for knowing the particular rules pertaining to each school’s dance, especially cell phones and dress codes.

Discipline

An important aim of Catholic education is the Christian development of the whole person. Reverence, Respect, and Responsibility is our school motto. Students are expected to conduct

themselves in a manner that does not interfere with the rights, privileges, and safety of others. Students are taught to develop good habits such as courtesy, respect, kindness, helpfulness, cooperation, responsibility, as well as good study habits. Loving, growth-supported concern must underlie the efforts of all in this regard. Parents are not permitted to approach and discipline students who are not their own child on the playground, unless they are volunteering in the classroom or supervising a school activity. Corporal punishment is never permitted. Self-discipline is the goal for each student.

Irresponsible Behavior - Any faculty or staff member may give a yellow slip to a student for misconduct on the playground, or in the classroom, or for a uniform violation. When a student receives a yellow slip, s/he must take the slip home for a parent signature and return it to school the next school day. Acquiring three (3) yellow slips is considered equivalent to a pink slip.

Disrespectful Behavior- A student who receives a yellow slip and fails to bring it back signed the next school day will receive a pink slip and a detention. Falsifying a parent signature is an automatic suspension. Detentions are served after school. If a pink slip is not returned the following day, the student will not be permitted to return to class until the slip is returned. If a child is suspended, he or she may not return to class until the parent has met with the principal.

Warning of Student Misconduct (Yellow Slip)

A yellow warning slip, signed by the teacher/supervisor, will be given for misconduct. Misconduct includes, but is not limited to the following:

- A. Class behavior, which interferes with the learning of other (talking out of turn, throwing objects, unnecessary movement in the classroom, etc.)
- B. Misconduct in Church
- C. Playing in the washrooms
- D. Chewing gum
- E. Profanity or foul language
- F. Failure to come prepared for class with required supplies and materials
- G. Failure to turn in homework or assignment
- H. Uniform code violations
- I. Failure to make up missing assignments or tests
- J. Failure to respect school books and materials and to keep books covered at all times
- K. Violation of playground rules
- L. Other misconduct inconsistent with Sacred Heart's standards of behavior or with classroom standards set by the classroom teacher

When a student receives a yellow slip, he/she must take the slip home for a parent signature and return it to school the next school day. Failure to return the yellow slip with a parent signature will result in a pink slip, a call home, and a detention. **Acquiring three yellow slips is equivalent to a pink slip. Upon issuing a pink slip or a third yellow slip, parents must be given same-day notification by phone (voicemail) or email.**

- A faculty or staff member has the discretion at any time to mandate a detention along with a yellow or pink slip.

Notice of Serious Misconduct (Pink Slip)

A pink slip, signed by the teacher/supervisor, will be given for serious misconduct. Serious misconduct includes, but is not limited to the following:

- A. Habitual misconduct
- B. Insubordination – flagrant disrespect or defiance of any school personnel or deliberate disruption of school activities.
- C. Harassment – promoting conflict, intimidation or threatening others, or encouraging others to misbehave
- D. Vulgarity – language intended to ridicule others
- E. Abuse of property – causing damage to school/private property, or stealing school/private property
- F. Cheating or dishonesty (any student cheating will receive a “0” grade for that assignment and will not be allowed to make up the work. This will count as a grade and be averaged for the quarter period). This applies to students who allow another student to see their work.
- G. Fighting and /or inappropriate arguing on the playground or in the classroom
- H. Any serious misbehavior inconsistent with Sacred Heart’s standards of behavior

When a student receives a pink slip, he/she must take the slip home for a parent signature and return it to the school the next school day. He/she will serve detention on an appointed day, and may receive any additional disciplinary procedures deemed necessary by the school administration.

Failure to return a pink slip with a parent signature will result in a call home and non-admittance to class until the slip is returned. **After acquiring three pink slips**, a student will be suspended from school for a length of time to be determined by the school administration. After two suspensions, the school has the right to dismiss the student from Sacred Heart School.

Suspension

A student will be suspended from school for a length of time to be determined by the school administration for the following:

- A. Three pink slips
- B. Leaving school grounds at any time without permission
- C. Forgery
- D. Possession of a Cell Phone, I-Pod, I-Pad, or other electronic devices (at any time on campus including Extended Care, Sporting Events, or other school sponsored events)
- E. Cheating or permitting another student to copy your work
- F. Continued misbehavior
- G. Continued or flagrant disrespect for teachers or other school personnel
- H. Truancy or unexcused absence from school
- I. Fighting
- J. Failure to serve a detention
- K. Principal’s discretion

Students will not be permitted to return to class from a suspension until the parent has met with the administration. The student will receive a grade of '0' for all class work, quizzes, tests, etc. missed during the suspension. This will count as a grade and be averaged into the student's final grade for the term. Any student suspended from school will be on probation upon return to school for a length of time to be determined by the school administration.

Cheating

Students who give their assignments to others to copy, copy other students' assignments, commit plagiarism, cheat on quizzes/ tests, or forge a parent's signature will be suspended from class that day and the following day.

Expulsion

Mandatory withdrawal or expulsion will result from, but is not limited to, the following offenses committed by a student while under the jurisdiction of the school:

- A. Continued disobedience/consistent violation of school rules
- B. Open, persistent defiance of the authority of a school employee
- C. Habitual profanity or vulgarity
- D. Smoking or having tobacco
- E. Use, sale, or possession of illegal or harmful substances (including substances used to "huff")
- F. Vandalism to school property
- G. Use, sale, distribution or possession of any alcohol for beverage purposes on near school premises
- H. Habitual truancy
- I. Assault or battery, or any threat of force or violence directed towards any student or school personnel
- J. Vandalism of any kind to home or private property of any student or school personnel
- K. Possession and/or assault with a deadly weapon and /or any object which can be used to do harm to another
- L. Theft
- M. Sexual Harassment
- N. Misuse of Technology equipment or Internet privileges

Dismissal

All cars entering school campus at pick up or drop off must have a visible Sacred Heart School parking permit. Cars without a parking permit will not be allowed to enter the campus. Cars without parking permits, must park on Market Street and register in front office before picking up children.

Parents must remain in their cars during dismissal and "rainy day" pick up or park in the Stone Street lot if they wish to walk on campus. Please do not make left turns out of the Stone Street lot during drop off or dismissal, as it creates a traffic jam. Please also obey all traffic signs and wait to exit the lot through the flow of traffic. Cars are not permitted to back up and drive around waiting cars. Parents must notify the school in writing if a child is permitted to walk or ride a bike home. If

your child is leaving with anyone other than a parent, the parent must notify the office **in writing**. Without a written note, children will not be released to anyone other than a parent. Students not picked up by 3:10 p.m. on a regular school day or 12:45 p.m. minimum day will be placed in Extended Care. Students must be registered for Extended Care at that time. A fee will be assessed by the Director of Extended Care and charged on the monthly Extension tuition statement.

Parking Permits

In our constant effort to keep our students on campus safe, each family will be issued a numbered parking permit that must be displayed on your rearview mirror when entering the school campus at pick up or raining day drop off. Each family will be issued one parking permit. Additional parking permits (for anyone who will be picking up or dropping off your child) can be rented for the school year at a cost of \$10 for the year.

Beginning on August 10, no car will be allowed on campus without a permit. If your auto is not displaying the permit you will be instructed to park in the faculty parking lot and enter through the front doors.

On the last day of school all parking permits (issued family & rented permits) are to be turned into the front office. There will be a \$15 per parking permit charge for permits not turned in, lost or damaged. The rental fee of \$10 is non-refundable, it is a fee to utilize the permit for the school year.

Dress Code

The school uniform helps to identify the student as a member of Sacred Heart School. The uniform is a sign of a student who is contributing to the sense of community, which is important to the Catholic school. Students in TK-8th grade wear the uniform daily except when designated otherwise by the principal. It is the responsibility of the parent to make sure that students arrive on campus in the correct uniform and neatly groomed each day. If a parent questions whether something is in uniform, do not permit the student to wear it. Parents will be notified of uniform infractions with a uniform slip and a yellow slip.

Universal Uniform Requirements

1. Sweaters must be worn on Mass days- no sweatshirts or hoodies may be worn on Mass days.
2. Blouses and shirts must be tucked in throughout the day.
3. All uniform clothing must be clearly labeled or embroidered with the student's name. All shirts and outdoor wear must have the Sacred Heart logo. Uniforms left in the Lost and Found the day after school ends becomes the property of Sacred Heart School.
4. Only white t-shirts may be worn under the uniform shirt. It may not be visible outside of the shirt. Solid white turtlenecks may be worn in cold weather.
5. ONLY Sacred Heart uniform sweaters, sweatshirts, fleece, vests, and hoodies are permitted to be worn.
6. Heavy outdoor jackets may be worn outdoors but must be removed indoors. Scarves, gloves, and hats may only be worn outdoors and must be removed in the classroom.
7. The wearing of hats or hoods is not permitted. Sacred Heart beanies may be worn outdoors during cold weather. They are not permitted in the classroom.

8. All students (grade 2-8) wearing pants must wear a black or brown leather belt. No colored belts are permitted.
9. Hair is required to be neat, clean, of the student's natural color, free from highlights or dyes, and away from a student's face and eyes. No extreme hairstyles are allowed. This includes but not limited to feathers/extensions.
10. All uniform attire should be purchased through Joy-pers School Uniforms and Shoes, located at 944 S. Main St. (831) 424-3466

Girls

- Red plaid skirts or jumpers
 - Red plaid or navy blue Bermuda shorts
 - Navy blue skirts or straight leg pants (NO Dickies, tapered leg, cargo, flared leg, zippered leg, tight or "skinny" pants)
 - White, blue, or gray knit polo shirt (long or short sleeve) with the Sacred Heart logo
 - White blouse with the Sacred Heart logo
 - Navy blue sweatshirts, fleeces, cardigans, hoodies, vests, or jackets with Sacred Heart School logo (Must be purchased at Joypers)
- Girls uniform skirt length must be at the knee. (The skirt must touch the ground if the student kneels)
 - Girls must wear solid colored shorts under their skirts at all times.
 - Girls with 2 uniform violations for length of skirt may be required to wear pants for the remainder of the year.
 - Socks must be solid (no logo) white, blue, gray, or red. White, gray, or navy blue tights may be worn with the uniform.
 - All shoes must fasten- only closed toe and closed heel shoes are permitted. Soles must be less than 1 ½ inches in height. All shoes must have non-marking soles. All shoes must have buckles, velcro, or laces. No skulls, light up shoes or flames are permitted on the shoes. On PE days, girls must bring sneakers to change into during PE class.
 - Only one stud earring per ear not larger than the earlobe is permitted. Pierced jewelry other than earrings is not permitted in school or at school functions.
 - Watches may be worn, no other jewelry is allowed including silly bands, cords, bracelets, etc.
 - Make-up, nail polish or other nail coloring and perfume are not appropriate and may NOT be worn. Fake tattoos or other body art is not appropriate and will not be permitted.

Boys

- Straight leg blue pants of either twill or corduroy (No cargo pants)
- Blue Bermuda shorts
- White, blue, or gray knit polo shirts with the Sacred Heart School logo

- Navy blue sweatshirts, fleeces, cardigans, hoodies, or jackets with Sacred Heart School logo
- Socks are to be solid (no logos) colored white, navy, or black.
- All shoes must fasten- only closed toe and closed heel shoes are permitted. Soles must be less than 1 ½ inches in height. All shoes must have non-marking soles. No skulls, light up shoes or flames are permitted on the shoes.
- Hair should always be clean, neat, well groomed, and of the student’s natural color, not extending below the top of normal shirt collar nor below the ear or eyebrows. “Faux-Hawks” and other extreme hairstyles are not permitted.
- Watches may be worn, no other jewelry is allowed including silly bands, cords, bracelets, etc.
- Fake tattoos or other body art is not appropriate and will not be permitted.

Free Dress Attire

Students are expected to be attired in neat, clean, appropriate clothing. The pride that students show in their appearance contributes greatly to their attitude in class. Dressy jeans and appropriate blue jeans are permitted.

NOT PERMITTED:

- Dirty, torn, ragged, baggy, or skinny pant jean or pants
- Shorts or skirts that are above the knee
- Spaghetti straps, tank tops, or sleeveless tops
- Bare midriff, low cut, or revealing shirts and dresses
- Skin tight spandex clothes including tights and leggings
- Sweatpants
- T-shirts with inappropriate pictures or words (gory, disrespectful, etc.)
- Any article of clothing which is in poor taste or offensive in any way
- Hats
- Sandals, flip-flops, clogs, crocs, slip-on shoes, boots (rain or regular), or Uggs

Sacred Heart School reserves the right to determine whether uniform or free dress attire is inappropriate and will call for a change of clothes for any students not conforming to these standards. The opportunity for non-uniform dress may be denied to students who do not observe the dress code or uniform code for up to one year.

Attire for school events or off campus school sponsored events should be appropriate for the occasion and follow the above free dress requirements. Parent’s attire for school and school related events must be appropriate for the occasion, including arrival and dismissal.

Drug and Alcohol Abuse

No students shall possess, use, transmit, or attempt to use, transmit, or be under the influence of (legal intoxication not required) any of the following substances on the school campus or off school at a school-sponsored function or event:

1. Any controlled substance or dangerous drug as defined by law including, but not limited to: marijuana, any narcotic, hallucinogen, stimulant, depressant, amphetamine, barbiturate, or modified drug
2. Alcohol or any alcoholic or intoxicating beverage
3. Any abuse of glue, aerosol paint, or any other chemical substance for inhalation
4. Any other intoxicant, mood-changing, mind-altering, or behavior-altering substance

Violation of this policy will result in mandatory student withdrawal from the school- no exceptions.

Early Release

Students will only be released to parents prior to 3pm unless the parent sends a note granting written permission the morning of the early dismissal. A student will not be released during the school day to any person not listed on the emergency form without the written request of his/her legal guardian or parent. In the case of divorce or legal custody issues, a copy of court orders or judgments must be on file in the front office. Parents without legal custody of their children must have the written permission of the legal parent to take a student. This written request must be sent to school with your child and presented to the front office at the beginning of the school day on which he/she is to be released. Students without this written permission will not be released from school at any time.

A blanket written permission note may be sent to school, where it will be kept on file, if a child has a regular appointment (for example, speech therapy or counseling which cannot be scheduled out of school hours).

When coming to school to pick up your child, you must first come to the school office to which your child will be called via intercom. As part of the release process, you must sign your child out of school in the presence of the office personnel. If you will not be returning your child to school, you will have to indicate this on the sign-out sheet. Upon returning your child to school after the appointment, you and your child must report back to the school office, where you will sign him/her back into school in presence of the office personnel.

Educational Trips

Educational trips may only be initiated by the teacher and must be approved by the principal at least 2 weeks in advance. Educational trips are designed to correlate with teaching units and to achieve curricular goals. All grade levels do not have the same number of educational trips. Educational trips are permissible for all grades when advanced planning, locations, and the overall experience insure a successful learning opportunity. Individual teachers, in consultation with the principal, may restrict or deny student participation on any trip due to academic or behavioral concerns.

Students must have a signed permission slip turned in a minimum of 24 hours prior to the trip. No permission slips will be accepted the day of the trip. Cell phones, iPods, cameras, and other electronic devices are not permitted on educational trips. Uniforms are required on all trips, unless otherwise indicated by the teacher.

According to Diocesan policy, drivers must have their fingerprint clearance, a completed Safe Environment certificate, driver's license photo, and a copy of his or her auto insurance coverage on file at the front desk to qualify as a field trip driver. Drivers for field trips should not make stops either going to or coming back from a field trip, regardless of students' requests or drivers' needs. Please do not provide any special treats. A seat belt must be provided for each child, and drivers must require students to use these devices.

USE OF PRIVATE VEHICLES

- Reduce transportation services to the absolute minimum.
- Drivers shall be over 25 years of age and in good physical and mental health.
- Drivers must have a clean driving record and the record must be placed on file.
- Driver must have a valid, unrestricted driver's license. A copy of each driver's license must be kept on file.
- The driver must carry liability insurance as required by state law. This is a key element since the insurance carried by the driver will typically be used before the diocesan insurance comes into play. The coverages are shown on the declaration page of the individual insurance policy. A copy of the current declaration of coverage, along with a copy of the driver's license and driving record must be maintained on file.
- Each occupant must have and use a seat belt.
- No one may ride in the bed of a pick-up truck.
- No private (non-chartered vehicles), including vans and RV's with more than 10 seats, shall be used.
- When traveling by bus, the number of seats available for chaperones is limited and at the teacher's discretion.

Elastic Clause

Because it is impossible to foresee all problems which may arise, this clause empowers the administration to take disciplinary action for any behavior of students or parents that violates the spirit and philosophy of Sacred Heart School even though not specified in this handbook.

Emergency Procedures

Please read this information carefully so that unnecessary telephone calls, traffic jams, and unauthorized persons (neighbors, friends, etc.) volunteering to take students home are avoided. We advise you now of the following school policies and expect firm adherence to them.

- No student will be dismissed from school unless a parent (or individual designated by a parent) signs the student out at the front office.
- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's emergency card in our files. With this in mind, if your child's card is not up to date please provide updated information to the front office immediately.

- All parents, or designated parties, who come for students, must sign them out at the office or at the temporary Student Release Station at the eastern edge of the playing field. A release point will be established at the edge of the playing field.
- We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. A number of the staff are first-aid certified and we will be in communication with various local emergency services. We do ask for your help in the following areas:
 - Please do not call the school because the lines must remain open for emergency calls.
 - Following an earthquake or other emergencies, do not immediately drive to the school as streets and access to our school may be cluttered with debris. The school access route and street entrance must remain clear for emergency vehicles. We will block off the Market Street entrance for safety and control. We advise you to approach from the neighborhood south of the school (Cayuga, Church, Gabilan, Central Streets), park, and walk two or three blocks to the school to pick up your child.
- Be advised that, in the event of an incident requiring that the entire school grounds be evacuated, the designated primary Relocation Site is the Courthouse Commons on Gabilan Street, specifically the lawn areas “behind” the Monterey County Courthouse. The secondary Relocation Site is the playing field at Roosevelt School (Central & Capitol Streets).
- Turn your radio to 1380 AM or 92.7 FM (KTOM)

Thank you for your cooperation in these efforts to provide as safe and orderly a situation as possible in the event of any emergency. A comprehensive copy of the school’s Emergency Preparedness Plan is available for your inspection in the Office of the Principal. Should an emergency occur during school hours, which warrants closing the school and sending students home, the Parents’ Club “Phone Tree” will be put into action notifying everyone of the necessity to pick up their children.

Emergency Cards

The school maintains a file of emergency contacts for each child in case of injury or illness. At the beginning of each school year, each family is to provide emergency contact information for the school office records. If there are changes during the year, the office should also be notified.

Phone Tree

The Parents’ Club has established an emergency phone tree that will be activated in the event of a school emergency or closure.

School Responsibilities

The administration, faculty, and staff commit to:

- motivating and assisting all students to develop as whole individuals committed to their relationship with God and to being stewards of one another and God's creation.
- apply school rules and discipline policies with fairness and discretion.
- allow adjustments in disciplinary action as deemed necessary according to the circumstances and maturity of the student.
- maintain effective, regular, and respectful communication with parents regarding their student's behavior and academic progress.
- continually participate in professional development in order to develop deeper understandings of student learning and behavior.

Parents as Partners

As partners in the educational process at Sacred Heart School, we ask parents to live A Catholic School Parent's Code of Conduct:

As my child's most important educator, I understand that I teach my child best by my own example of reverence, respect, and responsibility. I ask Sacred Heart School to assist me in forming my child as a disciple of Christ. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation and support:

- I will ensure that we pray daily as a family and attend Mass as a family on the weekends.
- I will have my child in school on time every day with the necessary school supplies and appropriate uniform.
- I will not tolerate vulgar, sarcastic language from my child or bullying or aggressive speech or behavior. I will set a good example with my own speech and behavior.
- I will show respect for the teacher and any other adult in authority in front of my child at all times, regardless what I may think of their actions or say to them in private.
- I will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is any disagreement.
- I will follow the school's rules, calendars, and deadlines. I will expect my child to do the same, even when I may disagree.
- I will build a bridge of acceptance and understanding, and expect my child to do the same, among the different cultures represented at Sacred Heart School.

Involvement

Registration of children in Sacred Heart School means that parents will comply with the programs and policies of this school, to participate actively in school and parish activities, and commit themselves to fulfill the aims stated in the school philosophy, goals, and objectives.

Time and Talent

All families are required to contribute 35 hours of service to the school each school year. Family service programs serve as an avenue for families to become a significant part of school life. Mutual cooperation is necessary to foster the true spirit of faith and unity. There are a variety of ways to complete your time and talent hours including working in a classroom (with the consent of the teacher), volunteering around campus, providing transportation or materials- any assistance in time, materials, or transportation will count toward the completion of time and talent hours. Please look for emails entitled "Service Hour Opportunity" throughout the year for a variety of ways to complete your service hours.

Parents are responsible for logging their hours in the "Time & Talent Binder" located in the front office.

Donations for school functions will be credited 1 hour for every \$15 spent. You must provide a copy of the receipt attached to your Time and Talent page in the binder to receive credit. Time and Talent hours not completed by the last day of school will be billed at a rate of \$50.00 per hour. Eighth grade families and students who have not completed their hours will not receive their child's diploma.

You may opt out of Time and Talent obligations for a fee of \$500.

Extended Care Program

The Extended Care Program serves parents of our school by providing opportunities for study, organized playtime, and continuation of Christian living principles during non-school hours (7:00 am to 5:45 pm, Monday through Friday).

General Policies

A registration form, emergency form, and contract for days of use must be completed and turned in to the Extension Director before the first day of attendance. Students who are not registered will not be permitted to attend Extension until paperwork has been turned in- No Exceptions.

There is a \$75.00 non-refundable family registration fee for each year. The program operates on a monthly contract basis and the contract fee must be paid in full for the month before your child may attend the program. There are separate contracts for before school and after school.

Parents must bring the child to the room and sign them in each morning. The parent must sign the child out each afternoon and indicate the time of pick up on the sign out sheet. There is a \$15.00 late fee if children are picked up between 5:45 and 6:00 pm. After 6:00, a fee of \$2.00 per minute will be assessed.

Behavior

The Sacred Heart School policies apply all students attending the Extension Program. All students who attend the program are expected to follow the school rules and regulations that govern behavior at Sacred Heart School. A student will be dismissed from the

Extended Care Program if behavior is non-compliant. Please see the Extended Care Handbook for a complete list of policies and rules.

Extracurricular Activities

Students are encouraged to participate in extracurricular activities according to their interests, talents, and time. Compliance with eligibility requirements and consistent involvement in the appropriate activities of each program are the responsibility and privilege of each participant. Specific guidelines for eligibility to participate in extracurricular activities, including athletic events, will be listed in a separate eligibility handbook.

Sports

A signed permission slip and code of conduct contract from a parent/guardian must be turned into the front office or coach for each student. A participating fee may be required for certain sports. Participants must maintain a C average, and no D's or F's in core subjects. Participants cannot have a 3 or 4 in effort, conduct, or homework on their report cards. Eligibility can be evaluated at the discretion of the classroom teacher and coach. Participants who are absent from school will not be allowed to play or practice the same day.

Student Council

Students from Grades 6-8 are elected to the Student Council. The Student Council provides an excellent opportunity for experience in leadership and principles of democratic government. Any student suspended from class for any reason will be ineligible to run for student council for the current year. Student Council members are held to higher expectations; therefore pink slips are not permitted. All Student Council members must submit a approval form to continue at the end of each quarter; any member who receives a grade of 'D' or 'F' or who receives a pink slip will be removed from Student Council.

Fire/Disaster Drill

Fire and disaster drills are conducted for the purpose of instructing students in the appropriate manner of responding in the event of an emergency. Students are to participate quickly and quietly. Each classroom has a disaster drill route. In the event of severe weather or an emergency, parents will be notified.

General Information

Office Hours

The main office is open from 8:00 am to 4:00 pm each school day.

School Hours

Transitional Kindergarten:	8:15 am- 12:30 pm
Grades K-8	8:15 am- 3:00 pm
Morning Recess:	10:00 am- 10:20 pm
Lunch/Noon Recess:	12:30 pm- 1:10 pm (1:00pm- 1:40 pm on Tues.)

Minimum Days

Grades TK- 8

8:15 am- 12:30 pm

There will be no lunch served on minimum days. The purpose of these days is for teachers' meetings, faculty in-service, or in preparation for holidays or vacations. Dates for minimum days are marked on the official school calendar. Parents are required to arrange for transportation at the 12:30 dismissal time because no yard supervision will be provided past 12:45. We will follow a minimum day schedule of thirty minute classes on those days.

PERIOD	TIME
1	8:25- 8:55
2	9:00- 9:25
3	9:25- 9:55
4	9:55- 10:25
RECESS	10:25-10:45
5	10:50- 11:20
6	11:20- 11:50
7	11:50- 12:30

*Extension is open on minimum days for students unless otherwise noted. Regular Extension students have first priority.

Maximum Class Size

Transitional Kindergarten = 16

Kindergarten through 8th grade = 35**Graduation**

There will be a graduation fee of \$100.00 due no later than January 3 to cover the following expenses:

- Graduation gown rental
- Diplomas and awards
- Printing of programs
- Flowers
- Clerical processing of transcripts

Requirements to participate in eighth grade graduation ceremony:

- All tuition and other fees paid in full
- Completion student community service hours
- Completion of family service "Time and Talent" hours
- No graduation dress code violations

Harassment/Bullying

Students are expected to behave in a manner appropriate for their age and level of maturity. Engaging in harassing behavior on school property or at a school sponsored event is forbidden.

There is a zero tolerance policy for harassment and bullying at Sacred Heart School and students will be subject to appropriate disciplinary action.

General Harassment

Harass means to disturb or upset with repeated offensive acts. Examples of harassment include, but are not limited to verbal or written taunting, physical behavior, use of foul language, threats, gestures, jokes, or any language or behavior which is offensive, annoying, abusive, or demeaning to an individual or group.

When a teacher or the administration receives a report of harassment, he or she will initiate an investigation and take prompt action to intervene. Parents will be notified.

Cyber Harassment (from the Diocesan Policy Statement on Cyber bullying)

The school's network and/or the broader internet, whether accessed on campus or off campus, may not be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying are unacceptable.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures, or images, or website postings (including Facebook, MySpace, wikis, and blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report it to the school principal. All reports of harassment in cyberspace will be investigated. Sanctions for those participating in such harassment (in any manner) include, but are not limited to, loss of computer privileges, detention, suspension, or expulsion from school.

Sexual Harassment

In accordance with the Church's respect for the dignity of each individual, the schools in the Diocese of Monterey denounce sexual harassment by and among students. The Catholic schools of the Diocese of Monterey have adopted a written policy against sexual harassment as it pertains to students:

"Sexual harassment is defined in California Education Code, Section 212.5 as ...unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the ...educational setting, under any of the following condition... the conduct has the purpose or effect of having the negative impact upon the individual's...academic performance, or of creating an intimidating, hostile or offensive...educational environment."

Basically, any behavior by one student to another, which, at a minimum, has a negative gender effect on the person who receives the behavior, may be considered sexual harassment. The penalties for sexual harassment by students are numerous and severe. Under the California Civil

Code, a fine can be assessed against the parents of a minor who causes injury to another student. This fine cannot exceed \$10,000.00. Under the California Education Code, a second fine can be assessed against the minor's parents. Finally if a reward is given for information leading to the identity and apprehension of a minor who has willfully caused injury to another, *the California Government Code provides that the minor's parents are to be held liable for the amount of the reward, not to exceed \$10,000.00.*

IT IS POSSIBLE THAT IF YOUR CHILD SEXUALLY HARASSES ANOTHER CHILD, YOUR CHILD MAY BE EXPELLED AND YOU MAY BE PERSONALLY LIABLE FOR THE TOTAL SUM OF \$30,000.00

Health Policies

It is requested that students not be sent to school if they have a fever or complain of illness. The Diocese of Monterey recognizes that certain students may need to take prescribed or over-the-counter medication during the school day. Students must be free of fever for at least 24 hours before returning to school. The school secretary, or other persons designated by the Principal under the direction of the Superintendent, shall assist such students in taking their medication.

No prescribed medication will be administered to a student with only parent permission or request. A written statement from your child's doctor explaining the method amount and time schedule must be on file in the school office along with the parents' authorization. Forms from the Diocese are available in the school office.

"Continual neglect of good health and/or hygiene practices which constitute a hazard to other students, i.e., lice, pink eye, impetigo, or other communicable diseases or conditions, including the constant reoccurrences of these, can result in expulsion." (Diocesan Handbook, Section (5620)

Immunizations

Immunization records are required of all students. California State law requires the following for school entry:

- Polio- 4 doses
- TP/DTAP/DT/TD2- 4 doses, but one more is needed if the last one was given before the 2nd birthday. After the 7th birthday at least 3 doses are needed, but one must be after the 2nd birthday.
- MMR3- 2 doses for Kindergarten, 1 dose for grades 1-6, A 2nd dose is required for 7th grade.
- Hepatitis B 3- 3 doses for K-7
- Varicella - 1 dose for dose children under 13 years old
- TDAP vaccine for all students entering in grades 7 or 8

Medical Checkups/Physicals

All children have a health check-up sometime in the 18 months before he/she enters first grade. This is a Child Health and Disability Prevention (CHDP) requirement. The checkup before entering kindergarten, when immunization boosters are needed, will save time. It

provides an opportunity to take care of both requirements at the same time. CHDP providers offer the check-up and needed boosters free to lower income families. You may get the form and other information at the school office.

Medication Forms

Per Diocese of Monterey: All medication OTC (over the counter) or RX must remain in the office. Please pick up a “Physician Order and Parental Authorization to Administer Medication” form at the office. Students are not permitted to have medications (over the counter or prescription, including aspirin, Tylenol, Motrin, cough drops, etc) in class with them.

Homework

Average, combined homework requirements for students are as follows: grades 1-3, 30 minutes; grades 4-6, 1 hour; and grades 7-8, 90 minutes. It should be understood that some students might take more or less time for homework, depending on their ability and study habits. Please allow your student to do his/her own work and check it each night.

Each student needs to prioritize homework and focus on completing each assignment every night. Consequences for incomplete homework assignments may be, but are not limited to:

- Homework performance constituting part of the overall grade
- Students may be “benched” for a portion of recess or lunch to complete their assignment.
- Teachers may hold their own homework detention for poorly performing students. Students may receive a yellow or pink slip and may also receive a detention.

Make Up Work

When a student is absent due to illness, make-up/homework will be available for pick up in the front office on the homework shelf located in the foyer between 3:00-4:00pm. Parents are encouraged to check the class website to find the daily homework. Students missing school for the purpose of family vacations or trips need to coordinate with the individual teacher on arrangements for missing work at least 7 days prior to their absence. **It is up to the individual teacher on whether make-up class/homework will be given to student for an unexcused absence. The student is responsible for getting missed assignments from the teacher after school and not during class time. We urge you to schedule trips and vacations on the scheduled free days. Vacation and trips during the time school is in session are discouraged. We also ask that all dental and doctor appointments are made before or after school.** If you must take your child out for a scheduled appointment, please send a note to the child’s teacher indicating what time they need to be in the front office.

Honor Roll

Honor Roll awards are merited by students in Grades 4 – 8 who maintain all A’s and B’s each quarter in all subjects. One’s or Twos’ are required in all other areas.

Insurance

The Diocese of Monterey provides student insurance for all students. The insurance cost is included in the registration fee. Injuries received during school-supervised activities are covered.

Library

Sacred Heart library is maintained by volunteers. Parents are asked to volunteer to be classroom librarians on a weekly basis. Service hours are given for being a classroom librarian and/or serving on the library committee. Library policies and the Accelerated Reader program are explained to student at the beginning of the year. Encourage your child to make good use of both the school and public library. Grades TK-6 visit the school library at least once a week. Students are expected to respect volunteer librarians, library books and materials. Fines are assessed for overdue, damaged, or lost books.

Liturgies

Parents are encouraged to celebrate with students by participating in weekly masses which the students attend at 12:15 pm each Tuesday. Parents are also encouraged to attend the monthly student led liturgies at 9 a.m. Please check the website calendar for dates of each month's special liturgy.

Lost Articles

Parents are requested to label all clothing, backpacks, and lunch bags. Lost & Found barrels are located near the front office. Valuable jewelry, money and wallets are taken to the office. Clothing not claimed at the close of the year becomes property of Sacred Heart School.

Lunch

Sacred Heart is a closed campus at lunchtime. Students may either bring their own lunch or pre purchase hot lunches through our hot lunch program prepared by Santa Rita School District. Lunches brought by parents are to be placed on the homework bookshelf in the front office foyer. Lunches may not be taken by a parent to the classroom, passed through school gates. Children may not leave the campus (go into the parking lot) to pick up their lunch. **Parents are NOT PERMITTED to bring fast food lunches on campus, as it creates a disturbance at the lunch area. Children are also not permitted to bring caffeinated beverages on campus.** Reminder: Glass containers are **NOT** permitted on campus. The office and extended care staff will **NOT** heat up a child's lunch.

Money Sent to School

Clearly mark in an envelope the purpose for any money sent to the school. It is the policy of Sacred Heart that parents must purchase a cash card for items purchased at the Extension Snack Store. Cash will not be accepted at the Extension Snack Store. Parents receive a receipt for all payments.

Non-Discrimination Policy

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

Outdoor School

As a part of the sixth grade curriculum, students are expected to participate in "Outdoor School", a four-day, three-night experience in the Santa Cruz Mountains sponsored by Santa Cruz County Office of Education.

Parents' Club

The purpose of the Sacred Heart Parents' Club is to work for the benefit of all the students; to build a community spirit among the parents; to cooperate with the school faculty and administration; to support educational programs and actively complement them; to raise funds in addition to tuition and fees; to express the needs and concerns of the school to the parents; to promote enthusiasm and participation among its members and, in so doing, to help further quality education. Parents' Club Officers for 2010-2011 are:

President – Jose Cruz

Vice-President – Ninfa McGowan

Secretary – Kelly Halcon

Treasurer – Donna Salmina

Coordinators: Per Event

Fundraising: Per Event

Hospitality: Lori Lazzerini

Head Room Parent: Tammy Sanders

Class Fund Treasurer: Michelle Beach

Room Parents

A list of volunteer room parents will be published in the September HEARTBEAT at the beginning of the new school year.

Parties

Room parents arrange various events for the classroom and school. Parents are asked to contribute refreshments and supplies for these events. Please provide only the items requested by the classroom teacher or event coordinator and do not improvise or embellish.

Birthday Treats

All treats are required to be approved and prearranged with the teacher at least two days in advance of the birthday. Items such as pizza, happy meals, etc. are not permitted.

Parents may bring in small handheld treats such as doughnuts or cupcakes (no full cakes please) with approval of the teacher. Parents are asked to have the snacks to the front office by 9:45 am.

Invitations

Children who are having outside parties may distribute invitations at school only if every child in the class or at least all girls or all boys are invited. If this is not the case, invitations are to be mailed from home or phone contacts made outside the school.

Playground

To insure the safety of students at all times at the play areas, students are expected to play fairly, take turns, keep rocks and other objects on the ground, and follow directions given by the staff members supervising the playground.

Staff members supervise the playground fifteen minutes before school (8:00 – 8:15 a.m.) and ten minutes after school (3:00 – 3:10 p.m.) each day. Children are not allowed to be on the school

grounds unsupervised. Students who arrive to school before 7:45 a.m. are REQUIRED to register into Extended Care and families will be charged accordingly.

Only those students engaged in the sports program are under the supervision of the athletic coach. Siblings may not stay for after school practices. Other students must leave the school playground by 3:10 p.m., except for those REGISTERED at Extended Care. Students participating in an after school sport must wait on the benches in front of the main office until the coach arrives.

Promotion Policy

Promotion to succeeding grade levels will be based upon the following criteria:

- the student has satisfied the requirements of his/her present grade level
- the student has fulfilled the required days of school attendance

Students who have been previously retained and who have not satisfied the requirements of the present grade level will be passed, not promoted, into the next grade level. If Sacred Heart cannot satisfy the special needs of the students, a suitable school will be recommended. Eighth grade students who do not satisfy grade level requirements will receive a “certificate of attendance” at the end of the 8th grade in lieu of a diploma.

Retention

At times teachers may encourage parents to allow a child to remain in a grade even though the child may not have “failed.” The suggestion is made to reduce the student’s frustration and to help restore self confidence. The child should not be made to feel that he or she has failed. Parents will be informed at the end of the first semester if retention is a possibility. An initial meeting will occur in January to determine a remediation plan. In March a follow up meeting will occur and at which time joint evaluation of the concerns and efforts toward remediation shall precede any decision. In May, the teacher will make a recommendation for grade placement and the parents may provide written agreement or disagreement with that recommendation. The principal and Pastor have final discretion on placement at Sacred Heart School.

Report Cards

Report cards are issued at the end of each quarter, covering approximately nine weeks of school. Progress reports are issued mid-quarter when a concern arises over academic performance, poor attendance, or behavior. A progress report will be sent home at any time in the quarter when a student’s grade average is 70% or lower. All progress reports and report cards must be signed by the parent and returned to school the next day.

Grading Scale

Transitional Kindergarten:	1	Beginning
	2	Developing
	3	Proficient
	*	Not Yet Assessed
Kindergarten- Grade 3:	E	Excellent
	M	Making Satisfactory Progress
	P	Progressing

	NI	Needs Improvement
Grades 4-8:	A	97- 100%
	A-	94- 96%
	B+	90- 93%
	B	86- 89%
	B-	83- 85%
	C+	79- 82%
	C	74- 78%
	C-	70- 73%
	D+	68- 69%
	D	65- 67%
	D-	63- 64%
	F	00- 62%

In the event of an incomplete grade, a student has one week to make up the missing assignments or a grade of F will be issued.

Minimum Grade Requirement

All students at Sacred Heart School are expected to earn at least a C- in the core subjects. Any student whose report card grades do not average to a C- at the end of a given quarter will be placed on academic probation for the following quarter. A letter will be sent to parents to inform them of their child's placement on academic probation.

Failure to meet the requirements at the end of the probation quarter may result in non-continuance at Sacred Heart School. When a student receives three or more F's in the final "average" column of his/her report card, that student will not be promoted to the next grade, but will be "socially passed" on to the next grade or retained in the same grade the following year.

Safe Environment

Sacred Heart School takes all reasonable precautionary measures to assure student safety. Awareness and compliance with the appropriate regulations and procedures on the part of all will assist with this effort. Sacred Heart School abides by the Safe Environment Program of the Diocese of Monterey. Please visit the Diocesan website to download the Safe Environment Handbook at: <http://documents.dioceseofmonterey.org/ministries/documents.asp?ID>

All volunteers at Sacred Heart School must complete the Diocesan Safe Environment training. It can be found on the following website: shieldthevulnerable.org. Certificates of completion of this training must be on file in the main office before a volunteer will be allowed to work on campus.

School Calendar

Students in the Diocese of Monterey attend school for 180 days. Each family is given a magnet with early dismissal days and school holidays. A yearly calendar is posted on our school website and updated as needed.

Solicitation

Parents may not solicit the sale of items to parents or students without written permission of the principal.

Student Responsibilities

As members of the educational community of Sacred Heart School, students have the right to expect and the responsibility to promote the following:

- an atmosphere suitable to personal and communal growth and appropriate learning
- respect, encouragement, and support in a context of each one's responsibility for his/her own behavior and its consequences
- opportunity and challenge to discover and use each of God given gifts and talents

Regular attendance at school, consistent learning, adherence to school regulations, and cooperation in promoting Gospel values demonstrate each student's commitment to membership in this academic and faith community.

Behavior

All persons in and around the school building are to be respected and treated kindly. Speech and actions are to reflect Gospel values. Bad language, disrespectful attitudes, and fighting are not acceptable behaviors. In consideration of others in the school, voices are to be kept moderated and peaceful, especially in halls and common areas. These standards apply any time a student is on campus for any event during or outside of regular school hours.

In the Classroom

1. Students will comply with the standards set by the classroom teacher.
2. Students will respect the learning environment and not interfere with the learning of others.
3. Students will come to class prepared with homework and required material and supplies.
4. Students will not:
 - use profanity or foul language
 - play or loiter in an unsupervised area
 - play, loiter, or eat in the washroom
 - chew gum
 - litter

On the Playground Before, During, and After School

1. Students will respect adults and school standards.
2. Students will remain on the campus during school hours.
3. Students will play in class areas and care for equipment.
4. Students will eat in class areas and help with yard cleanliness.
5. Students will not bring from home any sports equipment, electronic games, radios, players, trading cards, magazines, playing cards or any other articles of play. Show and Tell items must be approved by the teacher.
6. Skateboards or roller blades are not permitted on campus.

7. Students will not fight or argue.

Community Service

In the spirit of our school motto, Reverence, Respect, and Responsibility, all 7th and 8th grade students are required to complete 15 hours of Community Service per year as a fulfillment of their SHS curriculum. These hours are to be completed off campus in a chaperoned capacity. Parish activities, either in partner with the School or alone, are considered off campus.

6th Grade students are required to complete 15 hours of Community Service per year as a fulfillment of their SHS curriculum. 5 of these hours may be completed on campus with the remaining 10 hours to be completed off campus in a chaperoned capacity.

Any hours left undone – incomplete- at the end of the school year, are doubled and added to the following year’s requirement. Eighth graders with incomplete community service hours will not be permitted to participate in graduation activities or given a diploma until all hours are complete.

When a student is performing community service, they need to have the supervisor of the project sign off on the “Student Volunteer Form”. Forms are located in the front office rack. The student should keep a copy of each Student Volunteer Form, turning in the original to his or her homeroom teacher as soon as possible. The teacher should notify students quarterly of their community service status, i.e.: how many hours are completed and how many hours still need to be completed. It is the responsibility of the student to complete the hours required and to keep their own record of completed hours.

Telephone Calls at School

The telephone in the school office is reserved for the use of school staff. Only urgent messages will be relayed to students during class. Use of the phone by students is limited to emergencies, students will not be permitted to call parents to bring forgotten items. Students are to arrange transportation and social activities prior to arriving at school.

Cell Phones at School

Cell phones, iPods, Blackberries, etc. are prohibited at Sacred Heart and school sponsored events and will be confiscated immediately. **Possession of cell phones, and other electronic devices at school or a school sponsored event will result in an automatic 2 day suspension- NO EXCEPTIONS.**

Textbooks

All student textbooks, workbooks, and paperbacks must be cared for at all times. Students who lose, deface, or misplace a textbook, workbook, or paperback are required to replace it at their own expense. The replacement cost of a textbook is \$125. Books are to be covered at all times with a removable cover that will not destroy the book. Condition of the book at the beginning of the school year will be noted. If a book is lost during the school year, a bill will be sent home for the price of replacing the textbook. Fines at the end of the year will be based on any new damages to the book incurred during the year. Fines must be paid before report cards are distributed at the end of the school year.

Tuition Fees

Tuition collection is managed by FACTS tuition collection services. All families must register for FACTS by July 15. Tuition may be paid in full, by semester, or on a 10 month plan (August – May). All monthly payments will be directly withdrawn from a checking or savings account on the 5th or 20th of each month (August –May). Semester payments are due by August 20 and January 20. You may make additional payments throughout the year via check or money order. No cash is accepted at the school.

There is a \$375 Registration fee due for each student enrolling. This is due by February 15th. A late fee of \$50 will be charged for payments made by March 1st.

There is a \$350 Building and Maintenance fee due for each family by April 15th. A late fee of \$50 will be charged for payments made after May 1st.

The tuition scales is as follows:

Transitional Kindergarten	\$4000
Kindergarten	\$4800
Grades 1-6	\$4800
Grades 7-8	\$4800

Returned Checks

A \$25.00 fee is charged in each returned check, or NSF bank draft, regardless of the reason. Returned checks and bank drafts are not re-deposited by the school. You must bring the returned payment plus \$25.00 in the form of a money order or cashier’s check to bring your account into good standing.

Financial Obligations

All tuition and fees are expected to be paid off in full by the last day of school. Students will not be able to start the new school year with an outstanding balance from the prior year. The first tuition payment for the new school year is due in August. Payments are considered delinquent if not paid by the 25th of each month and a \$25.00 late fee will be accessed. If a student(s) transfers to another school during the calendar year, tuition in full will be due through semester’s end on the day of departure.

Tuition Assistance

Families in need of tuition assistance must apply through Private School Assistance Service (PSAS) which is available on the website. Assistance is granted according to need and available funds. Only partial assistance is available.

Returning Students

Families who wish to return must turn in a contract and registration fees no later than Feb. 15th of the school year. Late fees will apply after March 1st. Acceptance is not automatic; the principal reserves the right to accept or reject applications for the new academic year.

Visitors

It is imperative that the school knows exactly who is on campus at all times. All adult volunteers must be fingerprinted and are required to log into the Visitor Log Binder located in the front office when arriving on campus (including classrooms) and obtain a security visitor/volunteer badge. The security visitor/volunteer badge must be worn around the neck and visible at all times. Volunteers must log out of the Visitor Log Book when leaving the campus. **Non-enrolled children are not permitted in the classrooms while parents are volunteering.**

Sacred Heart School appreciates all volunteers working in the classrooms and on school events. If you would like to work in a classroom, please coordinate with the teacher at least 24 hours prior so they are prepared for your visit.

Parents picking up a child for a medical appointment must report to the front office and not directly to the child's classroom. The parent must sign out the child in the Student Sign In/Out Log Book. In order to keep disruption in the front office to a minimal we ask that you notify the teacher by a written note of what time you will be picking your child up so they will be in the front office.

Volunteers Fingerprint Policy

In keeping with the November 1, 1998, directive of the state of California, all volunteers must be fingerprinted if working with students of Sacred Heart School. Volunteers may also be required to present a certificate that they have been found free of communicable tuberculosis within the last 4 years.

All volunteers at Sacred Heart School must complete the Diocesan Safe Environment training. It can be found on the following website: shieldthevulnerable.org. Certificates of completion of this training must be on file in the main office before a volunteer will be allowed to work on campus.

Withdrawal

Notice of withdrawal from Sacred Heart School must be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. Please note that early withdrawal does not end obligation of the full year's tuition. Student records may not be forwarded until the school office accounts have been cleared.