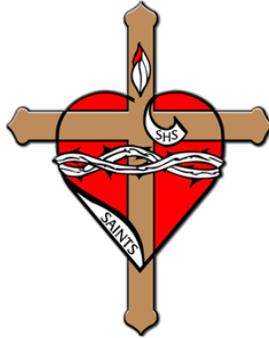


# PARENT - STUDENT HANDBOOK

## Sacred Heart School



Revised 05.09.19

### **Mission Statement**

Sacred Heart School shares in the mission of the Catholic Church in educating the whole child to live the Gospel values as they strive for academic success, develop God-centered relationships, and show respect for God's creation.

### **Our Philosophy**

Sacred Heart School believes:

That as an integral part of the ministry of Sacred Heart Church, the school is dedicated to preparing children to live their faith by word and example.

That every child is made in the image of God and deserving of dignity and respect

That the parents as the primary educators of their children are called to be the spiritual leaders of their families, model Christian virtues, pass on Gospel values, and support and affirm the teachers and staff of Sacred Heart School.

That we strive to educate the whole young person: Spiritually, Academically, Physically, and Socially

# Schoolwide Learning Expectations

A Graduate of Sacred Heart School Will:

## 1. Be like Jesus

Know my prayers and Bible Stories  
Show kindness in my thoughts and actions

## 2. Take care of God's world

Be happy that God made us  
Know that we are all God's children

## 3. Care about others

Give to those in need  
Work to make my world a better place

## 4. Be a good student

Speak and write clearly  
Use what I have learned

## 5. Be ready to learn

Use what I have learned  
Look, try, think, and do

## 6. Follow the rules

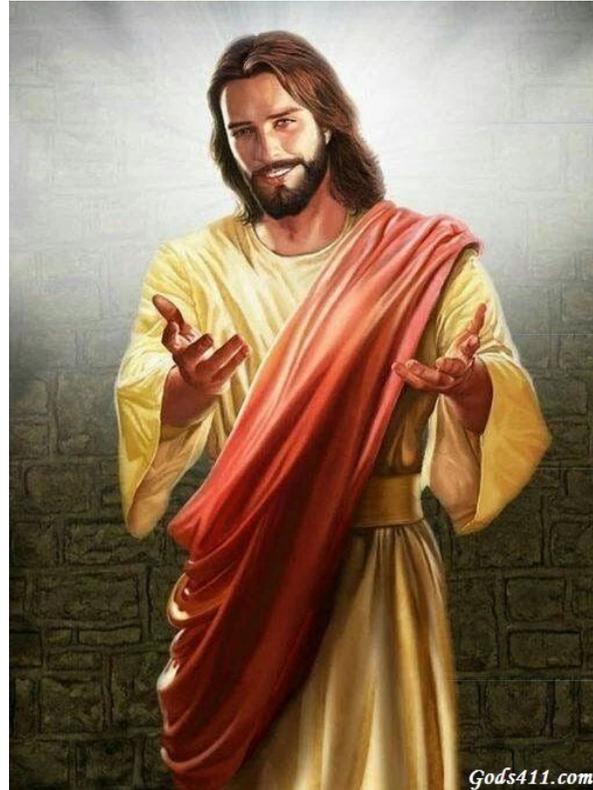
Be a good friend  
Be a good sport

## 7. Be the best I can be

Have fun with music, art, and dance  
Share my gifts

## 8. Take care of myself

Stay healthy and be happy with myself



# **Table of Contents**

## **1.0 GENERAL INFORMATION**

**1.1 Code of Christian Conduct Covering Students, Parents, Guardians, and Other Responsible Adults**

**1.2 Zero Tolerance Policy**

**1.3 Safe Environment Training for Children and Youth**

**1.4 Guidelines for Adults Interacting With Minors At Parish Or Parish School Activities Or Events**

**1.5 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth**

**1.6 Parent/Student Complaint Review Process**

**1.7 Parent or Parent-Teacher Organizations and Consultative School Council**

## **2.0 ADMISSION AND ATTENDANCE**

**2.1 School Student Non-Discrimination Policy**

**2.2 Inclusion Procedures (STEP & MAP Programs)**

**2.3 Guidelines for Admission to Elementary Schools**

**2.4 Privacy and Access to Records**

**2.5 Transfer of Records**

**2.6 Absence**

**2.7 Work Permits**

**2.8 Student Accident Insurance**

## **3.0 ACADEMICS AND CO-CURRICULAR ACTIVITIES**

**3.1 Tutoring**

**3.2 Counseling Policy**

## **4.0 DISCIPLINE**

**4.1 Maintenance of Effective Discipline**

**4.2 Disapproved Disciplinary Measures**

**4.3 Detention**

**4.4 Suspension**

**4.5 Expulsion**

**4.6 Harassment, Bullying And Hazing Policy**

**4.7 Student Threats**

**4.8 School Searches**

## **5.0 ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]**

**5.1 Definitions**

**5.2 Electronic Communications Systems, Devices and Materials and Users  
Covered**

**5.3 Ownership and Control of Communications**

**5.4 Guidelines for Email Correspondence and Other Electronic  
Communications**

**5.5 Prohibited Practices**

**5.6 Consequences of Violations of Electronic Communications Policy**

## **6.0 HEALTH AND SAFETY**

**6.1 Emergency Card**

**6.2 Examinations and Inoculations**

**6.3 Immunization**

**6.4 Health Records**

**6.5 Medical Appointments**

**6.6 Medications**

**6.7 Communicable Diseases**

**6. 8 Allergies**

**6.9 Student Sexual Conduct and Pregnancy**

**6.10 Closed Campus**

**6.11 Research Projects and Rights of Parents**

**6.12 Removal of Students from School during School Hours**

**6.13 Interview and Removal from School of Students by Police Officers**

**6.14 Guidelines Related to Possession and Use of Alcohol and Controlled Substances**

**APPENDIX A**

**APPENDIX B**

**APPENDIX C**

**APPENDIX D**

**ACCEPTANCE OF HANDBOOK**

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

**A CATHOLIC EDUCATION IS AN ADVANTAGE FOR LIFE**

***A Vision for Catholic Schools***

## **7.0 GENERAL INFORMATION**

**7.1 Philosophy**

**7.2 Mission Statement**

**7.3 Organization**

**7.4 Schoolwide Learning Expectations SLE's**

**7.5 History of the School**

**7.6 Dress Code and Uniform Policies**

**7.7 Calendar**

**7.8 Schedule**

**7.9 Emergency Procedures**

**7.10 Earthquake/Disaster Kits**

**7.11 Disaster Release Card**

**7.12 Missing Child**

**7.13 Rules: General School Rules**

**7.14 Virtus Training**

**7.15 Fingerprinting**

**7.16 Cell Phones and Portable Communication Devices**

**7.17 E-Reader Policies and Procedures**

**7.18 iPad/Tablets**

**7.19 Insurance**

**7.20 Lost or Stolen Property**

**7.21 Musicals**

## **8.0 Admission and Attendance**

**8.1 Attendance**

**8.2 Tardy - Early Departures**

**8.3 Attendance Policy**

**8.4 Perfect Attendance**

**8.5 Parent-Teacher Communication**

**8.6 Walking To and From School**

**8.7 Parking Lot**

**8.8 Visitors**

**8.9 Volunteers**

**8.10 Sacred Heart Extended Care Program**

**8.11 Communicable Diseases**

**8.12 Immunizations**

**8.13 Medical – Accidents & Illnesses**

**8.14 Medical/Dental Appointments**

**8.15 Medical Cards**

**8.16 Medical Emergency**

**8.17 Archdiocese Medication Policy**

**8.18 Gradelink**

## **9.0 Academics and Curricular Activities**

**9.1 Academic Programs**

**9.2 Progress Reports**

**9.3 Report Cards**

**9.4 Conduct Grades**

**9.5 Grading Policy**

**9.6 Religion Program & Expectations**

**9.7 Mass**

**9.8 Service Projects for Jr. High Students**

**9.9 Academic Probation Transfer**

**9.10 Withdrawal of Students**

**9.11 Retention Policy**

**9.12 Homework Policy**

**9.13 Honor Roll**

**9.14 California Junior Scholastic Federation (CJSF)**

**9.15 California Junior Scholastic Federation Awards**

**9.16 Field Trips**

**9.17 Chaperons**

**9.18 Physical Education**

**9.19 Halloween Carnival**

## **10.0 EXTRA CURRICULAR ACTIVITIES**

**10.1 Athletic Program**

**10.2 Eligibility for Athletics**

**10.3 Coaches**

## 11.0 Tuition and Fees

**11.1 Parent Participation & Tuition Agreement**

**11.2 Tuition Payment Plan**

**11.3 Tuition Assistance**

**11.4 Parent Participation Hours**

**11.5 Annual Registration Fee**

**11.6 Scrip**

**11.7 Student Supplies**

## 12.0 Discipline Policy

**12.1 ASSERTIVE DISCIPLINE**

**12.2 Cheating**

**12.3 Forgery or Using Forged Notes**

**12.4 Detention**

# ARCHDIOCESAN POLICIES AND PROCEDURES

## 1.0 GENERAL INFORMATION

### 1.1 CODE OF CHRISTIAN CONDUCT COVERING STUDENTS, PARENTS, GUARDIANS AND OTHER RESPONSIBLE ADULTS

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are different*.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e. g., extended care, athletics, field trips, *etc.* ).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

## 1.2 Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any ministry in the Archdiocese, and**
- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

## 1.3 Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children, and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

**Good-Touch/Bad-Touch®** is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

**VIRTUS® Teaching Touching Safety** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists, and youth ministers give students the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

## 1.4 Guidelines for Adults Interacting With Minors at Parish or Parish School Activities or Events

*Revised August 20, 2007*

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.**

Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent

- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (e. g., notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal

vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors

- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

## **1.5 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth**

*Revised August 20, 2007*

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a Code of Conduct form to verify that they understand their obligations. The form is attached as *Appendix A*.

## **1.6 Parent/Student Complaint Review Process**

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents, and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

### **1.6.a School Level**

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

### **1.6.b Department of Catholic Schools Level**

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and

school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## **1.7 Parent or Parent-Teacher Organizations and Consultative School Council**

If the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils, and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

### **1.7.a Parent or Parent-Teacher Organizations**

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

### **1.7.b Consultative School Council**

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities.

The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

## **2.0 ADMISSION and ATTENDANCE**

### **2.1 School Student Non-Discrimination Policy *(Updated 9/2015)***

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color or national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex or national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

### **2.2 Inclusion Procedures (Step & Map programs)**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

### **2.3 Guidelines for Admission to Elementary Schools**

- Preferences are given to active members of the parish
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

## 2.4 Privacy and Access to Records M

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

### 2.4.a Pupil Records

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee’s informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### 2.4.b Directory Information

“Directory information” means one or more of the following items: pupil’s name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists, or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

### 2.4.c Parent Authorization to Use Child’s Personal Information

Whenever a student’s image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent’s Authorization to Use Child’s Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

See *Appendix B, Parent's Authorization to Use Child's Image, Name, Voice, and/or Work for Non-Commercial Purposes.*

#### **2.4.d Verbal/Written Confidences**

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

## **2.5 Transfer of Records**

### **2.5.a Student Transfers, Withdrawals and Graduation**

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

### **2.5.b Withholding of Records**

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

### **2.5.c Cumulative Pupil Record**

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

Permanent records cards include only the following information:

- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data
- Transcript of classes
- Attendance information shall be included
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization through high school graduation

## 2.6 Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.

### 2.6.a Absences with Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials, or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

### 2.6.b Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

*Note: In addition to the policy stated above, the school has its own extended absence policy, which is provided in the **Appendix**.*

### 2.6.c Leaving School Early

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.

### 2.6.d Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

*Note: The times fixed by the school are provided to parents and students in the Parent-Student Handbook.*

### 2.6.e Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities. A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

## **2.7 Work Permits**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: [www.cde.ca.gov](http://www.cde.ca.gov).

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

A copy of the signed work permit must be kept in the student's file.  
For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

## **2.8 Student Accident Insurance**

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

# **3.0 ACADEMICS AND CO-CURRICULAR ACTIVITIES**

## **3.1 TUTORING**

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

## **3.2 Counseling Policy**

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists, and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed, or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan, and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

## **4.0 DISCIPLINE**

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

## **4.1 Maintenance of Effective Discipline**

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

## **4.2 Disapproved Disciplinary Measures**

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishment.
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

## **4.3 Detention**

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students are required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health.
- Detention before or after school hours is considered an appropriate means of discipline.
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who shall also be informed of the reason for detention and the exact time the period of detention will begin and end.

## 4.4 Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student.
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation.
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

## 4.5 Expulsion

### 4.5.a Reasons for Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

#### **4.5.b Procedure for Expulsion**

- Except in cases involving grave offenses, the following steps must be taken:
- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend, and provided a report of the discussion
- If behavior does not improve; the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal
- In no case will a teacher on his or her own authority expel a student
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

#### **4.5.c Written Record**

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

#### **4.5.d Cases Involving Grave Offenses**

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference
- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

#### **4.5.e Time of Expulsion**

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

#### 4.5.f Reporting of Expulsions

All expulsions even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

#### 4.5.g Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

#### 4.5.h Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, *etc.* outside of school hours so that grades can be reported.

### 4.6 Harassment, Bullying And Hazing Policy

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

- **Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:
- **Verbal harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- **Visual harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Bullying** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's username to spread rumors or lies about someone

**Hazing** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

## **4.7 Student Threats**

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

## 4. 8 School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing, and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

## 5.0 ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards, and procedures designed for users. All users must adhere to these policies, standards, and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards, and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential, and privileged data, as well as personally identifiable information.

## 5.1 Definitions

**Electronic communications systems** include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

**Electronic communications devices** include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.

**Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

## 5.2 Electronic Communications Systems, Devices and Materials and Users Covered

- A. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises").
- B. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- C. All personal devices and materials brought from home and used on the Premises during regular business hours.
- D. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- E. All users of electronic communications systems, devices, and materials, including, but not limited to, volunteers, clergy, and religious, students, employees, staff, or contractors associated with the Archdiocese and/or the Location.

## 5.3 Ownership and Control of Communications

All systems, devices, and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices, and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator, or parish life director), principal, or other person in charge of the Location, individuals may use systems, devices, and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read, and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices, and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

## 5.4 Guidelines for Email Correspondence and Other Electronic Communications

- A. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- B. Email and other electronic communications are not necessarily secure.
- C. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- D. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator, or parish life director), principal, or other person in charge of the Location before they are sent out.
- E. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies. Archdiocese and Location systems, devices, and materials are not private and security cannot be guaranteed.
- F. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator, or parish life director) principal or other person in charge of the Location.
- G. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- H. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.

- I. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- J. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- K. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- L. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- M. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- N. Information systems hardware should be secured against unauthorized physical access.

## 5.5 Prohibited Practices

Users of Archdiocese and Location electronic communication systems, devices, or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- A. Violate any federal, state, or local laws or regulations.
- B. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- C. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user’s job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- D. Post or distribute any communications, video, music, or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory, or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- E. Engage in improper fraternizing or socializing between adults and minors.
- F. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video, or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.

- G. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary, or unsolicited commercial messages).
- H. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- I. Use electronic communications devices for designing, developing, distributing, or storing any works of programming or software unless required by the duties of the job or assignment.
- J. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- K. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e. g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- L. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- M. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- N. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- O. Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any network security systems, firewalls or content filters.
- P. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- Q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- R. Access or manipulate services, networks, or hardware without express authority.

## **5.6 Consequences of Violations of Electronic Communications Policy**

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

## 6.0 HEALTH AND SAFETY

### 6.1 Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

**No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form*.**

### 6.2 Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

### 6.3 Immunizations

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

## 6.4 Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

## 6.5 Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

## 6.6 Medications

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.
- No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

## **6.7 Communicable Diseases**

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

## **6.8 Allergies**

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

## **6.9 Student Sexual Conduct and Pregnancy**

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship, and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples, and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home, or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements. In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

## **6.10 Closed Campus**

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

## **6.11 Research Projects and Rights of Parents**

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

## **6.12 Removal of Students from School during School Hours**

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student’s parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

## **6.13 Interview and Removal from School of Students by Police Officers**

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with “proper standard of care” which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

### **6.13.a Interview of a Student During School Hours by a Police Officer**

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts. In the case of the release of the student to the officer, the reason for such an action.
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student's parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

#### **6.13.b Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer**

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency's duty to notify the parent or guardian.

#### **6.14 Guidelines Related to Possession and Use of Alcohol and Controlled Substances**

State and federal law prohibit the use, sale, or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession, or use, the student may be asked to withdraw from the school, or may be expelled.

#### **6.14.a Procedures in the Case of Suspected Possession or Use**

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation

- In cases where sale or possession is verified, school administrators follow these procedures:
  - Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
  - Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

## APPENDIX A

### CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact
- Safeguard at all times children or other youth entrusted to my care
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth
- Avoid situations where I am alone with a child/youth
- Use positive reinforcement rather than criticism or comparison when working with children/youth
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.

- Maintain appropriate physical and emotional boundaries with the children/youth
- Dress appropriately and not wear any clothing with offensive messages or pictures

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

We, the undersigned, have read and understand the Archdiocese of Los Angeles *Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth* and will abide by them at all times. We also understand and agree the parent or guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his or her parent or guardian.

Print Name of Youth: \_\_\_\_\_

Work or Volunteer Position: \_\_\_\_\_

School or Parish: \_\_\_\_\_

Signature of Youth Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Signature of Parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Signature and Title of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX B

Fillable . pdf available at [http://school.policy.la-archdiocese.org/Resources/Chapter\\_X/parental\\_release\\_for\\_child\\_non\\_comm/?i=883](http://school.policy.la-archdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883)

# APPENDIX C

Fillable . pdf available at [http://school.policy.la-archdiocese.org/Resources/Chapter\\_XII/Student\\_and\\_Youth\\_Activity\\_Permission\\_Form/?i=808](http://school.policy.la-archdiocese.org/Resources/Chapter_XII/Student_and_Youth_Activity_Permission_Form/?i=808)

# APPENDIX D

Document available at [http://school.policy.la-archdiocese.org/Resources/Chapter\\_VIII/Medication\\_Authorization\\_and\\_Permission\\_Form/?i=788](http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Medication_Authorization_and_Permission_Form/?i=788)

## ACCEPTANCE OF HANDBOOK

Our family has received and read the Sacred Heart School Parent/Student Handbook. We are aware of, understand, accept, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature \_\_\_\_\_ Print

Name: \_\_\_\_\_

Date \_\_\_\_\_

Mother's or Guardian's Signature \_\_\_\_\_ Print

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

# **A CATHOLIC EDUCATION IS AN ADVANTAGE FOR LIFE**

## ***A Vision for Catholic Schools***

**AN ADVANTAGE FOR LIFE...**Jesus Christ is the foundation for our community, the Catholic Schools in the Archdiocese of Los Angeles. His call to teach is our inspiration; His image the model for our students. In partnership with parents, we prepare our students to become full and active members of the Catholic Church, to serve others, and to make a difference in the world. We commit our schools to provide a quality education so that a Catholic Education is an Advantage for Life.

### **♥... BUILD A COMMUNITY OF FAITH**

We exist to enrich the Catholic community and invite everyone to become active disciples of Jesus Christ.

### **♥... UNDERSTAND THEIR GIFTS**

We encourage all students towards excellence, but most importantly to use their gifts and talents in service to others.

### **♥... INTEGRATE THE TEACHINGS OF THE CHURCH**

We provide a unique opportunity for students to experience the gospel of Jesus Christ and to bring Catholic beliefs and values into their lives and the world.

### **♥... PROMOTE PARISH LIFE**

We actively work to enhance the lives of Catholic parish communities.

### **♥... FOSTER RESPECT**

We teach respect for self and others, qualities that develop into discipline and good behavior.

### **♥... LEAD BY EXAMPLE**

We are spiritually committed and professionally prepared so that we can lead by example and also show our special concern for each student.

### **♥... APPRECIATE PARENTS**

We recognize parents as the primary educators of the students in our care; we encourage their active role in our schools and parishes, and we appreciate their support.

### **♥... SHARE GOVERNANCE**

We seek community participation from those who share our vision, mission, and goals.

### **♥... OFFER OUR SCHOOLS**

While we exist first for the Catholic community, we open our schools to all children who can benefit and to the extent that resources allow.

### **♥... EXPRESS CONCERN FOR OTHERS**

We have a special concern for the poor and disenfranchised.

### **♥... INVEST WITH CARE**

We use our resources wisely to ensure quality and to be affordable to parents and our Church.

### **♥... SEEK FINANCIAL CONTRIBUTION**

We continue to challenge the Catholic community and others to provide the resources that allow us to continue our work.

*Through our vision, our schools contribute to their neighborhoods and to the world so that for everyone. A Catholic Education is an Advantage for Life.*

# SACRED HEART SCHOOL POLICIES

## 7.0 GENERAL INFORMATION

### 7.1 Philosophy

Sacred Heart School believes:

- That as an integral part of the ministry of Sacred Heart Church, the school is dedicated to preparing the children to live their faith by word.
- That every child is made in the image of God and deserving of dignity and respect.
- That the parents as the primary educators of their children are called to be the spiritual leaders of their families, model Christian virtues, pass on Gospel values, and support and affirm the teachers and staff of Sacred Heart School.
- That we strive to educate the whole young person: Spiritually, Academically, Physically, and Socially

### 7.2 Mission Statement

Sacred Heart School shares in the mission of the Catholic Church to educate the whole child, to live the Gospel values, to strive for academic success, to develop God – centered relationships, and to show respect for God’s creation.

### 7.3 Organization

The pastor of Sacred Heart Church is the ultimate authority of the school. The principal works in consultation with the Pastor. All faculty and staff report to the principal.

## 7.4 Schoolwide Learning Expectations

### A Graduate Of Sacred Heart School Will:

#### 1. Be like Jesus

- Know my prayers and Bible stories
- Show kindness in my thoughts and actions

#### 2. Take care of God's world

- Be happy that God made us
- Know that we are all God's children

#### 3. Care about others

- Give to those in need
- Work to make my world a better place

#### 4. Be a good student

- Speak and write clearly
- Use what I have learned
- Look, try, think, and do

#### 5. Be ready to learn

- Follow directions
- Do my own work
- Work well with others

#### 6. Follow the rules

- Be a good friend
- Love my country
- Be a good sport

#### 7. Be the best I can be

- Have fun with music, art, and dance
- Share my gifts

#### 8. Take care of myself

- Stay healthy and be happy with myself

## 7.5 History of the School

The dream of Father Charles K. Kennedy and the members of Sacred Heart Parish materialized on February 13, 1949, when ground was broken for the new parochial school and convent. The school was completed during the summer of 1949 and opened for classes in September of that year with an enrollment of 112 students. His Eminence, James Francis Cardinal McIntyre, Archbishop of Los Angeles, dedicated the new buildings on October 9, 1949.

Sisters of the Immaculate Heart of Mary were the first community to staff the school, and continued through June 1968. In September 1968 the Sisters of the Holy Cross took charge of running the school. From the beginning there have always been some lay teachers on the staff. Since September 1974 Sacred Heart School has had a lay principal. Since September 1979, the school has been staffed completely by lay personnel. Today 29 dedicated lay personnel staff the school. Sacred Heart School opened a kindergarten in 1979, employing a teacher and a full time aide.

In the fall of 1985, a computer lab was set up with 8 Commodore computers donated by the Knights of Columbus. The school now has 20 Dell desktop computers and a fulltime computer teacher. In addition to a full academic curriculum the school offers Spanish, music, computer, yearbook, newspaper, and physical education classes, after school speech club, sports, cheerleading, vocal, band, and hand bell choirs. The school also supports Science Olympiad Teams, Academic Decathlon Team, and Mathlete Teams at the Junior High level.

The school participates in and has been successful at many local essay and art contests such as the Daughters of the American Revolution, the Astronomy Club, NASA Math and Space Odyssey, Cherish the Child, Holy Cross Family Ministries, Air Quality Management District, the Catalyst Foundation, The Reader's Digest National Word Power Challenge, and the National Geographic Geography Bee.

Sacred Heart School is fully accredited by the Western Association of Schools and Colleges (WASC). The school is a member of the Western Catholic Education Association (WCEA), National Catholic Education Association, and the Antelope Valley Christian Athletic League.

## 7.6 Dress Code and Uniform Policies

Sacred Heart's uniforms are required for students in K through 8th grades. The Sacred Heart uniform symbolizes respect for tradition, order, equality, and authority. Wearing the uniform proudly and properly is one of the central ways in which we communicate commitment to our Catholic values. Parents, please ensure that your children adhere to our uniform policy and our overall dress code. Students, please wear your uniform in a manner that reflects pride in yourself and in our school.

Uniforms are supplied by Land's End. There is a direct link for Sacred Heart's Land's End uniform shopping on the lower left column of the school's website, [www.shsav.org](http://www.shsav.org) The Student Handbook serves as the official guide to required and permitted clothing. There is also a link for the Student Handbook for uniform information in the right column of the website. Please direct all questions concerning uniforms and dress code guidelines to the school office. We are happy to assist you with this policy.

Spirit/PE Wear is available through Land's End School Uniforms under Active Wear. Spirit Wear may be worn on PE days, but not on Mass days. Please also be sure that your children are wearing the appropriate shoes for regular school days and PE days. Please see the Shoe Policy listed below.

## Uniform Policy

Sacred Heart School expects students to be in full uniform every day. Uniforms must fit appropriately and be in good condition. If a student is not in full uniform, a note of explanation must come from a parent, and a uniform exception permit will be issued for the school day. The school is not responsible for any lost or stolen property. Please put your child's name on all sweaters, jackets, sweatshirts, backpacks, lunch pails, etc.

- All plaid jumpers, plaid skorts, plaid skirts, and plaid shorts **must** be purchased from Lands' End or from other parents.
- Polo shirts, sweaters, and sweatshirts **must** be purchased from Lands' End.
- Pants, shorts, blouses, and oxford style shirts may be purchased through Lands' End, or local merchants such as JCPenneys, Kohl's, Target, and Sears.
- Shorts and pants must be uniform style only. No cell phone pockets or cargo pant style pockets. No labels except for labels (brand names) which would be hidden by the belt.
- Jackets can be purchased through Lands' End.

## Girls

### Grades TK-8:

- **Hems must be no shorter than the tip of the longest finger when hands are held naturally at the side.**
- Girls must wear shorts under their skirts and jumpers.
- Girls may wear uniform long or short sleeve logo polo shirts (mesh or knit) in any of the following solid colors: red, white, or navy blue with uniform shorts, uniform skorts, or uniform pants.
- Uniform navy blue twill slacks, uniform navy blue twill shorts, or uniform plaid shorts may be worn. Pant and short legs must be loose. No tight legged pants.
- Uniform plaid skorts may also be worn (no navy blue skorts).
- White or navy nylon tights may be worn with the uniform skirt or jumper on cold days. White or navy nylon/knitted tights may be worn with uniform shirt or jumper on colder days. If the tights have an opened toe, white socks must be worn to cover the entire leg/ankle. No thermal tights are allowed. No leggings.
- Bra straps and the color of bras should never be seen. Neutral colored bras must be worn with light colored tops or blouses.
- TK and K are not required to tuck shirts into their pants.
- Grades 1-8 are required to have shirts tucked into pants, shorts, skorts, and skirts.

### Grades TK-5:

Wear white uniform blouses and the plaid uniform jumpers (only blouses under jumpers).

### **Grades 6-8:**

Wear white uniform blouses or logo polo shirts and the uniform skirts, skorts, shorts, and pants. All shirts and blouses must be tucked in at all times on campus and at all school sponsored activities.

### **Mass Days**

Girls must wear a skirt, jumper, or long pants on Mass days. Girls may not wear shorts or skorts, on Mass days.

### **BOYS**

#### **Grades TK-8:**

- May wear the uniform button down the front white shirt or wear long or short sleeve logo polo shirts (mesh or knit) in any of the following colors: red, white or navy blue. Shirts must be tucked in at all times on campus and at all school sponsored activities.
- TK and K are not required to tuck shirts into their pants and shorts.
- Must wear either the uniform navy blue twill pants or the uniform style navy blue twill shorts. No corduroy shorts or pants may be worn.

### **Mass Days**

Boys must wear long pants on Mass days.

### **ALL STUDENTS:**

- Logo polo shirts must be purchased from Lands' End. All logo polo shirts must be in solid colors: red, navy, or white. The school logo must be sewn in red, white, or blue colors only.
- Waist measurement of pants or shorts cannot exceed the student's waist measurement by more than 3 inches.
- TK & K students must wear pants and shorts with elastic waist bands. Belt loops are allowed, but no belts for these students.
- Grades 1 – 8 must wear belts with pants or shorts. Belts must only be black, brown, or navy blue. No embroidery, studs, grommets, cut outs, or decorations of any kind are permitted on the belt. Belt length measured from the buckle cannot exceed 6 inches.
- Baggy pants and shirts are never acceptable at Sacred Heart School.
- No cargo pants or pants with patch pockets, cell phone pockets, or loops of any kind may be worn.
- Shorts must not extend below the knee.
- White knit turtlenecks may be worn under shirts/polos/blouses during cold weather. All undergarment clothing worn under the school uniform tops **must be white in color**.
- White socks must be worn. Ankle socks must be white with the sock showing at the ankle. White ankle socks may carry a Nike or Adidas logo.

- Clothing from approved SHS student involved programs can be worn on approved days. These programs are cheerleading, music, Lego League, etc.

### **Shoes**

- All shoes must be sturdy and appropriate for school wear. When shopping for shoes please remember that students play hard at recess and physical education.
- TK & K students must wear sturdy shoes that have Velcro closures only. These shoes must also be worn during PE. Shoes with shoe strings are not allowed.
- Athletic shoes must be worn on PE days. Athletic shoes must tie. No slip-on shoes, except for TK & K students, who must only wear shoes with Velcro style closures.
- No ballet style shoes.
- Shoes must be neat and clean.
- Sandals and boots may not be worn, including the Ugg style boots. Platform shoes of any kind may not be worn. Shoes must not fall off during play. No wheels in skate shoes. No skulls on shoes.

### **Jackets/Coats**

This uniform policy helps keep the look of consistency for the classroom.

- Only the Sacred Heart School logo sweatshirts, cardigans, or crew long sleeve uniform sweaters may be worn in the classroom. No jackets, coats, or any kind of outer garment may be worn in the classroom.
- No other sweatshirts (fleece), sweatshirt jackets with thick fleece lining, or sweaters may be worn in or outside the classroom.
- Jackets/coats may be selected according to your child's needs.
- An official Sacred Heart jacket, a Lancaster JetHawks jacket or college team jacket may be worn to school and worn at recess. Professional sports team jackets are not allowed. Sleeveless jackets or vests are not part of the uniform.
- Denim and plaid flannel jackets may not be worn.

### **Miscellaneous**

- Backpacks, shoes, and shirts on free dress may not have any type of skulls.
- Anytime we change to a new uniform style for school, sports, and Spirit Wear, it will be grandfathered in.
- If a student breaks a bone or sustains a severe injury which will prohibit them from wearing the school uniform, they are excused to wear other clothing that resembles the school colors.
- If a student frequently offends against normal standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents shall be sought to correct the problem.

- Permanent, temporary, or henna tattoos are not allowed.
- Lack of improvements in personal appearance is grounds for the suspension of a student during that school day.
- The school reserves the right to require that parents bring an appropriate change of clothes to school if a student is inappropriately dressed.

**The Administration of Sacred Heart School reserves the right to change the DRESS CODE/UNIFORM POLICY at any time.**

### **FREE DRESS**

On special days throughout the year, students are given FREE DRESS, which means they can wear clothes other than the uniform. Free dress is a privilege granted to students at different times during the year.

The basic guidelines for free dress are as follows:

- Participation is optional; if a student chooses not to participate, he/she must wear his/her school uniform as usual.
- If a student chooses to wear free dress, he/she is to pay \$1.00.
- **Free dress clothing must be neat, MODEST and in good condition.**
- **No spaghetti straps. Shirt straps should be wider than 1 inch on the shoulders.**
- **No low cut blouses or tops.**
- **Shirts and tops for both boys and girls should cover the entire back and cover the entire shoulder.**
- **Bra straps and the color of bras should never be seen. Neutral colored bras must be worn with light colored tops or blouses.**
- ***Shorts length shall match the tip of the fingertips when both arms are extended by the side (mid-thigh) and must not extend below the knee.***
- Parents are responsible to ensure that students are dressed in a manner suitable for a Catholic school student.
- If a student frequently offends against normal standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents shall be sought to correct the problem.
- Lack of improvements in personal appearance is grounds for the suspension of a student during that school day.
- If a student is inappropriately dressed, the school may also reserve the right to require that parents bring an appropriate change of clothes to school. The principal will make the final decision.
- Free Dress clothing should be comfortable as well as appropriate for school and for play.

- If Free Dress day is the student's PE day, they are to wear athletic shoes that tie, no slip on shoes. Except for TK & K students, who must wear Velcro style closure shoes.
- Baggy pants and shirts are never acceptable at Sacred Heart School.
- Belts or dog chains or hanging down in front or on the sides of clothing isn't allowed.
- No skulls of any kind are to be worn on shoes, clothing, belts, and backpacks.
- Sandals and boots may not be worn, including the Ugg style.
- Comfortable, sturdy shoes are to be worn so that any student can perform at recess, and other daily activities. No ballet style shoes.

## HAIR POLICY

Sacred Heart School considers this a matter of parental responsibility and urges all parents to keep their children's hair well groomed, neat, and natural. In exceptional cases, the Principal will inform parents as to the necessity of proper hairstyle.

- Hair should not hang in the eyes of the student, boy or girl.
- Boys' hair should not touch the collar in the back or grow below the bottom of the ears on the sides or touching the top of the eyebrow.
- The length of hair on crew cuts on the top of the head should not exceed higher than 1".
- Extreme fad haircuts, either above or below the collar, will not be acceptable at school. This shall include, but not be limited to "tails", or shaved designs on parts of the scalp or hair.
- No student may shave his/her head including the sides or the top.
- Tinted, bleached, lightened, streaked, frosted, or dyed hair is not acceptable for boys or girls at Sacred Heart School.
- Any student who changes the color of their hair will automatically receive an "NI – Needs Improvement" for the trimester in conduct.
- Girls may wear headbands. The headbands must be a plain solid color such as white, red, blue, black, brown, or the SHS plaid from Lands' End. They may have a bow on the headband in the colors listed above and must not be any larger than one 1" in size. The headband will have no other embellishments or any shape protruding from the headband, this includes any type of animal ears.

**The Administration of Sacred Heart School reserves the right to change the hair policy at any time. The Administration also reserves the right to make any exceptions to this policy.**

## MAKEUP AND JEWELRY POLICY

### GIRLS:

- May only wear clear lip gloss and clear nail polish.
- Makeup, lipstick, eyeliner, eye shadow, etc. may not be worn.
- Eighth grade girls may wear make-up for graduation activities per administration.
- One post-type earring per lobe may be worn.
- Long, dangling, or hoop earrings may not be worn at any time.
- No colored nail polish or artificial nails are to be worn.

### BOYS:

May not wear makeup or earrings at school or at any school function such as field trips, musicals, or dramatic productions, etc.

### ALL STUDENTS:

Excessive jewelry or jewelry considered by the Sacred Heart Administration, faculty and staff to be in poor taste must be removed.

The Administration of Sacred Heart School reserves the right to change the Hair, Makeup, and Jewelry policies at any time. **Parents and students are expected to cooperate with the Uniform Code. If there is a disagreement about appearance at school, the administration will make the final decision.**

***Continual disregard for the school uniform will result in disciplinary action.***

## 7.7 Calendar

The school calendar is issued by the Archdiocesan Department of Education as a guideline. Locally, we develop our school calendar based on our needs. This calendar is provided during the month of August with additional information pertinent to the new school year. The administration reserves the right to amend the calendar. The calendar is also posted on the school website.

## 7.8 Schedule

- The first bell will ring at 7:55 A.M.
- School begins promptly at 8:00 A.M. at which time students go to the classroom.
- After the 8:00 A.M. bell the students will be considered tardy and must report to the office for a late slip in order to be admitted to the classroom.
- Dismissal is at 3:00 P.M.
- Children must be picked up by 3:15 P.M. at the latest. Supervision ends at that time unless they are involved in supervised after school programs or the Extended Care program.
- School is dismissed at 1:30 P.M. every FRIDAY that school is in session unless noted on the calendar. Students must be picked up promptly or they will be taken to Extended Care.
- School will dismiss at 12:00 P.M. on the days the Junior High has final exams and other days as assigned.

## 7.9 Emergency Procedures

In case of an emergency such as fire, earthquake, or other disaster the following guidelines should be used.

- Do not call the school.
- Use the parking lot where staff will have students waiting for pick up.
- Children can only be released to parents, guardians or any individual listed on the Emergency Information Card or the Disaster Release Card, unless permission is given in the form of a signed note.

In case of snow, or for any other reason regarding school closure, email and texting will be used to try to contact parents directly regarding emergencies.

## 7.10 Earthquake/Disaster Kits

Each student must have an emergency kit at school. The kit contains food, water, and an emergency blanket and can sustain one person for up to three days and has a shelf life of five years. These kits are listed on the students' supply list and must be purchased in the office. Kits must be replaced by students upon expiration of the five-year shelf life.

## 7.11 Disaster Release Card

Each child in the school must have a disaster release card on file.

## 7.12 MISSING CHILD

Procedures in the event of a missing child:

- A. The school will make a thorough check of the school grounds
- B. The school will call parents and anyone whose name appears on the emergency pick up card to check if they picked up the child.
- C. If the first two steps fail in locating the child, the school will immediately call the police, making available to them a picture of the child, age, height, and weight descriptions that can be found in child's file and health card

## 7.13 Rules: General School Rules

The general school rules of Sacred Heart School are for the good of the students. They help keep order and create an environment where learning can take place.

The student must:

- 1. Accept the leadership and authority of principal, teachers, and other staff members.
- 2. Refrain from damaging, defacing, or destroying school and personal property.
- 3. Complete all assigned work on time.
- 4. Practice good citizenship.
- 5. Be regular and punctual in attendance.
- 6. Dress appropriately and neatly in complete uniform.
- 7. Practice habits of good health and cleanliness.
- 8. Be honest and courteous.
- 9. Use only acceptable language; no profanity.
- 10. No running in the hallway.
- 11. No chewing gum.
- 12. Always remain on school grounds until dismissed or given permission to leave.
- 13. Use drinking fountains, play equipment, and restrooms appropriately.
- 14. Please do not hand out birthday or any party invitations at school unless all of the girls, boys, or the whole class is invited.
- 15. No throwing any object.
- 16. Do not push, trip, fight, or wrestle at school.

17. DO NOT ACCEPT FAVORS OR RIDES FROM ANYONE OTHER THAN PARENTS OR GUARDIANS.
18. Do not write, pass, or read notes of any kind at any time on school grounds.
19. Do not bring weapons of any kind to school.
- 20. Do not bring glass containers in lunches.**
- 21. Do not bring Energy drinks on campus (such as the Monster drink brand).**
- 22. No personal cameras on campus. Pictures may not be taken by student's cell phone cameras.**

## 7.14 VIRTUS TRAINING

**VIRTUS® Protecting God's Children Adult Awareness Session** is a three-hour training that helps clergy, staff, volunteers and parents to understand the facts and myths about child sexual abuse; how perpetrators operate; and how caring adults can take five important steps to keep children safe. The parent session also stresses monitoring of computers, cell phones, and other technology that perpetrators use to gain access to children and young people.

The Archdiocese of Los Angeles mandates this training for all adults working with children. This education component helps prevent child sexual abuse by first making every adult employee and volunteer aware of the issues surrounding child sexual abuse. This includes awareness of the many ways sexual abuse harms its victims, their families, the parish, and the community. The awareness session also helps adults learn to recognize the warning signs of abuse and shows them the appropriate way to respond to suspicious behavior. Finally, the awareness session empowers each person with five steps to help prevent child sexual abuse. More than 50,000 priests, deacons, parish and school staff members, and volunteers have already participated in these sessions throughout the five Pastoral Regions of the Archdiocese of Los Angeles. Our goal is to provide this training to all adults who work with children so we can work together as a more effective community to prevent child sexual abuse.

## 7.15 Fingerprinting

Protecting God's Children program only recognizes the fingerprinting procedure established by the Los Angeles Archdiocese for those working with children. Please check with the principal for further information on this program.

## 7.16 Cell Phones and Portable Communication Devices

- Cell phones and other portable communication devices (pagers, iPhones®, iPods®, Blackberries®, Apple Watch® and other similar devices, tablets, Fitbits®, walkie-talkies, etc.) may be brought to school with written parental permission.
- However, all portable communication devices **must be turned "OFF"** and given to the homeroom teacher. Failure to do so may result in the loss of this privilege.
- Portable communication devices may **NOT** be turned on at any time during the regular school day for any reason, except to call 911 in emergencies, or with the express permission of a responsible adult in authority.

- Before and after the end of school, students may use portable communication devices, but not inside school buildings that are still being used for school-related activities or on school buses.
- Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations. If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:
  - The device will be confiscated from the student
  - The device will be returned only to the student’s parent or legal guardian by the school principal
  - Depending on the circumstances, the student may be denied the right to bring the device to school
  - Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted
  - If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken

The school is NOT responsible for lost, misplaced, stolen, or broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced, or stolen after they are confiscated and will NOT pay for any communications charges.

## 7.17 E-READER POLICIES AND PROCEDURES CONTINUED

Students may use eReaders in the **classrooms ONLY** after agreeing to these policies and procedures:

- Teacher permission **MUST BE** granted.
- Written parental permission **MUST BE** on file.

eReaders, (Nook®, Kindle® or other tablets, etc. ) may be brought to class with written parental permission and with prior teacher consent. This does not include cell phones with reading applications. Cell phones such as these fall under the SHS Cell Phone Policy.

Devices must have the student’s name written on the body of the device and on the case or cover. If the name is not on the device, the teacher will not allow the device to be in the classroom and it will be returned to the student. The student must then call the parent from the office to come and pick up the device immediately. The device will be left with principal until the parent picks it up.

All eReaders **must be turned “OFF”** and stored in a backpack, book bag, locker, or other place where the device is not visible, until needed by the student. eReaders may **NOT** be turned on at any time during the regular school day for any reason, except with the express permission of a responsible adult in authority.

The student must not access the internet via his or her eReader while on school grounds, unless given permission by the teacher, and it must be used inside the classroom where the device can be viewed and monitored by the teacher. The school’s content filtering will not work on the student’s device; therefore the school will not be responsible for what the student views from the device. Students must not share the device with other students.

This prohibition on turning on the eReader and accessing its content includes, but is not limited to, before and after school, recess, lunch breaks, class changes, and any other scheduled or non-scheduled activity that occurs during normal school hours or extracurricular activities.

While in the classroom, the teacher has full discretion as to how and when the electronic device will be used. The devices will **remain OFF** unless instructed otherwise. If a student uses an electronic device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:

- The device will be confiscated from the student and the device will be returned only to the student's parent or legal guardian.
- Depending on the circumstances, the student may be denied the right to bring the device to school.
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted.
- If a device is used for cheating during a test, the student will be removed from the testing situation, will receive in a 'zero' on the test, will be denied the right to bring devices to school in the future, and appropriate disciplinary action will be taken.

The school is NOT responsible for lost, misplaced, stolen, broken eReaders, or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced, or stolen after they are confiscated and will NOT pay for any charges incurred while the device is on campus.

# STUDENT AGREEMENT ON THE USE OF E-READERS

I, \_\_\_\_\_ [name of student] understand that I may use my eReader [for example, Nook, Kindle] at school **only if I follow these rules and I promise to follow these rules:**

1. My eReader will have my name on the device itself **and** on its case or cover. If my name is not on the eReader, I will have to turn it in to the principal. I will have to call my parents, who must remove it from school.
2. I will keep my eReader turned OFF while I am at school and keep it in my backpack, locker, or somewhere safe where it cannot be seen -- until I get permission to use it.
3. After my teacher gives me permission, I may turn my eReader ON in the classroom. I will use the eReader according to my teacher's instructions. My teacher must be able to see what I am doing with my eReader at all time.
4. I will not share my eReader with other students.
5. I will not use the Internet with my eReader unless my teacher gives me permission, and then I may only visit sites that my teacher allows.
6. I will not use my eReader to cheat during a test or to do anything at school that is dishonest or uncharitable. If I use the eReader to cheat on a test, I will not be allowed to continue taking the test; I will receive a grade of "zero" on the test and I will not be allowed to bring an eReader to school in the future.

If I do not follow any of these rules, my eReader will be taken from me and will only be returned to my parents or guardians. It is possible that I may not be allowed to bring my eReader to school again. If I repeatedly break my promise to follow these rules, I may be disciplined or, if I misbehave badly, I may be expelled from the school.

I, \_\_\_\_\_ [name of parent/guardian] have discussed these rules with my child and promise to support the school in enforcing them.

Student, parent, and teacher all sign the policy in agreement.

## 7.18 iPad Policy

# Sacred Heart School

## iPad Acceptable Usage Policy

Sacred Heart School's Junior High iPad program is for home and school use for educational purposes only. The school iPads will be issued to each student to be responsible for them each day at school and at home. The school will download the apps installed on each tablet. The iPads and protective covers will have the same serial numbers assigned to them. The iPads will be returned back to the school prior to summer vacation or unenrollment from Sacred Heart School. The cost of repair or replacement to cover all damages incurred to your child's tablet will become the responsibility of your family.

All iPads are subject to the same acceptable use guidelines as any electronic devices used on campus. Sacred Heart School reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Usage Policy. Students in violation of the Acceptable Usage Policy are subject to disciplinary action, confiscation of the iPad, and/or removal of content. In the event of confiscation, completion of classwork remains the responsibility of the student.

Be aware that students are responsible for their device, its use, and its content at all times. Students should also remain aware of the risks associated with allowing others to use or access their device. Use appropriate judgment creating content and viewing content on the iPad. Additionally be aware of Sacred Heart School's academic integrity policies; be mindful that the iPad is not used to cheat, copy, or plagiarize in any way.

### **Caring for the iPad**

- Homework will be first priority for iPad usage at home, as well as for eReader and Audible books apps for class and Accelerated Reader. This takes priority over any personal use of the iPad at home or at school.
- The iPad screen is made of glass and subject to cracking and breaking if misused. Never drop or place heavy objects on top of the device. Do not lean on the iPad's screen. Be careful when inserting power cables to avoid damage.
- Only a soft lint-free cloth or laptop screen cleaning solution is to be used to clean the iPad's screen. We suggest microfiber cloths. Never use window cleaners, harsh chemicals or cleaning solvents on your smartphone or tablet and never spray anything directly onto the screen. Some screens, like those on the iPad and iPhone, have a special coating that can get wiped away if you use chemicals to clean the screen.
- Avoid storing your iPad in a place where it will be unsupervised, such as in your bag in the hallway or in public spaces.

- Keep the iPad on a flat surface, such as a desk or table. Do not store your iPad on the floor.
  - Avoid eating or drinking near the iPad and be mindful of any containers that contain liquid of any type placed on tables near the iPad. This includes your backpack.
  - Carry your iPad securely when it is not in your bag. Do not run with your iPad and do not stack books on top of it.
- 
- If your iPad gets left at home, no extra iPad will be provided and deadlines may not be extended. Assignments may need to be completed on paper or using school Chromebooks.
  - Bring your iPad to school fully charged at home. In case of low batteries, you may be able to charge your iPad at school, but availability of a cord and outlet are not guaranteed. If your iPad is not charged, you are still responsible for completing your work.
  - When choosing wallpaper for your iPad, choose an image that fits within appropriate content guidelines as laid out in the school handbook.

## **Prohibited**

- DO NOT subject the iPad to extreme heat or cold; do not store in vehicles or in direct sunlight.
- DO NOT remove and/or uninstall apps on the iPad; do not install new apps.
- DO NOT switch iPads as all iPads are labeled with your name and serial numbers.
- DO NOT deface or mark your iPad in any way.
- DO NOT attempt to “jailbreak” your iPad. This is the process which removes limitations placed on the device by Apple. This will result in severe problems for the device and subject you to disciplinary action. This will void the manufacturer’s warranty.
- DO NOT access inappropriate materials. All material on the iPad must adhere to the values and mission of Sacred Heart School. Students must abide by the same policies as those covering the use of on-campus computers, laptops, and cell phones. Students are not allowed to view, send, upload or download, or distribute offensive, profane, threatening, or obscene, materials.
- DO NOT engage in illegal activities with your iPad.
- DO NOT violate copyright laws pertaining to printed and recorded materials.
- DO NOT misuse passwords or gain unauthorized access to other student’s accounts, files, or data.
- DO NOT engage in malicious use or vandalism of the iPad or its contents.
- DO NOT turn off “Location Services” in the iPad’s Settings. This is to protect YOU from losses. If your iPad is lost, we won’t be able to track it if the Location Services is off therefore it must remain turned on.
- DO NOT use the camera or microphone to record inappropriate, illicit, sexually explicit, harassing, or embarrassing pictures or words. Any use of the camera in restrooms –

regardless of intent – will be treated as a serious violation. Use of the camera or microphone in the classroom is subject to the guidelines of the classroom teacher.

- All junior high students who participate in afterschool programs need to always be responsible for their ipads. Don't leave your ipad in your backpack on any grass field area in case the sprinklers come on. Please place your backpack in a shaded area at all times.

## **Accounts and Passwords**

- Keep your usernames and passwords in a safe place.
  - Write down the passcode and keep it safe.
  - If you don't remember your passcode and try to enter it 10 times, this will result in a system wipe. You will lose personal data saved on the device like documents, pictures, and videos.
- Use your Sacred Heart email address for all communications with the school, including your teachers.

## **Standard School Procedures**

- You will bring your iPad to every class every day. You will be using it in many different capacities, and so you must always be prepared.
- Always bring your iPad to school fully charged. Get into the habit of charging it every evening and charge the Bluetooth keyboard when needed.
- Do not attempt to sync your iPad to your personal computer.
- Do not overload your iPad memory with personal files like photos or videos. The main purpose of the device is using it for academic purposes.
- If you lose your iPad: We will try to track your ipad. If you are unable to recover the iPad, you will be responsible for replacing it.
- A Sacred Heart Staff Member may check your iPad at any time without warning. If you refuse to give a Sacred Heart School Staff Member necessary password(s) to gain access to the iPad, or you don't remember your password(s), the iPad will be confiscated and given to the Administration.
- You are allowed to use the iPad in any appropriate manner – outside of school - subject to your own parents' approval. During class time, non-academic activities are not permitted, unless specifically permitted by your teacher.

## **Software and Accessories**

- If an app is not up to date please inform your teacher. Apps will be updated automatically.
- You may want to purchase extra items such as a stylus or Apple Pencil (which makes some activities easier. Regardless, your finger can always be used as a stylus) or headphones.

- Sacred Heart School will not be responsible for any personally owned electronic devices or their accessories.

### **iPad Misuse**

If you are misusing the Internet or if constant damage is occurring to your iPad because of misuse or negligence, the following consequences may take place.

- Verbal warning
- Detention, suspension or expulsion will be determined by the nature and frequency of the offense. Confiscation of the iPad may also occur.
- Charges will be assessed for broken or lost iPad, case, power box, or power cable. Replacement cost will be at the current market value.

### **Student/Parent Verification**

We acknowledge and agree to adhere to the policies and recommendations laid out in this acceptable usage policy. We acknowledge that if we or the student violate this agreement, the student may receive consequences, including loss of iPad privilege, charges for damages/loss, or behavioral consequences as laid out in the Sacred Heart School Handbook.

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Student Name

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Parent Name

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Student Signature

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Parent Signature

---

Date

---

iPad Inventory #

## **7.19 INSURANCE**

An insurance fee is included in the annual fee. Students are covered while attending school, while traveling to or from school, or while participating in a solely school sponsored and supervised activity. In case of an accident, the parent must fill out a form to be taken to the doctor. The form can be obtained in the office and should be signed by the principal prior to taking it to the doctor.

## **7.20 Lost or Stolen Property**

The school is not responsible for any lost or stolen property. Please put student's name on all sweaters, backpacks, lunch pails, etc.

## **7.21 Musicals**

Sacred Heart School has one or two musicals during the year. Attendance is mandatory and if the student does not attend it will affect their citizenship grade. However, if the student is not well and did not attend school on the day of the event, they are not required to attend the event. The student may be given a make-up assignment for missing the event. The make-up assignment will be made on a case by case decision depending on the circumstances of the absence.

# **8.0 Admission and attendance**

## **8.1 Attendance**

- There is a very serious obligation on the part of all parents to see that their children attend school regularly.
- With the exception of illness, no child has an excuse for being absent from school outside of regular school holidays.
- If a child is going to be absent for the day, parents must call the school office at 661-948-3613 as soon as you know the student will be absent. The school has an answering system for non-school hours; please utilize this system. Parents are to notify the school by 8:00 A.M. on the day of the absence. This is for the protection of your child.
- If a situation arises where a child has to be absent for any other reason, the principal should be notified in advance.
- When a child is absent, a written note must be sent to the child's teacher stating the reason for the child's absence.
- It is advisable for parents to request and pick-up assignments for the child so he/she does not get too far behind in his/her work.
- If a child is absent for fifteen or more days during a trimester marking period, report card grades may be withheld unless the work is made up.

## 8.2 Tardy - Early Departures

- Students are expected to arrive at school on time and complete the school day.
- If a student is tardy, departs early, or has any combination thereof seven (7) times in a trimester, he/she will receive a Tardy / Early Departure Detention. **Tardies / Early Departures may count in determining the student's conduct grade.**
- If a student receives more than eighteen (18) tardies during the school year, a meeting will be held discussing the future enrollment of their child at Sacred Heart School.
- Students will not be released from school during school hours without parent/guardian knowledge.
- Parents/guardians should notify the school in writing in advance with the reason for leaving early.
- Parents/guardians requesting early departure must come to the school office to sign the student out.
- Parents may not remove students from campus without stopping in the office and sign the student out.
- Students will not be released to any adult who is not the parent/guardian, without permission from the parent/guardian.

## 8.3 Attendance Policy

- An excused absence simply indicates a student is permitted to make up work missed. It still counts as an absence.
- Arrive before 10:30 A.M. The student is counted late.
- Arrive after 10:30 A.M. The student is counted one-half day absent.
- Leave before 10:30 A.M. The student is counted absent all day.
- Leave after 10:30 A.M. The student is counted one-half day absent.
- Leave After 1:30 P. M. Student will receive an ED "Early Departure" or if student goes home sick, he/she will receive a one-half day absent.

## 8.4 Perfect Attendance

Students who maintain a perfect attendance record will receive recognition at the end of each Trimester. Perfect attendance is attained when a student has:

- No Tardies
- No early departures
- No excused or unexcused absences

## 8.5 Parent-Teacher Communication

Parents receive communications from Sacred Heart School and its teachers in many ways. Monthly packets sent at the end of the month update the calendar and promote upcoming events as well as include notes from each teacher on the specific classes and activities. Breaking news is sent home in the form of weekly bulletins or through the SchoolReach parent notification system, as needed. Parents may also receive Parent/Teacher Communiqués from the teachers or the principal that give information about academic progress and/or behavioral anecdotes.

Parents are required to sign and return the communiqués as acknowledgment of receipt. Any concerns or requests for conference may be indicated on these communiqués by both parents and teachers. Teachers communicate the grading system, course work, and behavioral expectations to the parents at Back-to-School Night in early September.

Discipline letters are sent home to be read, discussed, signed, and returned so that all parents and students are aware of expectations, consequences, and rewards. Citizenship is recorded on the report card each trimester.

## 8.6 Walking To and From School

Students who walk to and from school must have a signed Permission Slip from parents giving their child/children that permission. Signed Permission Slips will be kept on file in the school office. Permission Slips are available in the school office.

## 8.7 Parking Lot

The policies which follow regarding arrival and dismissal have been developed solely to protect your children. Please drive slowly. Students may be assigned a detention if a student, parent, or transportation provider does not follow parking lot rules. The school is not responsible for any vehicle parked on or near school property.

### **Kettering Street School Entrance (625 W. Kettering St.)**

No student may enter through the glass doors on Kettering Street during regular arrival and departure times. Special arrangements can be made for people who need assistance.

#### Arrival and Dismissal

- Driving and Parking
- Care must be taken when driving and parking near the school. Follow the supervision of the staff who is directing the flow of traffic. Cars must not be driven through or parked on the inner school grounds between 7:30 A. M. and 3:15 P. M. when school is in session.
- When delivering and picking up children, park in the church's parking lot. The basketball court area is also available for parking if the area isn't coned off for sports practice or game.

## Jackman Avenue Parking Lot

### Morning Drop off

- Follow arrows to enter through the alley, around the corner, through the parking lot, and to the exits. Stop in line to let children out of your car. Children are to go directly to the striped crosswalk on the right passenger side of the car.
- Parents wishing to remain at school are asked to park in church parking lot.
- Children must never be let out of cars in the alley. Cars must never stop in the yellow striped crosswalks.
- Once students arrive at school in the morning they must stay in the inner yard. When the 7:55 A. M. bell rings, students must go to their classrooms.
- There is always a supervisor assigned to supervise the parking lot and inner yard each morning beginning at 7:30 A.M. Children must not be brought to school earlier than 7:30 A.M, unless they are being checked into the Extended Care Program.
- The school will not be responsible for students on the school grounds before 7:30 A. M.

### After School Pick-Up

- Follow arrows to enter through the alley, around the corner, through the parking lot, and to the exits. Stop in line to let student(s) into your car.
- Parents wishing to remain at school are asked to park in church parking lot.
- Students must never get into the cars while the cars are waiting in the alley. Cars must never stop in the yellow striped crosswalks. Students may not enter a vehicle that has not come to a complete stop.
- Park only in marked parking spaces in the church parking lot. Never stop or park in the alley or striped crosswalks. All students must use striped crosswalks to get to their cars. Please exit with arrows.
- Students must wait in the inner yard (behind the gate) until they are picked up by parents or carpool.

### Morning and Afternoon Drop Off

- Students must stay in the inner yard by the gate until parents or transportation providers pick them up.
- Parents do not gather by the Kennedy Center dismissal gate to visit after school. You may visit in the inner yard or at the lunch tables.
- If parents need to come on school grounds, keep pets at home or in the car. Pets may not be brought on school grounds. Animals that help the visually impaired are the only pets allowed on campus.
- All students walking to or leaving the school grounds on foot must use the gate next to the Religious Education door.

### ***Parking during Inclement Weather Days***

During adverse weather conditions, the parking procedures are as follows. Follow the directions of the parking lot staff.

#### Drop-Off: Mornings

- Vehicles are to enter from Jackman Street and are allowed to pull up to the hallways adjacent to the classrooms. Parents are to drop off and wait for the vehicle in front of them to move. The line of traffic will loop around the inner playground and exit South (ally between Room 3 and the Church) onto Kettering Street.

#### Pick-up: Afternoons

- Vehicles are to enter from Jackman Street and pull into the inner playground area. The line of traffic will loop around the inner playground and exit South (ally between Room 3 and the Church) onto Kettering Street.
- Transitional Kindergarten and Kindergarten parents are to go to the Kindergarten playground to pick up their children. The entrance to the playground is through the hallway between the 7th and 8th grade classrooms and down the stairs. The teachers may also dismiss their students from the outside classroom door.
- Vehicles will exit from the inner yard and drive between the church and 3rd grad and then onto Kettering Street.

## **8.8 Visitors**

- Anyone visiting the school campus outside of the drop-off and pick-up times must sign in at the front office and receive a visitor's pass.
- Parents are welcome to observe their children and our classrooms during the school day, provided arrangements have previously been made with the teacher.
- Impromptu visits must be approved by the administration.
- Parents are requested not to interrupt a class at any time unless prior arrangements have been made.
- An appointment should be made if you need to speak with the teacher.
- Please bring student's lunches to the office. Do not take lunches to the classroom.

## **8.9 Volunteers**

All volunteers working with students must be fingerprinted and Virtus trained prior to working in the classrooms. This includes chaperons and room parents.

## 8.10 Sacred Heart Extended Care Program

Contact Numbers: Mrs. Claudia Alonso, Director 661-878-1918  
Building Phone Number 661-878-1911

### Sacred Heart School Extended Care Contract

Students in grades 5-8 participating in this program will report to the Kesterson Center. Students in K-4 will be escorted to the Kesterson Center by 3:15 p.m. All students will be checked in, attendance taken, and supervised by the Extended Care Program Staff.

#### Schedule of Care (Morning):

6:30 A.M. Doors open at Kesterson Center; *Parent is to sign child/children in*  
7:30 A.M. Children are released to playground with SHS supervision

#### Schedule of Care (Afternoon):

3:00 P.M. School dismissed; “Regular” students in grades 5-8 arrive to Kesterson Center  
3:15 - 3:30 P.M. K-4 students are checked in; students eat a light snack they have brought from home 3:30 - 4:30 P.M. Assistance with Homework; Silent Sustained Reading; Outside Play  
4:30 - 4:45 P.M. Snack (provided by Extended Care)  
4:45 - 5:30 P.M. Continuation of homework (if needed); Activities beyond homework  
5:15 P.M. Clean up  
5:30 P.M. All children should be picked-up by this time; **Starting at 5:31 P.M. there will be a late charge of \$1 per minute per child.**

**All children enrolled in this program (no matter the age) will be released upon a parent (or parent designee) signing them out. The Parent Designee must be listed as an Emergency Contact.**

#### Schedule & Rates:

- **“Morning”** is defined as before school starts, 6:30 A.M. - 7:30 A.M.
- **“Regular”** is defined as those families who know that they will need the Extended Care program throughout the school year on a regular basis.
- **“Occasional”** is defined as **possibly** needing to use the Extended Care program based on a variety of factors to include but not limited to: being unable to pick up child/children by 3:15 P.M., Parent(s) may work beyond school dismissal time one or more of the school days (i.e. early dismissal days), etc.
- **“As Needed/Last Minute/Emergency”** is defined as some unforeseen event whereby a parent or Emergency Contact person(s) cannot pick up your child/children within fifteen minutes of school dismissal. After 15 minutes any child who is not picked up will **automatically** be enrolled into the Extended Care Program. This is to ensure the safety and well-being of each child here at Sacred Heart School.

**Morning:**

- 6:30 - 7:30 A.M. \$5.00 per child for the hour
- 7:00 - 7:30 A.M. \$2.50 per child for the 1/2 hour Regular:

**Regular/Full-time Attendees:**

- \$140.00 per month per child to be paid monthly (this rate includes both A.M. and P.M. care)

**Occasional:**

- Regular Dismissal (defined as 3:00 - 5:30 p.m.) \$13.00 per child
- Early Dismissal (defined as 1:30 - 5:30 p.m.) \$16.00 per child
- Noon Dismissal (defined as 12:00 - 5:30 p.m.) \$18.00 per child

**Emergency Care Rates:**

- \$5.50 per child per hour

**Late Pick-up rate:**

- Starting at 5:31 P.M. there will be a late charge of \$1.00 per minute per child

**Billing:**

- Parents will be billed on a monthly basis.
- Statements and emails will be sent during the first full week of each month.
- A late fee will be applied starting the 16<sup>th</sup> of each month. Payments are due on the 15<sup>th</sup> of each month.

**Late fees are as follows:**

Billing Amount	Late Fee
\$1.00 - \$20.00	\$5.00
\$21.00 - \$50.00	\$10.00
\$51.00 - \$75.00	\$15.00
\$76.00 or higher	\$20.00

A returned check fee of \$25.00 will be charged for each returned check and you may be changed to cash only transactions.

Per the Parent Participation & Tuition Agreement, it is imperative that all fees are paid in timely manner. If Extended Care fees are not paid on by the 15<sup>th</sup> of each month, this may affect your child/children returning to Extended Care until the fees are brought up to date.

If balances are not kept current by the end of the school year, student report cards will not be issued to parents or the invitation to return to Sacred Heart School the following school year will not be granted.

### **Miscellaneous**

We ask that parents please pack an extra snack for their child/children to have when they first arrive at Extended Care. The Extended Care Staff will provide a light snack for your child/ children about an hour and a half after Extended Care begins. On noon dismissal days we ask that parents pack a lunch and snack and Extended Care will provide two light snacks. Parents are encouraged to donate snack items in exchange for Parent Service Hours. A list of acceptable snacks may be found at the Kesterson Center during program hours.

### **Student Expectations:**

Students are expected to follow school rules while enrolled in the Extended Care Program to include but not limited to:

- No CD/DVD players,
- No iPods, e-books, or other electronic devices
- No loitering, and/or disruptive behavior.
- Students with cell phones and tablets are to abide by the rules stated in the school handbook.
- Students are expected to be in uniform at all times with the exception of free dress days.

# Sacred Heart School

## Extended Care Contract Agreement Form

**Family Name:** \_\_\_\_\_

We, the undersigned parents, agree to indemnify and hold harmless the Archdiocese of Los Angeles, Sacred Heart School & Parish, and all of their agents from any loss or liability arising out of the Extended Care Program as such loss or liability relates to child/children covered by this contract. We agree to follow this contract in accordance of these guidelines. Failure to do so may result in termination of these services and/or other services provided by Sacred Heart School.

**Mother's or Guardian's**

Signature \_\_\_\_\_

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

**Father's or Guardian's**

Signature \_\_\_\_\_

Print Name: \_\_\_\_\_ Date \_\_\_\_\_

**Please check the appropriate box, complete the form below, and return to the School Office.**

\_\_\_ My Child/Children *will not* be enrolled in this program and I agree that if I am not able to pick my child/children up within fifteen minutes of school dismissal that my child/children will automatically be enrolled in the Extended Care Program and I will be charged the "As Needed/Last Minute/Emergency" Rates listed on the Extended Care Contract.

\_\_\_ My Child/Children will be enrolled in the "**Regular**" Extended Care Program and I agree to pay \$140.00 a month per child.

\_\_\_ My Child/Children will be enrolled in the "**Occasional**" Extended Care Program and I agree to pay the Occasional Rates listed on the Extended Care Contract.

**Family Name:** \_\_\_\_\_

Please check one of the following: \_\_\_ Regular \_\_\_ Occasional \_\_\_ As Needed/Last Minute/Emergency

The names and grades of my child/children who will be attending the Extended Care Program:

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Grade: \_\_\_\_\_

## 8.11 COMMUNICABLE DISEASES

As members of Sacred Heart School's community, we have a responsibility to protect our children from illnesses as far as possible.

- Parents of students with communicable or contagious diseases (such as strep throat, chicken pox, measles, lice, pink eye, impetigo, and scabies, etc.) have a responsibility to phone the school so that other students who have been exposed to the disease can be alerted.
- Students with contagious diseases are not allowed to come to school while they are contagious and are not allowed to return to school without a doctor's release.
- A student may not remain at school with a fever, diarrhea, or while vomiting.
- A child must not return to school unless he/she has been free of symptoms for 24 hours.
- If an illness requires an antibiotic, the child should receive the medication for 24 hours before returning to school.

Please adhere to this rule for the protection of all our children and staff. You will be called to take your child home if they return to school before the 24 hour period expires.

## 8.12 Immunizations

The California School Immunization Law (Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, subchapter 8, Sections 6000-6075) To enter or transfer into public and private elementary and secondary schools (grades kindergarten through 12), children under age 18 years must have immunizations as outlined below:

To meet California's school entry requirements, children entering kindergarten will need the following immunizations

Immunization	Dosage
Diphtheria, Pertussis, and Tetanus (DPT)	Five (5) doses
Polio	Four (4) doses
Measles, Mumps, and Rubella (MMR)	Two (2) doses
Hepatitis B	Three (3) doses
Varicella (chickenpox)	One (2) dose

Students entering grade seven must show proof of the following immunizations:

Immunization	Dosage
Tetanus, reduced Diphtheria, and a cellular Pertussis (Tdap)	One (1) doses
Measles, Mumps, and Rubella (MMR)	Two (2) doses

All students from out of state must show proof of varicella (chickenpox) immunization.

**Mantoux test (TB test):** One complete record of TB skin test must be within one year prior to **Kindergarten** entry. The Mantoux test is also required for new enrollees who have never attended a California school before. For these students, the Mantoux may have been given at a previous time. The TB test record must include date given, date read, result of reading, and signature of health provider reading results.

### 8.13 Medical – Accidents & Illnesses

- The care and health of the children entrusted to us are extremely important. If a child becomes ill during the school day, he/she is sent to the office. If necessary, the parent is called.
- Before any care is taken of an ill or injured child, it is necessary that the school have the express permission of the parent or someone delegated by them. Emergency address and telephone cards must be filled out by parents each year. This form is essential to the health and safety of the child and must be kept current.

### 8.14 Medical/Dental Appointments

If possible, it is best to schedule doctor and dental appointments after school hours.

- When a child has an appointment during school hours, a note must be brought to the office with the child on the morning of the appointment specifying the nature of the appointment and the time.
- The parent must come to the office to sign out the child and the child will be called for.
- In order for a medical/dental appointment to be considered a medical/dental absence, the child must provide a note from the doctor stating the time of the appointment and the time spent in the doctor's office.
- The child must be checked back in by the parent after the appointment in the school office.
- If a child has an early morning medical/dental appointment and is not present at the start of school, the child must bring to the school office a note from the doctor's office reflecting the information above when he/she checks in.
- Only with a doctor's note can a "medical/dental late" be given which will not reflect a "late" on his/her report card and permanent file. Only the child seen by the doctor will be given a medical/dental excuse.

## **8.15 Medical Cards**

Every child in the school must have a medical card on file containing the following information:

- Record of vaccinations and immunizations
- Unusual health problems
- Family doctor's name and phone number
- Emergency phone number in case a parent cannot be reached

All information must be kept current. Teachers must always be informed of unusual health problems.

## **8.16 Medical Emergency**

Procedures in the event of a child collapsing during school time:

1. A staff member or teacher assesses the situation, attends to the student, and notifies the school office as soon as possible. If a teacher/staff member is certified, first aid will be given as needed.
2. School will call 911 immediately if the injuries or condition of the student appears to be remotely serious.
3. School will fill out an accident report form.

## **8.17 Archdiocese Medication Policy**

The school shall not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See Medication Authorization and Permission Form.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled, and have the student's name attached. It shall be in an appropriate container and kept in the school/nurse's office.
- The student shall come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an Epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members.
- The medication regulations apply to both prescription and non-prescription medications, includes cough drops.
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the Diabetic Consent form.
- Consent Form and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies. See Diabetic Consent Form.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

## 8.18 Gradelink

[Gradelink](#) provides parents a means to stay up to date with their child's current academic progress, view attendance information, view grades from past terms, and setup email alerts.

To get started using Gradelink, you will need to know your school ID, your username, and your password. You can get these items from your school office. If you do not have any of these items, you forgot them, or your account is locked, just contact your school office as they manage all the accounts for your school.

To log into Gradelink go to [www.gradelink.com](http://www.gradelink.com) and click on the yellow login link near the top left part of the page. This will bring you to a login page where you can enter your school ID, username, and password.

Most computers, Mac or PC, made in the last 10 years or so should work fine with Gradelink. You don't need to install any special software, just make sure your web browser is up to date. Gradelink works well on current versions of Internet Explorer, Safari, Firefox, and Google Chrome.

Below is a description of the different parts of the parent interface:

### **Grades:**

When you first log into the parent interface, you will go to the 'Current Grades' page. This page simply lists what your child is currently averaging in all of their classes based on what the teacher has currently entered in the grade book part of Gradelink. GPA is also displayed.

### **Top Center Drop-down list:**

In Gradelink at times a drop-down list will appear in the top center part of the screen. Whatever class is displayed in this list determines what classes you are viewing assignments, attendance, or alerts for. Then by checking the checkbox to the right of the list allows you to view past concluded classes from previous terms. Classes from terms that ended up to 400 days ago will available, but classes concluded before 10/10/2005 will not be available as this feature was not in place before then.

### **Assignments:**

The 'Assignments' page lists assignments for the particular class that shows up in the drop-down list near the top center part of the page. If you change the class in the drop-down list then the assignments will change to display the assignments for the currently selected class. If you want to get more details of a particular assignment click on the underlined assignment title and it will show more information such as an assignment description if a teacher entered one in. Assignments in white represent upcoming assignments that are due in the future.

### **Attendance:**

The 'Attendance / Conduct' page will show the attendance and conduct for the particular class listed in the top center drop-down list. Most schools do not do attendance and conduct in each class and so you will want to select the class called 'School Attendance' or something named similar to that from the drop-down list. The 'School Attendance' class is a special class for only collecting attendance once a day instead of multiple times a day in every class. No conduct is collected for 'School Attendance' classes. Attendance in white is attendance that may need to be noticed.

**Transcript:**

The 'Transcript' page allows you to view final grades from past terms. Only grades from terms since your school started using Gradelink will be displayed. GPA and Units are also displayed from this page.

**Alerts:**

The 'Email Alerts' page allows you to set alerts based on grades and attendance. You can set up different alerts for each class so when you set up alerts you are setting them up for the current class that is listed in the top center drop-down list. If you want to set up alerts for all the classes at once be sure to check the 'Apply these settings to all classes' checkbox. To set an alert click on the checkbox next to the alert you want to set and set the appropriate letter grade threshold for the alert. Any time you set alerts you must always click the 'Submit Changes' buttons after you have set all the alerts on the page.

There are two common alerts that are set, the first one under the 'Negative Alerts' section is 'Email me when my student is averaging a Grade of 'x' or Lower in this class.' If you had this alert set for C- then whenever the student's average grade went from above a C- to a C- or lower than, an email alert will be sent. Keep in mind an alert is only sent when the threshold grade (C-) is crossed, so if you set the alert to a high value like A- and the student never averaged a grade higher than an A- then an alert will never be sent because the threshold was never crossed.

The next popular alert is 'Email me when a Grade of 'x' or Lower is entered for this class.' This alert will send out an email alert whenever a grade regardless of whether it was a test, quiz, or homework, is entered in the grade book that is equal to, or lower than the letter grade threshold set. Remember that most schools don't do attendance in every class or subject so to set your attendance alerts you will most likely have to change the class in the top center drop-down to 'School Attendance' and set your attendance alerts for that class. In addition, alerts on conduct will not be sent unless teachers are entering attendance in every class. Alerts will be sent to the emails listed below, you can add or edit emails by clicking the 'Edit Emails' button.

**Change Password:**

This page allows you to change your password. You must enter your current password first and then your new password twice for verification.

**Logout:**

Clicking the Logout tab will log you out of Gradelink.

**Note on Printing:**

If you decide to print some of the pages be sure to use the printing icon in Gradelink and not the one on your browser otherwise the printout will not come out correctly.

## 9.0 Academics and Curricular Activities

### 9.1 Academic Programs

Sacred Heart School believes in academic excellence. It is our hope that students will take advantage of all the educational opportunities to learn. The subjects taught offer a foundation for a well-balanced education: religion, English, spelling, vocabulary, reading, mathematics, math enrichment for all ability groups, algebra, advanced algebra, geometry, science, social studies, art, Spanish in grades 6-8, music, physical education, computer, and technology classes.

### 9.2 Progress Reports

With the use of Gradelink, parents have the capacity of checking on their student's progress 24/7.

### 9.3 Report Cards

Parental involvement is considered to be of utmost importance at Sacred Heart School. Report cards are issued three times a year on the trimester system.

- Parent-Teacher Conference day will be assigned at the end of the first trimester. If you would like a conference with your child's teacher, parents may call the office to make an appointment.
- To keep parents informed on an on-going basis, Parent Communiqués are sent to the parents of students who are not working to potential or who have gotten behind in a subject.
- Parents are welcomed and encouraged to contact teachers regarding their child's progress. Please email your child's teacher. All e-mails are listed on the school website on the faculty/staff tab.

### 9.4 Conduct Grades

Conduct is important both for training in responsibility and citizenship. Proper conduct also helps in providing a positive environment for learning. Conduct is graded as follows:

- O = Outstanding
- G = Good
- S = Satisfactory
- NI = Needs Improvement

### 9.5 Grading Policy

#### KINDERGARTEN & GRADE ONE

- O = Outstanding
- G = Good
- S = Satisfactory
- NI = Needs Improvement

#### GRADES TWO THROUGH EIGHT

- A = 93-100%
- B+ = 90-92%
- B = 87-89%
- B- = 85-86%
- C+ = 80-84%
- C = 75-79%
- C- = 70-74%
- D = 65-69%
- F = 64% & BELOW

## 9.6 Religion Program & Expectations

### RELIGION PROGRAM

The Religion Program at Sacred Heart School permeates and is integrated into all aspects of school life. Religion is not only a subject taught but also a way of life to be lived. It is a life of friendship with God, lived in Christ and with Him, in the spirit of the Gospel as interpreted to us by the living voice of Christ in his Church.

- It is emphasized to the children that they must put into practice out of school all the religious truths they have learned in school.
- Attendance at Sunday Mass, which is the central act of Catholic worship, and a regular encounter with our loving Savior in confession and Holy Communion are an important part of the actual living of our faith.
- We encourage parents to periodically examine their attitudes and examples for it is in family life that the love of God is first heard and nurtured.
- The Sacred Heart School family comes together at least once a month, usually on the First Friday to worship through song and prayer. Each month a different class is responsible for preparing the Liturgy; it is an experience the children enjoy.
- Non-Catholics who attend this school are expected to attend and participate respectfully in the religion program. This includes both classroom activities and liturgical services. At all times the religious preference of the child and family are respected.

**New Students:** New students entering Sacred Heart School who have not made the Sacraments of Reconciliation and Eucharist may prepare for the Sacraments for the school year upon consultation with the administration.

**Service Projects:** All students and families are expected to participate in school-wide service projects. Junior High students are expected to earn service hours. Projects and hours are subject to approval by the Junior High Religion teacher. Our summer program for St. Vincent de Paul requires a \$5.00 donation from each family at the end of the school year.

## 9.7 Mass

The most important aspect of a child's development is spiritual. Sacred Heart School expects all families to attend Sunday Mass or worship services in the church of their choice. In addition, all Sacred Heart's students attend Mass on week days and on Holy Days of Obligation. Parents are asked not to take pictures, even with cell phones during mass. During awards presentations, pictures may be taken. Parents are asked to come to Mass in appropriate attire.

## 9.8 Service Projects for Jr. High Students

Junior High students are required to participate in service projects. In doing this, students are fostering their faith as Disciples of Christ and using their gifts and talents to serve others. Thus, students are fulfilling the Corporal Works of Mercy. This will help students become aware of the needs in our community. Hours may be completed between July 1 and May 31.

## **9.9 Academic Probation Transfer**

### CONTRACTS - ACADEMIC AND BEHAVIORAL

Sacred Heart School reserves the right to place a student under an academic or behavioral contract. Such contracts will require the students to improve their grades or their behavior. Failure to follow the contract will result in a student being dismissed from Sacred Heart School. Student, teachers, parents, and principal will sign any such contract. A student may be placed under an academic and behavioral contract at the same time.

## **9.10 Withdrawal of Students**

A student may be withdrawn from the school at any time pending formal notice given to the principal. Assessment of outstanding tuition and fees will be made. Transfer of records will be made upon formal request.

## **9.11 Retention Policy**

Retention is considered by Sacred Heart School when all parties agree it would benefit the student. If at the end of the FIRST TRIMESTER, it would appear that retention would benefit a student, the teacher with the approval of the principal, contacts the parents and discusses the situation. Periodic reports are then given to the parents throughout the SECOND TRIMESTER with the decision finalized during the THIRD TRIMESTER. Although the opinions of the teacher and parents are significant factors, the final decision to retain a student is the responsibility of the principal.

## **9.12 Homework Policy**

Homework assignments are considered a continuation of the classroom experience and are an excellent means for parents and teachers to determine how well a lesson has been learned.

Suggested homework schedules are as follows:

- Grades 1 - 2: If assigned; not to exceed one-half hour (normally)
- Grades 3 - 6: Not to exceed one hour (normally)
- Grades 7 - 8: Not to exceed two hours (normally)

## **9.13 Honor Roll**

Academic Excellence at Sacred Heart School is recognized in several ways. Sacred Heart School recognizes its outstanding students through Honor Rolls for grades two through eight.

The Honor Rolls are based on the following subjects:

ENGLISH  
MATHEMATICS  
READING  
RELIGION  
SCIENCE  
SOCIAL STUDIES

- Principal’s Honor Roll: To be eligible for the Principal’s Honor Roll, a student must earn an “A” in all Honor Roll subjects and an “O” (Outstanding) or a “G” (Good) in conduct.
- Sacred Heart School Honor Roll: To be eligible for the Sacred Heart School Honor Roll a student must earn an “A” or “B” in all Honor Roll subjects and an “O” (Outstanding), a “G” (Good), or an “S” (Satisfactory) in conduct.
- Citizenship Honor Roll: A student who shows exemplary behavior in the classroom and on the playground will receive an “O” (Outstanding) in conduct on the report card. He/She will be recognized by having his/her name on the Citizenship Honor Roll.
- A student receiving any “NI” (Needs Improvement) in Conduct will not be eligible for any Honor Roll

## 9.14 California Junior Scholastic Federation (CJSF)

Students in Grades Seven and Eight are encouraged to strive for the honor of qualifying for the California Junior Scholastic Federation. The criterion for membership in CJSF includes:

- “O” or “G” Grade in Citizenship.
- Grades of “A”, “B”, or “C” in all subjects. Any grade below a “C” in any subject on the report card disqualifies the student from membership.
- Effort grades of “O”, “G”, or “S” in all subjects.
- Students must earn CJSF membership in at least TWO trimesters in the seventh grade and TWO trimesters in the eighth grade.
- Twenty-four (24) points or more in major academic areas.

**CJSF semester points are calculated as follows:**

<b>A grade of “A”</b>	<b>3 CJSF points</b>
<b>A grade of “B”</b>	<b>1 CJSF point</b>
<b>A grade of “C” or “Pass”</b>	<b>0 CJSF points</b>

- Major academic subject areas are Math, Science, Reading, Social Studies, English, Foreign Language and Religion.
- Any CJSF student receiving an “S” in conduct in any subject will be put on probation for the next trimester.
- Any CJSF student receiving an “NI” in conduct will be dismissed from the Federation.
- Cheating of any kind will result in a student being suspended for a semester from this honor organization. A student can lose his/her eligibility to join CJSF if cheating. To maintain membership in CJSF a student must fully participate in the service projects throughout the year.

## 9.15 California Junior Scholastic Federation Awards

- Those eligible for membership will receive a membership card each trimester.
- Those students who qualify for membership to CJSF for four trimesters (two trimesters of seventh grade and two trimesters of eighth grade) will wear gold cords and the CJSF pin at graduation.
- Association membership in CSF first semester of ninth grade for honor members.

## 9.16 Field Trips

- Field trips expose the children to a learning experience outside of the classroom. Parents must be careful to return permission slips for field trips on time.
- If the permission slip for a particular field trip is not on file in the office, the child will not be permitted to travel.
- The school cannot accept permission over the phone.
- Permission slips must be signed by the parents.
- Since field trips are considered part of the educational process, keeping children home on the day of a field trip as a punishment for an offense at home is strongly discouraged.
- Money for field trips or any school function or project must be placed in a sealed envelope with the child's name and grade number on the outside and the amount enclosed and given to the child's teacher.
- Parent hours are not given for chaperoning field trips.
- Parents must not park in the school parking lot during the field trip.
- Parents acting as chaperons on field trips must be fingerprinted and Virtus trained prior to the field trip.
- No refunds for missed field trips will be given. All students are expected to pay as the expense for the field trip is set in advance.

## 9.17 Chaperons

- Responsible adults (i.e. principal, teachers, priests, volunteers, chaperones, etc.) are responsible for the supervision of students. We look to supervising adults to help enforce the school rules and to set a good example.
- Parents must be fingerprinted and Virtus trained prior to becoming chaperons.
- Parents do not receive parent hours for chaperoning on field trips.
- Parents are required to pay their own entrance fees to the venue.
- It is the teacher's duty to call the school with updates on return times or other incidents. This is not to be done by the chaperons unless directed to do so by the teacher.
- Chaperons must be dressed in a respectable manner. No short skirts or shorts. No cleavage.
- They are acting as representative of Sacred Heart School on the field trip,
- Other children, including siblings, must not be brought on a field trip as the students entrusted to your care need your full attention
- The possession, use, purchase, and distribution of tobacco, alcohol, illegal drugs, weapons, inappropriate videos, reading materials or other objects by supervising adults are not permitted, and will result in disciplinary action which would include dismissal from activities.
- It is understood that volunteers will never discuss any student's progress, behavior, ability, etc. not even with the student's parents. Questions regarding student progress, evaluation of student progress or problems of any student must always be referred to the teacher. (Please do not try to

answer questions about curriculum – always refer interested persons to the teacher/administrator).

- Always provide a safe environment where all participants can be sure that boundaries will not be violated.
- Avoid situations where you are alone with a minor. At least two adults should be present when there is only one minor and at least 2 minors should be present when there is only one adult. Interactions should be held in a public area or in a visible area such as a room with an interior window or an open door so that another adult or youth can be present outside the room as a witness.
- Positive reinforcement should always be used.

When Parents are asked to act as chaperons on a field trip or a school function, here are some useful hints:

- Arrive at school early enough to receive instructions from the teacher. Be sure you understand exactly what the teacher expects of you
- Look upon yourself as an authority figure. On this assignment, you are an extension of the teacher.
- Do not be shy to reprimand a student in an appropriate manner (even though he/she is the son or daughter of your very best friend).
- When traveling on the bus, assume a seating position where you can monitor the students.

## 9.18 PHYSICAL EDUCATION CLASSES

Physical Education (P.E.) classes are part of the regular curriculum at Sacred Heart School. Students are expected to participate as in any other class offered.

- Students must wear tied athletic shoes on all P. E. days. TK & K students must only wear Velcro style shoes during P. E.
- Not wearing the appropriate shoes to school on P. E. days will affect their P.E. participation grade.
- Students need a note from their parents, or doctor to be excused from P.E.
- All notes are to be sent to the homeroom teacher.
- The homeroom teacher will forward copies to the office and P.E. instructor.
- Excused students will not accompany their class to P. E. The student will bring work from class or a book to read quietly in the office or student may remain with a teacher in a classroom.
- Any student who does not participate in P. E. will sit on the benches during all recesses and lunch playtime to avoid additional injury or aggravation of the ailment.
- *A note from a doctor must be on file in the school office before a student will be excused from physical education classes on due to illness or physical disability. The note should have the following information:*
  - The reason for being excused
  - The degree of participation
  - Duration of excused period
  - A release from the doctor is needed to return to PE classes

## 9.19 Halloween Carnival

- Children may wear costumes.
- No devils, scary, or bloody costumes.
- Witches are allowed for first through eighth grade, if they are happy witches.
- Transitional-Kindergarten and Kindergarten students must have parents to accompany them during the carnival. Additional guidelines will be sent home prior to the event ‘
- Parents are to park in the church parking lot during the event.
- There will be no admittance through the front glass doors.
- If students leave prior to dismissal, please sign students out in the office. The office staff will give parents a pass that is to be handed the staff member at the gate.
- Parents may wear costumes in good taste. No revealing necklines, or hem lines. Costumes may not scare the students. Parent’s costumes must not cover the face so that faces are recognizable.

## 10.0 Extracurricular Activities

Sacred Heart School’s extracurricular program complies with the mission of the school to develop students to their full potential in a Catholic and academically excellent environment. The extracurricular program is part of the whole curriculum and strives to develop a well-rounded individual, with emphasis on responsibility, commitment, and best personal effort. Goals include the following:

- Develop and maintain an environment that promotes Christian character, sportsmanship, physical activity and teamwork
- Provide students with high-quality extracurricular and social experiences
- Provide quality leadership and management
- Provide middle school students with the opportunity for interscholastic competition in a variety of sports, music and academics

## 10.1 Tuition and School Fees

Many of our extracurricular activities require a fee to be charged for students to participate in the activities. At the start of each activity, parents will be notified as to the cost of the activity.

- Payment is due at the start of each activity.
- Tuition or other school fees that are not paid up to date will prevent students from participating in any future extracurricular activities.

## 10.2 Parental Involvement

- All families are encouraged to attend games and competitions.
- Parents are required to demonstrate good sportsmanship.
- Parents are required to be prompt in dropping off and picking up students for events, meetings, and practices.

## 10.3 Athletic Program

Sacred Heart School is very proud of our junior high athletic program. The athletic program strives to develop our student-athletes into better individuals through good sportsmanship, hard work, dedication, and the responsibility it takes to participate in the sports program while fulfilling the classroom requirements.

- Sacred Heart School is a member of the Antelope Valley Christian Athletic League.
- Junior high students are eligible to participate in the following sports: co-ed soccer, co-ed volleyball, boys' flag football, girls' flag football, boys' basketball, girls' basketball, co-ed softball, and girls' cheerleading.
- Cross country is offered to fourth through eighth grades.
- Student-athletes must abide by Sacred Heart School's eligibility requirements. Parents and student-athletes will sign a conduct/grade contract to participate in the sports program.

### 10.3a Eligibility for Athletics

Eligibility requirements are as follows:

- Conduct grade must not fall below "S" during each trimester,
- An academic average must stay at a "C" or better in the six core subjects (Math, Science, English, Social Studies, Religion, and Reading),
- Grades will be checked at progress reports and report cards, and full participation and cooperation during P.E.
- Complete requirements are available in the conduct/grade contract for each sport.
- A copy of the contract will be given to each student-athlete at the beginning of each season.

### 10.3 Coaches

In order for an adult to coach a school team, she/he must fill out a VOLUNTEER APPLICATION and meet these criteria:

- Be a sensitive, mature individual.
- Be able to relate well to students and adults.
- Have knowledge of the sport and emphasize respect for others along with good sportsmanship.
- A Catholic/Christian attitude must be exemplified at all times.
- Be approved through an individual conference with the Principal and Athletic Director.

- Be fingerprinted and Virtus trained.

### **Responsibilities of Volunteer Coaches**

- Must be fingerprinted and Virtus trained.
- Must maintain a positive attitude and support the school philosophy.
- Must follow the finance policy, i.e., no purchase of uniforms, equipment, or awards without the Athletic Director or Principal's approval.
- Must support disciplinary decision of the Athletic Director and Principal (probation means no practices/no games until notified by the Athletic Director).
- Must supervise all practices and games,
- Be on time, (practice times can be from 3:15 P.M. -- 4:30 P.M. unless otherwise approved by the Athletic Director or Principal)
- At the end of each practice, the coach must remain with students until each is picked up; students not picked up within 5 minutes of the end of practice are walked to Extended Care to be signed in
- At the end of each practice, the coach and team members must clean up the area.
- After games, the Coach is responsible to stay with any student until they are picked up.
- The person(s) selected/approved for this volunteer position is responsible for general supervision and management of the team but is accountable to the Principal and Athletic Director.

## **11.0 Tuition and Fees**

### **11.1 PARENT PARTICIPATION & Tuition Agreement**

This agreement by and between Sacred Heart School (hereafter referred to as the School) and Mr. and/or Mrs.\_\_\_\_(hereafter referred to as the Parents or Guardians), is entered into as follows:

1. The Parents or Guardians agree to be members of the Parents' Association of Sacred Heart School.
2. The Parents agree that at least one parent per family will attend the three general meetings of the Parents' Association of Sacred Heart School.
3. The Parents agree that their role is that of being primary educators of their children. This implies cooperation between school and home in the development of the student's spiritual, intellectual, physical, and emotional growth.
4. The Parents agree to comply with all rules stated in the Sacred Heart School Handbook.
5. The Parents agree that they will be responsible for:

- a. Purchasing Scrip which will give Sacred Heart School a profit of \$150.00 per family by the date set at the end of each school year.
  - b. Volunteering 30 hours per family for the school year or paying \$300.00 by the end of the date set at the end of each school year.
6. Parents may pay tuition in full or tuition may be paid in eleven (11) monthly payments. Tuition is payable online or by mail to Smart Tuition. ***Your Smart Tuition account will automatically roll over. You will only need to contact Smart Tuition if you have any changes.***
- a. Tuition plan choices will be evaluated throughout the school year per the registration. Tuition plan rates are outlined in the registration paperwork and are subject to change. Parents will always be informed.
  - b. Tuition is NOT tax deductible.
  - c. Smart Tuition due dates will be the 1<sup>st</sup>, 5<sup>th</sup> or 15<sup>th</sup> of each month. The first monthly tuition payment is due in July and the last monthly tuition payment is due in May.
  - d. A late fee of \$40.00 will be charged if tuition is not paid on your selected due date. If tuition is not paid on your selected due date of the 1<sup>st</sup>, 5<sup>th</sup> or 15<sup>th</sup> of each month, this may affect your child/children who may not be able to return to Sacred Heart School until the tuition is brought up to date.
  - e. A returned check fee of \$25.00 will be charged for each returned check and you may be changed to cash only transactions.
7. Your child is welcome to participate in all school extra-curricular activities, if all tuition and other fees remain in good standing. The school reserves the right to dismiss your child/children from the school if your account falls in arrears.

## 11.2 Tuition Payment Plan: Smart Tuition

Sacred Heart School has partnered with Smart Tuition to service your child's tuition account. To enroll online, please follow the instructions below.

### 1. ONLINE ENROLLMENT

For New Families only. Current families will automatically rollover. If you have any need to make any changes, please contact SmartTuition

Go to: [www.enrollwithsmart.com](http://www.enrollwithsmart.com)

### 2. Find Your School

Enter your school's name in the search box. Make your election by clicking the green circle.

### 3. Section 1: Who Will Pay?

Enter the parent, guardian or bill payer's contact information. Please provide your telephone number and email address as Smart Tuition regularly communicates important information about your account via telephone and email.

### 4. Section 2: Who will attend?

Enter the names and grades of the children who will attend the school

### **5. Section 3: How and When to Pay**

Review the payment plans offered by your school and choose one. The plans listed are selected by your school and cannot be changed by Smart Tuition. Select your preferred payment method and due date from the options offered by your school.

### **6. Section 4: Submit**

Review Smart Tuition's Terms and Conditions.  
Click SUBMIT ENROLLMENT to complete your online enrollment.

### **7. Confirmation**

Upon online enrollment completion, a confirmation page will display and a confirmation email will be sent to you.

### **8. Account Activation**

Once your school has reviewed and activated your account, you will receive an email with login instructions

To view your balance, make payments, update your personal information, or chat with a live representative, access your Smart Tuition account at [www.parent.smarttuition.com](http://www.parent.smarttuition.com)

PLEASE NOTE: The Smart Tuition program manages tuition payments and follows the policies established at the school. Decisions regarding tuition amounts, tuition aide, scholarships, and all other tuition related items are made by your school.

We look forward to working with you and your family this year!

Our parent help center is always available to assist you. We're open 24 hours a day, 365 days a year.

CONNECT WITH US:

ENROLL WITH US:

[www.enrollwithsmart.com](http://www.enrollwithsmart.com)

Phone: 888-868-8828

Email: [parents@smarttuition.com](mailto:parents@smarttuition.com)

Website: [parents.smarttuition.com](http://parents.smarttuition.com)

***Tuition is not tax deductible***

### **11.3 Tuition Assistance**

For qualifying families is available through the Los Angeles Archdiocese Children's Education Foundation. Applications are sent to current school families in the February packet each year. All applications are subject to Archdiocesan guidelines and deadlines.

### **11.4 Parent Participation Hours**

The objective of Parent Participation hours is to create a community spirit in the school while providing valuable service thereby indirectly providing financial assistance and generous support. Thirty hours of service are required by all families. All Parent Participation Hours must be worked or paid in full (\$10 per hour) by the end of May of each school year. Your active participation is desired more than monetary contributions.

The requirements are as follows:

- Volunteering 30 hours per family for the school year or paying \$300 by the end of May of each school year.
- Parent Participation Hours are to be paid to Sacred Heart School.
- Families will be notified throughout the year how many hours they have completed.
- Parents do not get parent hours for chaperoning on field trips.

### **11.5 Annual Registration Fee**

The annual fee for the is \$350.00 per child.

### **11.6 Scrip**

**As stated in the Sacred Heart School Tuition & Parent Participation Agreement, each school family is responsible for purchasing SCRIP which will give Sacred Heart School a profit of \$150.00 per family by the end of May of each school year. A current list of available SCRIP is in the school office and on the school website.**

**Scrip Guidelines are listed below:**

- 1. Scrip can be ordered in the school office during regular office hours.**
- 2. All orders must be submitted to the school office along with the full payment.**
- 3. The percent offered by the individual stores indicates the amount of Sacred Heart's donation offered by the store. The store may change their percentage at any time and**

without prior notice.

4. All Scrip sales are final. Scrip cannot be returned or exchanged.
5. When ordering large amounts of Scrip please allow 1 week for delivery.
6. A cash payment of \$150 in lieu of participation in the Scrip program will be accepted. A \$14 monthly payoff can be arranged at the beginning of the school year. Please speak to the Scrip Coordinator for more information.
7. Checks will only be accepted from school parents and registered parishioners with an envelope number used for donations to the church. Cash is always accepted.
8. Families can only receive credit for scrip purchases they have made.
9. Scrip purchases are not transferable to another family's account.
10. We have added other electronic options when using scrip ordering. Please contact the school office for more information

## 11.7 Student Supplies

Student supply lists are available on the school's website at [www.shsav.org](http://www.shsav.org). Some of the supplies must be purchased from the school office. The supplies are due on the first day of school, except for Transitional Kindergarten (TK) and Kindergarten classes. TK and Kindergarten have their own schedule for receiving their supplies.

## 12.0 Discipline Policy

### 12.1 ASSERTIVE DISCIPLINE

The Assertive Discipline Plan is used throughout the school. Discipline is defined as a corrective action designed to help teach children more appropriate behavior. In the fall of the year the teacher and students develop the parameters of the room, what is expected, and what is acceptable. They also develop a list of rewards and consequences that will be used to encourage good behavior and discourage inappropriate behavior. These are posted and become the rules of the classroom. These rules are communicated to the parents at the Back to School Night, as well as in the monthly school packet

### 12.2 Cheating

Cheating is considered a very serious violation.

- Any student caught cheating on a test, either copying answers or giving another student answers, will have the test taken away.
- Plagiarism on reports will result in a ZERO.
- Each student in violation will receive a ZERO as a test grade.
- Any student caught cheating on any homework or classwork assignment, either copying answers or giving another student answers, will receive a ZERO for that assignment.
- A detention may be assigned.

- See CALIFORNIA JUNIOR SCHOLASTIC FEDERATION for more information.

### **12.3 Forgery or Using Forged Notes**

- This includes making or imitating any person's signature on communiqués, homework, and reports or the writing of notes with the intent to cheat or defraud.
- Disciplinary Action to be taken: Forgery of any sort will result in a one-day in-house suspension at school per each forgery. Forgery may be grounds for expulsion.

### **12.4 Detention**

- Detention may be assigned for behavior not conducive to an atmosphere of mutual respect and learning, failure to complete assignments, and other reasons approved by the Principal.
- Detention will last from 3:10 to 4:00 P M. on Tuesdays.
- If a student is more than ten minutes late for detention or fails to return the signed form, he/she will not be allowed to serve detention that day and will be assigned two detentions.
- The Administration of Sacred Heart School reserves the right to change the day(s) of detention.