PARENT/STUDENT HANDBOOK
2019 – 2020
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Our Mission...

Catholic Schools in the Archdiocese of Galveston - Houston call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ.

In collaboration with families, we teach the values of our faith and tradition, serve our community, and ensure academic excellence.

Our schools are committed to the evangelizing mission of the Church to educate and form witnesses who transform the world.

"Be active members! Go on the offensive! Play down the field, build a better world, a world of brothers and sisters, a world of justice, of love, of peace, of fraternity, of solidarity."

- Pope Francis
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August 2019

Dear Sacred Heart Families,

The education of your child is a partnership between you and the school, and the policies and regulations contained in The Parent/Student Handbook are for informational purposes only that are designed to help facilitate the development of spiritually, academically, socially and psychologically well-rounded individuals.

*The school maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time giving parents prompt notification if changes are made. The school has the right to withdraw student(s) or parent(s) for failure to comply with any of the policies in this handbook. All interpretation and application of the rules and policies in the Parent Student Handbook are at the sole and final discretion of the pastor and principal.*

Please review this entire handbook to gain a complete understanding of student and family expectations at Sacred Heart Catholic School. Each family will be asked to sign and return the Parent/Student Handbook Acknowledgement Form. If you have any questions, please contact me at dbrown@shcstx.org.

I wish you and your family an enriched and successful school year.

Blessings,
Mrs. Deb Brown
Principal

*Children are a gift from the Lord; they are a reward from Him.*

*Psalms 127:3*

**MISSION STATEMENT**

Sacred Heart Catholic School commits to teach as Jesus did; instilling a love of our Catholic faith and love of neighbor. Sacred Heart Catholic School creates a caring and respectful environment which promotes academic excellence, develops responsible citizenship and fosters life-long learning.

**SCHOOL VISION**

Sacred Heart Catholic School guides children to be the Light of Christ.

**SCHOOL PHILOSOPHY**

Sacred Heart Catholic School strives to be an expression of the teachings of the Church, passing on Christian hope and faith, deriving its philosophy from the Gospel and the teachings of the Catholic Church.

Students, staff, teachers and parents purposefully create a community infused with religious truths and Christian values where self-discipline, respect and responsibility are taught and lived.

Education is directed toward the whole child- spiritual, intellectual, moral, social and physical, in order to bring each child to full potential. Individual talents are developed, and children are encouraged to use their gifts in service to God, neighbor and community.
CATHOLIC IDENTITY
Catholic Schools have as their central goal the formation of disciples providing students, parents, and staff with opportunities to learn and live their Catholic faith. Catholic Identity is what sets us apart from other schools. The foundation for our Catholic Identity comes from the command of Jesus. "Go, therefore, and make disciples of all nations." (Matthew 23:19) We recognize Christ as the unseen but ever-present teacher in our classrooms. With Him as our model, we work together to provide students with experiences and opportunities to know and feel God as a real presence each day. All members of our school community are encouraged and expected to live as Jesus taught us to live accepting the responsibility for serving others by sharing the gifts and talents received from God.

We follow the teaching and example of Jesus and seek others do the same as Disciples of Christ. To encourage moral, social and spiritual growth, students are immersed in their religion throughout the school day. Prayer and reflection begin, permeate and end our daily routine. Classroom prayer tables, crucifixes and religious bulletin boards are reminders that Christ is here with us. The teachings of Jesus are taught by example and built into all areas of the curriculum, as well as our discipline program. Students deepen their knowledge of our Catholic faith through masses, serving as altar servers, cantors, choir members and lectors. They serve others through the Children’s Charity Account and stewardship projects that reach the local, area and global communities. Students participate in Catholic traditions such as feast days, Living Rosary, Stations of the Cross, May Crowning and the celebration of Catholic Schools’ Week in January.

Continuing to build the Catholic identity of Sacred Heart Catholic School is a goal for our faculty/staff. Therefore, opportunities are provided through the Catholic Identity committee of the School Advisory Board and the Archdiocese so that they can grow spiritually through prayer, retreats and religious in-services. Teachers/staff are required to complete the Archdiocesan Catechist Certification Program. A Religion Coordinator guides our religious programs and activities as well as represents our school on the Archdiocesan level.

INSTRUCTION
All students attending Sacred Heart Catholic School participate in religion that is taught daily and is integrated into other subject areas and school activities, as well as guidance and discipline programs. Our religion permeates all that we do. A religion curriculum guide, developed by the Archdiocesan Continuing Christian Education Office, is used in planning religious instruction. Textbooks and resources are selected from a list of Archdiocesan approved materials. The Archdiocese of Galveston-Houston requires that parishes and schools provide instruction in family life issues, social justice and sexuality catechesis. Sexuality catechesis is conducted as a partnership between home and school during the school year for grades K-8. The Archdiocese works in collaboration with schools to increase the faith knowledge of both students and faculty/staff. In order to monitor the faith knowledge, the Catholic Schools Office chose the NCEA ACRE© survey for students and the IFG© survey for adults. The ACRE is given every year to students in 5th and 8th grades. Faculty and Staff take the ACRE every three years.

LITURGY AND WORSHIP
Students attend Mass and other religious services as deemed appropriate by the pastor and principal. Students in PK4-8th grade attend Mass weekly. PK3 begins attending school Masses when it is decided they are ready. Students attend mass weekly with their “Big Buddies.” Feast days and commemorations of special events or liturgical seasons may be planned and celebrated. Students in 2nd-8th grades are given opportunities to participate in the sacrament of reconciliation during the school year. Official school uniforms are worn for Masses unless other directions are given. Parents, family members, friends and parishioners are invited to worship with us.
SACRAMENTAL PREPARATION
We recognize that sacramental preparation is the primary responsibility of a child’s parents. Sacramental study is an integral part of the second-grade religion curriculum at Sacred Heart Catholic School and serves to support the family in this preparation. If you have questions about the sacramental preparation program, please contact the parish Office of Faith Formation.

STEWARDSHIP
We are all called to serve humankind with Christ as our model. To be of service to others, we are called to put our love for God into action as disciples, to help “the least of our brothers”, to act as Christ has enjoined us to when he said “Love one another as I love you” (John 15: 12). Members of our school community are encouraged to live as Jesus taught us to live and accept our responsibility as disciples for serving all people by sharing the gifts and talents received from God. Stewardship is a key component to our religion program allowing members of our school community to experience the grace and joy of giving, to be reminded of our mission to serve, and to utilize the resources God provides for His Glory and betterment of His creation. We join with schools across the Archdiocese in continuing the ministry of Jesus Christ through Works of Mercy, which are charitable actions that aid our neighbors in their spiritual and bodily needs. Corporal Works of Mercy the hungry, Counsel the doubtful, Give drink to the thirsty, Instruct the ignorant, Shelter the homeless, Admonish the sinner, Clothe the naked, Comfort the sorrowful, Visit the sick Forgive injuries Visit the prisoners Bear wrongs patiently Bury the dead Pray for the living and the dead The Works of Mercy allow families, students, and staff to participate in a variety of stewardship projects throughout the year.

Stewardship projects are planned to be age and grade level appropriate. These projects may be school wide, by grade level or by an individual classroom. Upper grade levels may plan off campus stewardship projects in the local and surrounding area. Hands on projects are encouraged. School wide projects are planned and coordinated in ways we can serve our school and parish as the community and world we live in. Responding to our Baptismal commitment to serve others, we have incorporated a service requirement into religion class in Middle School. The service hour requirements are: 6th grade, 10 hours; 7th grade, 12 hours; 8th grade, 14 hours. Students complete their service hours through the school year. They are given a log in which they record the date, service performed, the number of hours, and signature of the supervisor. The completed log is turned in to the religion teacher at the end of the school year and is a major religion grade for the third trimester.

ADVANCEMENT/DEVELOPMENT/MARKETING
The Advancement office was established to support and share the mission and vision of Sacred Heart Catholic School throughout the community to build relationships, create awareness and make a larger impact for our students. The Advancement office provides leadership and management of the direction, planning and execution of development, communications and fundraising related activities for SHCS. Through strategic planning and executing marketing and communication activities that support relationships between the school and its external constituents, such as the community, parish community, alumni, parents, donors and friends which support the school, our goal is to create a greater community presence which invites stewardship and support for the school.

SCHOOL IMPROVEMENT GOALS
· The Catholic school promotes a community of believers, learners, and active doers in the spirit of Jesus Christ as experienced in the Catholic Church and lived out as activities citizens in today’s society.

· The Catholic school provides instructional leadership and maintains an effective and efficient program of studies.

· The purpose, design and implementation of the curriculum represents the school’s mission which is understood, as well as shared aby teachers, students and parents/guardians.
ADMISSIONS

ADMISSION POLICY (Archdiocese Policy 652.0)
Sacred Heart Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

Students that are applying for admission that have been home-schooled or transferring from a non-accredited school will be given assessments prior to acceptance.

New admissions will be based on the following priorities:

1. Students currently attending Sacred Heart School
2. Siblings of students currently attending Sacred Heart School
3. Families committed to Catholic School education transferring from another Catholic School
4. Families who are registered members of Sacred Heart Parish
5. Families who are registered members of other Catholic parishes
6. Non-Catholic families who may wish to enroll a child or children

ADMISSION PROCEDURE
An admission packet may be completed by clicking “Apply Now” on the website at www.shcstx.com. The completed application and enrollment packet must be submitted online. The following documents must be uploaded online or submitted to the school office with the required application fee.

1. Documents to include:
   • Birth certificate
   • Baptismal certificate
   • Social Security Card
   • Immunization record
   • Previous school records ***Sacred Heart will request school records.
   • Most recent report card
   • Standardized testing results (if applicable)

2. Age Requirements
   • A student entering Pre-K 3 must be 3 years of age on or before September 1 of the current school year.
   • A student entering Pre-K 4 must be 4 years of age on or before September 1 of the current school year.
   • A student entering Kindergarten must be 5 years of age on or before September 1 of the current school year.
   • A student entering first grade must be 6 years of age on or before September 1 of the current school year.

Upon receipt of the application packet and fee, an admissions assessment will be administered. Prospective students are encouraged to shadow students in his/her current grade if desired.

Upon acceptance, a non-refundable registration fee is required.

New students are on probationary acceptance for the first trimester before a final decision is determined if the school can meet the needs of the student.
STUDENT TRANSFERS & WITHDRAWALS
When a student is transferring to another school, parents should notify the principal, registrar and homeroom teacher. It is advisable to notify the school as soon as possible of the transfer. Transcripts and other school records will be released after all financial obligations have been met and all textbooks, library books, school issued technology and any other school related items have been returned to the school in the same condition as when checked out to student.

Parents and students agree to abide by the rules and regulations of Sacred Heart School as described in the Parent/Student Handbook in its entirety, including rules concerning student conduct. A student’s disregard of the rules and regulations may be deemed sufficient cause for expulsion at the sole discretion of the school. A family or student whose attitude or behavior demonstrates unwillingness to function productively in the school environment may not be invited to return the following year. Expulsion may be appropriate as a result of conduct contrary to its rules, regulations or behavior expectations that occurs both on and off the school campus. Unsatisfactory academic performance may result in a student being dismissed or not being issued an invitation to return the following year. The Pastor/Principal have full authority to suspend or dismiss a student for the good of the school with or without cause.

FINANCIAL POLICIES
TUITION AND FEES
Upon recommendation of the School Finance Committee, after a review of the annual operating budget, the committee sets tuition and fees prior to student enrollment for the new school year. Sacred Heart Catholic School expects that all families who have a student(s) enrolled in the school will satisfy their tuition and fees obligation when due. Parents are required to sign a Registration and Tuition Payment Agreement to complete each student’s enrollment. Families have an option to pay tuition in full, two half payments (one being in July and the other in January) or in ten monthly online payments that begin in July. All tuition payments must go through FACTS, an online management service. A service fee of 2.75% will be assessed per FACTS credit card transaction. Online payments are made monthly using a credit card, debit card or a checking account. A late payment of $35.00 will be assessed for late payments, which will accrue monthly.

Catholic students are eligible for Catholic tuition rates. Families are considered Catholic if the child has received the Sacrament of Baptism and First Holy Communion (if age appropriate). Parents/guardians must be tithing members of a Catholic parish or will be charged the non-Catholic rate.

Re-registration fees are paid during the spring for the next school year or upon acceptance to the school to reserve seating for the following school year.

TUITION ASSISTANCE AWARDS
1. The Archdiocese of Galveston/Houston provides some tuition assistance based on need. Applications are completed and submitted to the Archdiocese by given dates. www.choosecatholicschools.org

2. We have established a tuition scholarship program to provide financial assistance to Sacred Heart families as well as school and parish staff members whose children might otherwise be unable to afford a Catholic education. We award these tuition scholarships based on need rather than academic excellence. Families seeking tuition scholarships from Sacred Heart are required first to apply online to the Archdiocese of Galveston-Houston for assistance before a meeting can be requested with Sacred Heart’s Scholarship Committee. A report from the Archdiocese will be sent to the school showing any tuition assistance awarded to a family prior to a family receiving a Sacred Heart scholarship. PK students are not eligible for any assistance from the Archdiocese unless he/she has a sibling in Kindergarten - 8th grade. This and all other documents related to tuition scholarships are confidential.

From the limited funds available, the Tuition Scholarship Committee (made up of non-school family members) will award tuition scholarships taking into consideration each family’s need as presented when interviewed by the committee. Tuition scholarships will be limited to a portion of the total tuition. There is no actual transfer of funds to the family once assistance is allocated. The funds will be credited
to the family’s tuition account in the school office. Families will be responsible for the balance of tuition to be paid in accordance with the tuition and fees policy. A family receiving a tuition scholarship must provide volunteer services to the school in support of various school activities, programs and events. Families receiving tuition scholarships are required to document volunteer activities at mid-year and, if applicable, as part of the application process for the following school year.

In the genuine spirit of Christian sharing, if during the school year covered by the tuition scholarship, a family receiving a scholarship becomes financially able to attend school without financial assistance, that family is expected to pay the remaining tuition, thus allowing aid to be extended to another family in need. Unplanned financial hardships may occur including but not limited to job loss, separation or death of a spouse, unusual medical expenses, etc., resulting in a need for emergency assistance. When such special circumstances occur, families should contact the school concerning the emergency. If such hardship continues and a desire to remain at Sacred Heart Catholic School the following year exists, families must complete the Archdiocese tuition assistance application process.

Sacred Heart recognizes that a student’s withdrawal could be due to a hardship. Examples of such hardships might include financial difficulty due to loss of employment, serious illness, relocation out of the area, or other relevant facts. Withdrawal of a student due to enable the student to attend another school is not considered a hardship. It is the responsibility of the family to promptly notify the principal in writing of a potential hardship to avoid adversely impacting the student’s continued enrollment. When hardship cases are reported to the principal, alternate methods for payment of fees and tuition may be arranged at the sole discretion of the principal and pastor.

FINANCIAL OBLIGATIONS
The obligation to pay tuition for the full academic year is unconditional as of July 1 of the current year or the effective date of the Tuition Agreement. No deduction or remission of tuition shall be made by the school for any absences, dismissal or withdrawal for disciplinary, academic, personal or other reasons whatsoever including school closure in the event of a disaster or pandemic. The principal will send a letter if tuition is 30 days past due as a reminder of financial obligations. Tuition 60 days past due will receive a joint letter from the pastor and principal. After 60 days of non-tuition payment the student(s) will be withdrawn. If there are any unpaid fees and/or tuition at the time of re-registration a student may not register until fees and/or tuition are current.

STUDENT WITHDRAWALS
If a student withdraws from Sacred Heart Catholic School, a prorated tuition balance refund will be granted only in the case of:

- An extended illness.
- A move of the student’s family from the area.
- Withdrawal requested by Sacred Heart School.

The tuition is prorated by month, with 20% of the semester’s tuition balance charged for each month or partial month a student is enrolled at Sacred Heart Catholic School.

Tuition balance refunds for withdrawals other than the reasons listed above will be granted as follows:

- Withdrawals prior to school in August – 75% tuition balance refunded.
- Withdrawals in November – 50% tuition balance refunded.
- Withdrawals in January – 25% tuition balance refunded.
- Withdrawals after the last day of January of current school year will not be granted.

PARTICIPATORY COSTS
Before and After School Care, class pictures, field trips, lunch service, athletic and/or extra-curricular activities and other optional services are paid by each family through FACTS to participate in such programs.
MONEY SENT TO THE SCHOOL OFFICE
If cash or a check is sent to the school, it should be put in an ENVELOPE and include Student’s NAME and the PURPOSE of the check.

WITHHOLDING REPORT CARDS
Report cards and/or transcripts are not issued at the end of the school year until all financial obligations are met.

ATTENDANCE POLICIES

Daily attendance is the only effective way to assure continued academic progress. In compliance with The Texas Catholic Conference Education Department, schools are in session 180 days each year or 75,600 minutes. Parents/guardians are expected to honor the published school calendar. School absences are defined as family emergency, including death and or serious prolonged illness; and absence due to illness including dental and doctor appointments.

If it is absolutely necessary for parents to remove a child from classes for reasons other than family emergencies, or illness, a written request should be submitted to the Principal indicating the reason for the absence and the number of days the student will be absent. A student not physically present at school or participating in a school-sponsored field trip or activity is marked absent.

Regular school attendance is necessary for every student. The Archdiocese of Galveston-Houston uses the compulsory attendance laws for Texas schools as a guide. Students are required to be in attendance for at least 90% of the day’s classes in session in order to receive credit for the class/course. Excessive absences of 18 days or more (excused or unexcused) in the school year which is equivalent to 10% of the school year may affect student promotion, issuance of Middle School credits and/or re-enrollment for the following year. Cases are reviewed on an individual basis.

Parents are required to call or e-mail the school office by 9:00 a.m. on the day of an absence or in advance. Calls made by students are not acceptable. If a student’s absence is not confirmed by 9:00 a.m., the school office will attempt to contact the parent. When a pupil is absent from school for any reason, a written excuse signed by a parent or guardian must be sent to the child’s teacher. Please indicate the date(s) of absence(s), student name and reason.

When a student’s absence for illness exceeds five (5) cumulative days, a statement from a physician verifying the illness or condition requiring the student’s extended absence from school is required. If a student has established a questionable pattern of absences, a physician’s statement may be required after a single day’s absence.

A student arriving at school after 10:00 a.m. or leaving before 1:00 p.m. is considered absent for a half day even if the reason is a medical appointment. Students must be in attendance a minimum of 2 hours during the morning or afternoon to be considered in attendance for that portion of the day.

Students are expected to make up assignments and tests after absences. They are given one day for each day absent to complete make-up work. In most cases students are given make-up assignments upon their return to school. Class work or assignments may not be available prior to a planned absence. A student absent for three or more days may have class work or homework left in the office. In order to receive homework on days that students are not present, parents need to e-mail their teachers by 9:00 a.m. to request the work. Work will be ready to be picked up in the office by 2:45 p.m.; however, teachers are not required to provide make up work/homework for unexcused absences. The school faculty is not obligated to provide special services to a student when a parent opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the school’s calendar.
MEDICAL APPOINTMENTS
Making medical appointments during the school day is strongly discouraged. Please make a sincere effort to have all doctors’ appointments made after school. If this is impossible and a student must be dismissed early, a note is to be sent to the teacher. Parents should report to the school office to check out the student.

Parents are required to sign the student back in at the school office before the student returns to class. All students are required to bring a doctor’s note if they miss any part of the school day.

RESTRICTED PHYSICAL ACTIVITY
If a student is unable to participate in Physical Education classes for more than 2 days, a Doctor’s Note must be submitted to the school nurse and PE teacher. The note should include specific date(s) that participation cannot occur. If participation in PE is not allowed, the student(s) may not participate in extra-curricular activities (sports and/or electives). A student who misses more than five (5) consecutive days of PE classes due to an injury will be given a written assignment about the subject being studied in order to receive a grade in PE.

TARDY
A student is tardy if he/she arrives after the 8:00 a.m. bell rings OR when carline is over in the afternoon. A student who is late in the morning is required to report to the front office for a tardy slip before being admitted to class. A student who is not picked up on time in the afternoon will receive a tardy. Habitual tardiness is disruptive and seriously affects a student’s school performance. Tardies are recorded for each grading period on report cards.

After the 5th tardy per trimester a 1st-8th grade student will serve an hour detention after school on the day of the 6th tardy recorded and each tardy following that for the trimester. PreK and Kindergarten will be charged a fee of $15.00 after the 5th tardy. If necessary, parents will be contacted to discuss habitual tardiness and students may be subject to dismissal from school. A fee of $15.00 PER CHILD/PER DETENTION will be included in the family monthly tuition payment. The fee is to pay an employee to man after school detention.

Perfect Attendance Award is given at the end of the year to students who have not been absent the entire school year. Five (5) tardies is equal to one (1) day absent.

UNIFORMS

Students are required to wear school uniforms every day, unless given special permission by the Principal. All clothing should be labeled with the student’s name. The uniform dress code is strictly enforced and the dress code is to be followed at all times. Students in violation of the dress code will be given a uniform infraction. These violations will affect student’s conduct grade. Uniforms are to be purchased from Risse Brothers School Uniforms. www.rissebrothers.com or at 346-319-4176. ***All uniform clothing must be purchased from Risse Brothers. NO EXCEPTIONS.

DRESS CODE FOR STUDENTS

A student’s general appearance reflects his/her attitude toward the school and themselves. An abusive or negative attitude hurts the entire school. Sacred Heart Catholic School students dressed in uniform represent and reflect the tradition of Sacred Heart Catholic School. Sacred Heart Catholic School will be the sole judge of what is improper grooming and/or attire. Students out of dress code will be sent to the office. Parents may be contacted to bring proper uniform attire for student(s) to remain at school. In addition, dress code violations will reflect on a student’s conduct grade.

Spirit Day: The first Thursday of the month is “SPIRIT DAY” unless otherwise noted on the school calendar or through an “email blast.” Students may wear the following as an option to the school uniform: the current year’s spirit t-shirt (sold through the school) with long blue jeans (no stains, tears or marking) or school uniform pants, shorts or skorts.
Shirts/blouses: All shirts/blouses must be neat, clean and tucked in allowing the waistband and/or belt to show. No ‘blousing out’. Shirts/blouses are to be correct size, not baggy.

Shorts: Uniform walking shorts may be worn from the start of school through November 30th and from March 1st through the end of school.

Shoes: Matching pairs of athletic (rubber-sole) shoes for boys and girls may have the upper part of tennis shoes in solid black, grey, navy or white with a white sole. Laces must be tied at all times. No lights, pumps, platform, boots, high tops, backless, open-toed, or wheels allowed on shoes. **No prints or patterns.** *Please see Girls/Boys breakdown below for Sperry policy. Neon colors are unacceptable on the shoe or the shoelaces.*

Socks/tights: Girls must wear navy cable knee socks on Mass days. Non-mass day’s girls may wear navy bobby socks and PK-3rd may wear navy bobby socks or white plaid ruffle socks. “No show” socks are not acceptable. Girls may not wear leggings under the uniform shorts, dresses, skirts, or jumpers; navy tights are allowed during the cold weather. Boys may wear white crew socks with shorts and navy or black crew socks with pants. **(crew socks are socks that are above the ankle.)**

School Jackets/Coats: Navy fleece jackets with the school logo may be worn and must be purchased through Risse Brothers. Sacred Heart hoodies may only be worn during sporting events not during school hours. **Non-uniform jackets/coats are allowed when weather condition require more than the fleece jacket.**

Jewelry: Girls may wear one set of small, stud, pierced earrings at a time. No dangle, loop or brightly colored earrings are allowed. No bracelets permitted (girls or boys). A modest, religious medal or cross on a simple chain along with one small ring, and one watch are allowed. No Choker necklaces. No beeping/chiming watches are permitted. No body piercing or tattoos. The school will not be responsible for the loss, breakage or theft of jewelry and/or other personal items. Jewelry not conforming to the guidelines will be taken from the student and returned as designated by the administration.

Cosmetics: No make-up or nail polish. No false nails. No cologne or perfume.

Hair: Hair must be neat, clean, natural color and well-groomed at all times. No bleaching, tinting, or highlights. Hairstyles that are deemed distracting to the educational environment are inappropriate. Boys’ hair length cannot cover the eyebrows or be longer than the collar of a shirt. Boys’ hair must be neatly trimmed, no ponytails and/or braids. Facial hair is not allowed. Girls’ hair must be controlled with barrettes, clips, etc. to keep it out of the face. **Hair bows must be red, navy, white or uniform material purchased at Risse Brothers.** *NO other color hair accessories are acceptable. Hair ribbons and pony tail holders are not to be worn as bracelets. A parent/guardian will be notified by the administration to remedy distracting appearance deemed not suitable for school.*

Hats: No hats, caps, or head coverings may be worn in the school building during the school day.

Backpacks: No rolling backpacks are allowed.

Scout uniforms: Boy Scouts and Girl Scouts are permitted to wear their uniforms to school for meeting days. Scout uniforms may not be worn to school on Mass days.

PE Uniforms: Middle School students are required to wear designated uniforms during PE class. The uniform consists of a t-shirt, shorts and athletic pants which are available for purchase through the school. Tennis shoes are also part of the PE uniform requirements.
NON UNIFORM PRIVILEGES
During the school year, special days may be designated as non-uniform dress days. Students are instructed as to what constitutes appropriate attire for these occasions. Certain types of apparel are inappropriate for school even on non-uniform dress days including halters, shorts, skirts, or dresses that are not school uniform length, shorts with fringe, shorts made of sweat-pant or jersey material, spaghetti-strap tops or dresses, T-shirts with offensive slogans/symbols, backless shoes, “no-show” socks and ragged clothing.

Failure to dress appropriately will result in parents being notified to bring appropriate clothing to change into in order to remain at school. A uniform dress code violation will be reflected on student’s conduct grade.

Students not abiding by the dress code may result in exclusion from the special activity/event that day or the possibility of losing future “non-uniform” privileges.

All articles of clothing MUST have student’s name written inside the item. Please use a permanent marker to ensure that clothing can be returned to its rightful owner.

GIRLS

Mass Uniform for PK3 – 3rd Grade Girls: White short/long sleeve Peter Pan collared shirt depending on the weather is required to be worn under the Mass Jumper. JUMPERS ARE ONLY FOR MASS. The jumper may not be more than 2 inches above the knee. A red cardigan jumper monogrammed with Sacred Heart Catholic School Conroe in white and block font may be worn with the jumpers. Navy cable knee socks and closed toe “Sunday” shoes (no Sperry’s or tennis shoes) are allowed to be worn for Mass. EX. Mary Jane’s may be worn every day of the week, but school appropriate tennis shoes are always required for PE.

Mass Uniform for 4th – 7th Grade Girls: White short/long sleeve Peter Pan collared shirt depending on the weather is required to be worn with the Mass plaid pleated skirt that has a 2 inch band at the top of the skirt and the skirt may not be more than 2 inches above the knee. A red sleeveless vest monogrammed with Sacred Heart Catholic School Conroe in navy with block font. Navy cable knee socks and closed toe “Sunday” shoes (no Sperry’s or tennis shoes) are allowed to be worn for Mass. EX. Mary Jane’s may be worn every day of the week, but school appropriate tennis shoes are always required for PE.

Mass Uniform for 8th Grade Girls: White short/long sleeve Peter Pan collared shirt depending on the weather is required to be worn with the Mass khaki pleated skirt that has a 2 inch band at the top of the skirt and may not be more than 2 inches above the knee. A navy sleeveless vest monogrammed with Sacred Heart Catholic School Conroe in white with block font. Navy cable knee socks and closed toe “Sunday” shoes (no Sperry’s or tennis shoes) are allowed to be worn for Mass. EX. Mary Jane’s may be worn every day of the week, but school appropriate tennis shoes are always required for PE.

Non-Mass Attire for PK3-PK4 Grade Girls: Red polo dress with school monogram with white bobby socks with school plaid or white plain bobby socks with tennis shoes. Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) and in addition to tennis shoes tan, navy or black Sperry’s or (no patterns, enhancements/sequins are allowed on Sperry’s or closed toe shoes like Mary Janes. Risse Brothers also sells a navy and white saddle oxford tennis shoe that is allowed to be worn for school but not for P.E. classes. Navy pants with red short or long polo with school monogram in cold weather. White or navy tights may be worn red polo dress in cold weather. Fleece Jackets are worn during cold months.

Non-Mass Attire for K – 7th Grade Girls: Red polo’s long or short sleeve depending on student’s preference with monogram Sacred Heart Catholic School Conroe in navy and block font. Plaid skirt no more than 2 inches above the knee or navy flat front pant. (PK and K girls are not required to wear belts and may buy pants with elastic waists) If pants are worn, a navy or black braided or smooth belt must be worn. Navy nylon knee socks or navy bobby socks for 4th – 7th grades. In addition, PK – 3rd Grade may wear plaid ruffle socks. Navy tights may be worn during cold weather. Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) in addition to tan, navy or black Sperry’s (no patterns,
enhancements/sequins are allowed on Sperry’s) or closed toe shoes. Parker also sells a navy and white saddle oxford tennis shoe that is allowed.

**Non-Mass Attire for 8th Grade Girls:** Navy polo’s long or short sleeve depending on student’s preference with monogram Sacred Heart Catholic School Conroe in white and block font. Khaki skirt no more than 2 inches above the knee or khaki flat front pant. If pants are worn a brown braided or smooth belt must be worn. Navy nylon knee socks or navy bobby socks. Navy tights may be worn during cold weather. Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) in addition to tan, navy or black Sperry’s (no patterns, enhancements/sequins are allowed on Sperry’s) or closed toe shoes. Risse Brothers also sells a navy and white saddle oxford tennis shoe that is allowed.

**Hair bows may be red, navy, white or plaid uniform material and may be worn on any day of the week.**

**BOYS**

**Mass Uniform for PK3 – 7th Grade Boys:** White button-down collared shirt long or short sleeve depending on the weather with a red sleeveless vest monogramed with Sacred Heart Catholic School Conroe in navy and block font. Navy flat front pants with a black or navy braided or smooth belt. **PK and K boys are not required to wear belts and may buy pants with elastic waists.** “Sunday” closed toe shoes in navy, black or natural/brown in color with navy or black crew socks. Boys may wear Sperry’s to Mass. No tennis shoes may be worn. (crew socks are socks that are above the ankle.)

**Non – Mass Attire for PK3 – 7th Grade Boys:** Red Polo’s long or short sleeve depending on student’s preference with monogram Sacred Heart Catholic School Conroe in navy and block font. Navy flat front shorts no higher than 2 inches above the knee or navy flat front pants worn with black or navy braided or smooth belt. **PK – K boys are not required to wear belts and may buy pants with elastic waists.** Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) in addition to navy, black or natural/brown Sperry’s. Boys may wear white crew socks (socks that are above the ankle) with shorts and navy or black crew socks with pants.

**Non – Mass Attire for 8th Grade Boys:** Navy Polo’s long or short sleeve depending on student’s preference with monogram Sacred Heart Catholic School Conroe in white and block font. Khaki flat front shorts no higher than 2 inches above the knee or khaki flat front pants worn with black, navy or khaki braided or smooth belt. Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) in addition to navy, black or natural/brown Sperry’s. 8th grade boys may wear white crew socks (socks that above the ankle) with shorts and navy, black or khaki socks with pants.

***On PE days, all students are to wear tennis shoes or bring them to change into for PE class. PE shoes should be tennis shoes that have support and are for PE activities. Neon is not allowed on any tennis shoes worn at Sacred Heart Catholic School during school hours by any students.***
ACADEMIC POLICIES

CURRICULUM AND TEXTBOOKS
Religion is the center of education in Catholic schools in the Archdiocese of Galveston/Houston. The religious dimension of the school extends throughout all subject areas and all school activities. Daily prayer, in addition to the weekly Mass and special liturgical celebrations provide a framework in which Gospel values can flourish.

Archdiocese curriculum guides contain the basic curriculum for the major subjects: religion, language arts, mathematics, science, social studies and technology as well as Early Childhood. The curriculum guide for religious education is based on the Archdiocese Catechetical Curriculum Framework for Lifelong Formation. Curriculum Guides for secular subjects incorporate the National Standards for each subject area, the Texas Essential Knowledge and Skills (TEKS), aspects of the common core standards and concepts assessed by the IOWA Assessment Tests. Master teachers from the Archdiocese of Galveston/Houston Schools develop, rewrite and revise these guides as scheduled.

MISSED CLASS ASSIGNMENTS
In an effort to promote responsibility in our students it is the responsibility of the student (beginning in 4th grade) to keep up with class assignments. Students with excused absences will make up any work missed.

- Students entering the school later in the day will make up work missed.
- Students absent on the day of a test will be expected to take the test the first day of returning to school.
- Students will be given an allowance of one school day for each day the student was absent to make up assigned work.
- On the day of an absence, class work/homework requests need to be emailed to the homeroom teacher by 9:00 a.m. to allow sufficient time for teachers to collect work. If an email is not received by 9:00 a.m. the student will receive the work from the teacher the following day or upon returning to school.

HOMEWORK
Assignments should reinforce skills previously taught, foster habits of independent study and meet growth needs of students. 4th/5th Grades and Middle School structure requires coordination of assignments to avoid excessive amounts of work.

PK – 5th Grades will be assigned homework Monday – Thursday and 6th – 8th Grades will be assigned homework Monday – Friday.

The approximate homework time allotment per night is:
- PK 0 - 15 minutes
- Grades K – 1st 15 - 30 minutes
- Grades 2nd – 3rd 30 - 45 minutes
- Grades 4th – 5th 45 - 60 minutes
- Grades 6th – 8th 60 – 90 minutes

Homework policy for 5th Grade
It is the student’s responsibility to turn homework in on time. If a student does not have his/her homework completed, then 10 points is taken off 1-day late assignment and after that receives a zero (0) for that assignment. In cases of extreme family situations, the parent needs to write a note to the teacher explaining why the homework was not submitted the day the homework was due. The teacher and administration will determine if the excuse is valid.

Homework policy for Grades 6th-8th
It is the student’s responsibility to turn homework in on time. If a student does not have his/her homework completed when it is due, he/she receives a zero (0) for that assignment. In cases of extreme family situations, the parent needs to write a note to the teacher explaining why the homework was not submitted the day the homework was due. The teacher and administration will determine if the excuse is valid.
GRADES
Students receive grades in grade levels 1st-8th for every subject taught. Grades are averaged and reported every trimester. (12 weeks) Progress reports are sent home mid-week of every trimester. Grades of 70% and above are passing grades. Students who have an academic average in any subject that is below 70% receive an F. The highest report card grade given is 100.

Grades are based on tests, quizzes, daily work, projects and participation. Trimester grades will be determined based on tests, quizzes, daily work, projects and participation. The rule of thumb is one grade per week per subject.

Weights are as followed:
50% Tests
30% Quizzes
20% Daily Work and Participation
***Projects are left at the discretion of the teacher as to the weight.

1st – 8th Grades
Numerical grades are given on student report cards for all core subjects. The designated Evaluation Code is used for all other subjects and conduct grades.

Core Subjects
Grades K – 1st Religion, Reading, English, Spelling, Mathematics
Grades 2nd – 3rd Religion, Reading, English, Spelling, Mathematics
Grades 6th – 8th Religion, Literature, English, Mathematics, Social Studies, Science, Spanish

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Evaluation Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>99 - 100</td>
<td>E</td>
<td>Expectations Meet</td>
</tr>
<tr>
<td>A</td>
<td>95 - 98</td>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>A-</td>
<td>93 - 94</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>91 - 92</td>
<td>N</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>B</td>
<td>88 - 90</td>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>86 - 87</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>84 - 85</td>
<td>B³</td>
<td>Number above a letter grade indicates functional level when a student is not performing on the appropriate grade level.</td>
</tr>
<tr>
<td>C</td>
<td>80 - 83</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>78 - 79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>76 - 77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>72 - 75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>70 - 71</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mid-Term and Final Tests Grades for Core Subjects
6th – 8th Grades and 5th Grade Math and Science Only - Each Trimester Grading Period is 25% of the final yearly average. In addition, mid-term exams are 10%, final exams are 15% and together with each trimester the total is equal to 100%.

<table>
<thead>
<tr>
<th>Ex.</th>
<th>1st Trimester</th>
<th>Mid-Term</th>
<th>2nd Trimester</th>
<th>3rd Trimester</th>
<th>Final</th>
<th>Yearly Average</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25%</td>
<td>10%</td>
<td>25%</td>
<td>25%</td>
<td>15%</td>
<td>100%</td>
</tr>
</tbody>
</table>
Calculation of Final Averages on Report Cards/Permanent Record

The Final Average will be calculated by averaging only the core subjects. Non-core grades will not be considered in the final average. This will add consistency from year to year when looking at a student’s overall average and growth.

Conduct Grades

Conduct is to be marked for each subject when multiple teachers teach the same grade. In case of a self-contained classroom, one grade is given for conduct. Conduct in Specials’ Classes should be reflected in weekly conduct grade. Specials’ Teachers are responsible for contacting parent(s) about student(s) behavior in their perspective classes. The Evaluation Code of E, S, N, and U is to be used for Conduct Grades.

Grading Evaluation Code

E – Expectations Met
S – Satisfactory
N – Needs Improvement
U - Unsatisfactory

Report cards and Permanent Records will have number grades. A Permanent Record of grades is kept for each student in his/her Cumulative Folder housed in the office.

MODIFIED GRADES

When instructional work is modified to meet the needs of a student, grading must indicate modification of work. Functional level of operation must be indicated on the report card when student is operating below level. (Ex. a student is in 4th grade but is performing at a 3rd grade level in reading and earns a grade of B for the grading period. It would be reflected on the report card as B3 meaning B on 3rd grade level.)

SPECIAL NEEDS LEARNERS AND REFERRALS

Consistent with the contents of the Church document, To Teach as Jesus Did, and the Pastoral Statement of the U.S. Bishops, Persons with Disabilities, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, Sacred Heart Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for Sacred Heart Catholic Schools, the local district is Conroe ISD). This “Child Find” process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as “parentally placed private school children with disabilities,” and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called “Section 504”), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, Sacred Heart and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustment to accommodate eligible students.

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to Sacred Heart Catholic School, upon request. These records are kept on field at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Intervention Specialist, the Counselor, and any other appropriate staff member working with the student. Parents may view their child’s record at any time.
These records may not be forwarded to any other individual or agency.

In making a determination regarding the admittance of a particular student, the school will review the child’s ability to meet the school’s academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student’s demonstrated ability to meet grade level requirements;
- Record of student’s ability to follow school rules and regulations
- Students’ ability to meet the physical requirements of attendance.

**Sacred Heart’s Services for Special Needs Learners**

**New Students** – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principal and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal and Intervention Specialist will then determine if reasonable adjustments can be made to the educational program which will accommodate the student’s needs. If an admission is determined the school will begin the procedures with parents to discuss a Catholic Accommodation Plan.

**Currently Enrolled Students** – If a teacher (or parent) is concerned about a child’s academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the Principal, and then meet with the Intervention Specialist as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student’s current educational status, including attendance records, grades, assessment data, and classroom observations
- Previous educational efforts and strategies provided for the students and the results
- Documentation of recent vision and hearing screenings
- Updated general health history inventory
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist the school in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent’s choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The principal or Intervention Specialist will then assist the family to locate an appropriate educational program for the student.

Documentation for all referrals must be kept on file. This documentation will be included in the student’s records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a Catholic Accommodation Plan. Accommodations for a student will be noted on the report card and in the student’s permanent folder.

**Student Success Expectations for Special Needs Learners**

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school’s resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school’s recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.
Accommodations for Special Needs Learners
The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student’s special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the Intervention Specialist after the administration has verification of the student’s recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the Intervention Specialist, tutor, principal, and classroom teacher after all available information has been reviewed.

Standardized Assessment for Students with Special Needs
Standardized assessments are one of several means of evaluating student performance. 1st-8th students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the Intervention Specialist. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

STUDENT IDENTIFICATON FOR REFERRAL FOR SPECIAL TESTING
(Currently Enrolled Students)
The student is identified by the teacher or parent as having a great deal of difficulty with school tasks and has an educational need. The teacher or parent suspects the presence of impairment and wishes to determine an appropriate educational program for the student. The principal and educational team are responsible for recommending educational alternatives and/or referral to the local independent school district and/or private agency of parent’s choice for further evaluation. If upon completion of an evaluation, it is determined that the student cannot be served at Sacred Heart School the student may not be invited back the following year.

ACCOMODATIONS
The student with a diagnosed learning disability may be eligible for an accommodated educational program. Minor accommodations may be offered in the delivery of instruction for success in the classroom. Documentation of the accommodations made must be on file at the school and updated annually.

MODIFICATIONS
Modifications apply to the student with a diagnosed learning disability. Modifications may apply to the volume of work, the content covered, delivery of instruction and/or grade reporting.

Certificate of Completion – A certificate that is not an academic credential. There is no state course or grade requirement necessary to earn a Certificate of Completion. A student successfully working his/her IEP goals is generally eligible to receive a Certificate of Completion.

GUIDANCE PROGRAM
Sacred Heart Catholic School has fully implemented a comprehensive guidance and program, which supports the academic, personal/social and spiritual development of all students through the delivery of guidance curriculum, individual student planning and responsive services. The program is managed and evaluated through system support activities, which also support the on-going mission of the school.

School guidance programs are integral in the educational process as they assist all students in developing knowledge and skills to handle life’s challenges. A guidance curriculum is carried out through classrooms lessons.
GRADUATION
Graduation for 8th grade students is scheduled not more than five instructional days before the completion of the TCCBED required number of school days. Students are given information on the appropriate attire for graduation and all students are required to attend graduation practice in order to participate in the graduation ceremony. In the case of a severe violation of the school’s policies, a student may lose the privilege of participating in graduation activities.

Graduation is held in the church during a school scheduled mass with a reception in the Moran. Siblings of the graduates are excused from school activities to attend family graduation celebrations after the reception. Other activities planned by parents are held off campus.

Should a student in 8th grade fail a subject or end the school year with an incomplete he/she will participate in graduation activities. A completion certificate and transcript for the student will be issued only after successful completion of the course requirements to remove the incomplete or receiving a passing grade in summer school. In the event of non-payment of tuition and/or fees, overdue or lost items such as library books, textbooks, athletic uniforms, etc. a student will not be allowed to participate in graduation activities. Report cards, completion certificates and other academic records will be held until accounts are settled.

CHILD ABUSE
Catholic schools in the Archdiocese of Galveston-Houston comply with Texas Law regarding reporting child abuse and neglect and cooperate with officials in investigations. Texas Law requires anyone suspecting the abuse or neglect of a child to report the suspected abuse, to the child Protective Services Child Abuse Hotline at 1-800-252-5400 or at their website: http://www.dfps.state.tx.us/contact_us/report_abuse.asp. This hotline is staffed 24 hours a day, seven days a week. Texas Law specifically requires that a person make a report to Child Protective Services or to a local law enforcement agency immediately, no later than 48 hours after first suspecting a child has been abused or neglected. All reports of suspected child abuse or neglect are confidential. If the report is made in good faith, reporters are immune from civil or criminal liability.

DICIPLINE AND DISCIPLESHIP
Our approach to discipline respects each student’s uniqueness and the common good of the school. With Christ as our model we strive for a positive, non-disruptive environment in which the rights, belongings, and dignity of all persons is respected. We recognize students as persons of free will. We hold them responsible for their choices, helping them to develop a personal code of conduct and to learn cause and effect. Key to building responsibility is allowing students to experience logical and natural consequences. We strive for conversion verses compliance. Therefore, misbehavior is considered an opportunity to turn a poor choice into an experience of growth. Key to this moral dialogue between a student and an adult that is focused on the four Rs- reflection, response, restitution, and reconciliation. We expect students to restore or replace what they damaged and reconcile with those they hurt. As Jesus offers redemption, so must we offer new chances, renewed trust and forgiveness.

KINDNESS JARS
This program recognizes those individual students who go above and beyond to walk in the footsteps of Christ. Through extraordinary acts of kindness, they model the expectations of a student of Sacred Heart Catholic School. Each teacher is asked to put “tickets” in the jar when a student does something that really stands out. The student’s name, class and good deed should be written on the ticket. These will be pulled the first Thursday of each month at Morning Assembly and the student will receive a Free Dress Pass for the following Monday.

SCHOOL WIDE AND CLASSROOM DISCIPLINE PLANS
Students are expected to maintain appropriate behavior while at school. Sacred Heart has a school wide discipline plan that provides for a safe and orderly environment where students can learn, and teachers can teach. Since the behavior of students in school-wide settings can affect the overall climate of the school and have an impact on classroom behavior, expectations for conduct in areas such as hallways, restrooms, playground, cafeteria and church are taught, modeled and practiced. We believe that all students can work towards and attain good conduct with Christ as their model. The school wide plan revolves around four (4)
beliefs that students and staff strive to model each day. The following chart details the school wide expectations for behavior in relation to the four school beliefs.

Sacred Heart Catholic School staff and students work to…
 ✓ BE Respectful
 ✓ BE Responsible
 ✓ BE Safe &
 ✓ BE Christ-like

in all that we do.

Sacred Heart Catholic School accepts the responsibility for the disciplining of all enrolled students during school hours, ASAP and at school functions. Christian principles of respect for the rights of others will govern the actions of all. Students are expected to follow all school and classroom rules and to accept the consequences for failure to do so. However, when interventions have been implemented and unacceptable behavior continues it may be necessary to remove a student from Sacred Heart in order to preserve school values, climate, and/or safety.

During the first week of school, general school and classroom rules will be explained to each student by his/her homeroom teacher. The teacher will explain consequences for failure to adhere to classroom and school rules. Every effort is made to emphasize the positive qualities of each child.

All teachers and staff are responsible for maintaining proper discipline on campus. Whether occurring within or outside the school, when behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student, volunteer or parent can be subject to the full range of disciplinary consequences, including expulsion, revocation of the volunteer’s services, or being asked to withdraw the student from the school.

Parents and students must sign the Parent Student Handbook Acknowledgement Form. By doing so, they agree to read and follow rules and regulations set forth in the Parent Student Handbook. The principal retains the right to amend the policy book for just cause and the parents will be given prompt notification if changes are made.

Classroom discipline is the responsibility of the teacher with the assistance of Administration and the parents/guardians/and pastor when needed. Teachers observe and arrange the environment to minimize the possibility of potential discipline issues. Class rules are posted and reviewed.

Parents are encouraged to visit the ParentWeb in RenWeb to keep track of behavior and grades. Administration and staff exercise professional judgement and discretion to address each situation fairly and consistently.
<table>
<thead>
<tr>
<th>EXPECTATIONS</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
</tr>
</thead>
<tbody>
<tr>
<td>**ALL SETTINGS &amp;</td>
<td>Use appropriate voice levels</td>
<td>Care for personal &amp; SHCS property</td>
<td>Keep hands, feet &amp; objects to self</td>
</tr>
<tr>
<td>COMMON AREAS</td>
<td>Use kind words, actions &amp; manners</td>
<td>Wear full &amp; proper uniform daily &amp; follow free dress guidelines</td>
<td>Settle conflicts with kind words</td>
</tr>
<tr>
<td>(Before, During &amp;</td>
<td>Follow adult directions</td>
<td>Stand up for what you know is right</td>
<td>Walk unless participating in PE, recess or athletics</td>
</tr>
<tr>
<td>After School,</td>
<td>Be inclusive</td>
<td>Take responsibility for your choices &amp; attitudes</td>
<td>Use materials &amp; equipment safely</td>
</tr>
<tr>
<td>including athletic</td>
<td>Respect others, their space &amp; property</td>
<td>Leave inappropriate items such as gum, toys, etc. at home</td>
<td>Report unsafe conditions &amp; actions</td>
</tr>
<tr>
<td>&amp; fine arts events)</td>
<td>Treat others the way you want to be treated</td>
<td></td>
<td>Stay where adults can always see you</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Always cross street with adults</td>
</tr>
<tr>
<td><strong>ARRIVAL</strong></td>
<td>Greet others appropriately</td>
<td>Arrive on time</td>
<td>Exit vehicles onto sidewalk</td>
</tr>
<tr>
<td></td>
<td>Use quiet voices</td>
<td>Go directly to classroom</td>
<td>Walk on sidewalk to building</td>
</tr>
<tr>
<td></td>
<td>Follow adult directions</td>
<td>Be ready to learn by 8:00 am</td>
<td>Enter through front doors only</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Follow hallway expectations</td>
</tr>
<tr>
<td>**HALLWAYS,</td>
<td>Respect Quiet Zones</td>
<td>Keep hands &amp; feet to self &amp; away from walls &amp; windows</td>
<td>Walk to the right</td>
</tr>
<tr>
<td>STAIRWAYS,</td>
<td>Respond appropriately to adults</td>
<td>Go directly &amp; promptly to your destination</td>
<td>Walk facing forward &amp; in line</td>
</tr>
<tr>
<td>CAFETERIA**</td>
<td>Hold doors for others</td>
<td>Keep areas clean</td>
<td>Step on every step &amp; hold handrail</td>
</tr>
<tr>
<td></td>
<td>Respect other people’s space</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Take turns &amp; wait patiently</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OFFICE</strong></td>
<td>Respect Quiet Zones</td>
<td>Return to your classroom promptly</td>
<td>Stay inside building</td>
</tr>
<tr>
<td></td>
<td>Use kind words, actions &amp; manners</td>
<td>Get permission to use a phone</td>
<td>Walk at all times</td>
</tr>
<tr>
<td></td>
<td>Wait your turn</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CAFETERIA</strong></td>
<td>Include others</td>
<td>Eat your own food</td>
<td>Walk at all times</td>
</tr>
<tr>
<td></td>
<td>Use quiet voices</td>
<td>Sit in assigned area</td>
<td>Stay in line with hands, feet &amp; objects to self</td>
</tr>
<tr>
<td></td>
<td>Use good table manners</td>
<td>Use signals to leave seat</td>
<td>Report &amp; clean up spills &amp; messes</td>
</tr>
<tr>
<td></td>
<td>Respect cafeteria staff</td>
<td>Use your time wisely</td>
<td>Lights off-voices off</td>
</tr>
<tr>
<td></td>
<td>Respect others’ food &amp; space</td>
<td>Clean your area, table &amp; floor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Follow adult directions</td>
<td>Throw trash away when told to by an adult</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Take turns &amp; wait patiently</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**PLAYGROUND,</td>
<td>Use play equipment for intended purpose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATHLETIC FILES, &amp;</td>
<td>Return equipment to proper place</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIAL AREAS**</td>
<td>Line up at first signal</td>
<td>Keep outdoor areas clean</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keep professional good sportsmanship</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Play fairly &amp; follow game rules</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ASSEMBLIES</strong></td>
<td>Respond to quiet signals</td>
<td>Ask appropriate questions</td>
<td>Keep; hands, feet &amp; objects to self</td>
</tr>
<tr>
<td></td>
<td>Be active listeners</td>
<td>Give appropriate answers</td>
<td>Enter &amp; exit in orderly manner</td>
</tr>
<tr>
<td></td>
<td>Use applause only</td>
<td></td>
<td>Sit in assigned areas</td>
</tr>
<tr>
<td><strong>CHURCH &amp; WORSHIP</strong></td>
<td>Be reverent</td>
<td>Participate actively &amp; appropriately</td>
<td>Lower kneelers quietly</td>
</tr>
<tr>
<td><strong>CHURCH &amp; WORSHIP</strong></td>
<td>Follow lead of the cantor</td>
<td>Wear official uniform</td>
<td></td>
</tr>
<tr>
<td>**RESTROOMS &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WATER FOUNTAINS</td>
<td>Use quiet voices</td>
<td>Keep clean</td>
<td>Keep feet on floor</td>
</tr>
<tr>
<td></td>
<td>Give others privacy</td>
<td>Use water fountains only for drinking- 5 second rule</td>
<td>Avoid loitering or horseplay</td>
</tr>
<tr>
<td></td>
<td>Take turns &amp; wait patiently</td>
<td>Flush toilet after use</td>
<td>Keep water in sinks, toilets or water fountains</td>
</tr>
<tr>
<td></td>
<td>Use appropriate language</td>
<td>Wash hands when done</td>
<td>Use materials &amp; equipment the right way</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Return to class promptly</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Report unsafe conditions or actions</td>
<td></td>
</tr>
<tr>
<td><strong>DRESING ROOMS</strong></td>
<td>Store items in assigned lockers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use quiet voices</td>
<td>Dress quickly &amp; exit to hallway or gym promptly</td>
<td>Keep floors clear</td>
</tr>
<tr>
<td></td>
<td>Give others privacy</td>
<td></td>
<td>Avoid loitering or horseplay</td>
</tr>
<tr>
<td></td>
<td>Respect property of others</td>
<td></td>
<td>Exit with shoes on &amp; tied</td>
</tr>
<tr>
<td></td>
<td>Take turns &amp; wait patiently</td>
<td></td>
<td>Use roll on or stick deodorant only</td>
</tr>
<tr>
<td></td>
<td>Use appropriate language</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DISMISSAL</strong></td>
<td>Use quiet voices</td>
<td>Take care of belongings</td>
<td>Remain seated until called</td>
</tr>
<tr>
<td></td>
<td>Listen &amp; follow directions</td>
<td>Keep belongings in backpack</td>
<td>Face forward in single line</td>
</tr>
<tr>
<td></td>
<td>Exit quietly</td>
<td>Keep food &amp; drink put away</td>
<td>Stay with parent/guardian</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enter vehicles on passenger side</td>
</tr>
</tbody>
</table>

24
CONDUCT KEY

E-Meets expectations  S-Satisfies expectations  N-Needs improvement  U- Unsatisfactory

Refocus Forms and Principal Forms are given when undesired behavior occurs consistently on campus.

Pre-K and Kindergarten
Behaviors based on age appropriate development and expectations.
1st Refocus Form- Communication with parents in a form, note or phone call/Age appropriate consequence
2nd Refocus Form- Communication with parents in a form, note or phone call and 5-10 minutes away from a desired activity
3rd Refocus Form- Communication with parents in a form, note or phone call and consequence determined by Administration

Conduct Grades per Trimester are accumulative of weekly conduct grades.
They are as follows:

Pre-K and Kindergarten
0 Refocus/Principal Forms-E
0-3 Refocus Forms-S
4-5 Refocus Forms-N
6+ Refocus Forms-U

6 or more Refocus Forms within a Trimester will result in a referral to the Exceptionalities Team.

1st-3rd Grade
1st Refocus Form- Communication with parents in a form, note or phone call and 5-10 minutes away from a desired activity
2nd Refocus Forms - Communication with parents in a form, note or phone call and consequence given by teacher
3rd Refocus Form-Communication with parents in a form, note or phone call and consequence determined by Administration
*4 Refocus Forms (within a Trimester) =1 Principal Form

Conduct Grades per Trimester are accumulative of weekly conduct grades.
They are as follows:

0 Refocus Forms and no Principal Forms-E
0-2 Refocus Forms and no Principal Forms-S
3-4 Refocus Forms-N
5+ Refocus Forms-U

5+ Refocus Forms per Trimester will result in a referral to the Exceptionalities Team.

4th-5th Grade
1st Refocus Form- Communication with parents in a form or a note or phone call and 5-10 minutes away from a desired activity
2nd Refocus Form- Communication with parents in a form or a note or phone call. Consequence given by teacher
3rd Refocus Form-Consequence given by Administration and call home

Conduct Grades per Trimester are accumulative of weekly conduct grades.
They are as follows:

0-Refocus Forms/Principal Forms-E
0-1 Refocus Forms and no Principal Forms-S
2-3 Refocus Forms-N
4 Refocus Forms-U

4+ Refocus Forms per Trimester will result in a referral to the Exceptionalities Team.
A weekly conduct grade is sent home with each student on Wednesday in the Student Wednesday Folders (PK3-5th), noting the student’s conduct for the week. The Student Folder must be signed by a parent/guardian and returned the following day.

6th-8th Grade

1st Refocus Form- Communication with parents in a form or a note or phone call and 5-10 minutes away from desired activity
2nd Refocus Form-Communication with parents in a form or a note or phone call and consequence given by teacher
3rd Refocus Form-Communication with parents requesting conference with Administration (possibly Priest) and consequence given

Consequences may be but or not limited to before or after school detention, in-school suspension, etc.

Conduct Grades per Trimester:

- 0-Refocus Forms/Principal Forms-E
- 0-1- Refocus Forms and no Principal Forms-S
- 2- Refocus Forms-N
- 3- Refocus Forms-U

*3 Refocus Forms (within a Trimester) = 1 Principal Form

Detentions- Repeated or multiple refocus forms may result in a detention. Receiving a Principal Form results in an automatic detention from 3:45 p.m. to 4:45 p.m.

Principal Forms include, but are not limited to:
- Disrespectful conduct to adults and other students
- Forgery
- Cheating/Plagiarism-The student will receive a “0” and a letter to the parents stating that their child is on academic probation and future incidents that involve cheating will jeopardize their continued enrollment
- Abusive language and/or the use of profanity
- Bullying-emotional or physical
- Violation of dress code
- Chewing gum or eating candy
- Damaging school property
- Not following the Technology Acceptable Use Policy
- Any behavior that the school/principal deems disruptive to the educational and moral environment of the school or any behavior that does not comply with the Virtues in Practice Guidelines.

These following behaviors are not acceptable and will be regarded as major offenses.

- Possessing, using, selling, or distributing harmful or illegal substances, including alcohol, smoking or using any tobacco product
- Being in possession of a weapon
- Making threats of bodily injury or harm to a student/school personnel (Also taking into consideration age appropriate development expectations)
- Assaulting a student or any school personnel
- Vandalizing school property or the property of others
- Being in possession of pornography
- Participating in disruptive activities by a group
- Sexual harassment of cyber-bulling
• Not following the Technology Acceptable Use Policy
• Use of technology in-school or out-of-school. These are examples of and not limited to: (harassment, bulling, defamation of character, or threatening anyone)
• Engaging in chronic inappropriate behavior which disrupts the learning environment

Student Expectations and Standards for Conduct

Each student is expected to:
• Demonstrate courtesy and respect for staff, students, parents, and visitors
• Behave in a responsible manner at school, and at all school functions on or off campus
• Attend all classes, regularly and on time
• Prepare for each class; take appropriate materials and assignments to class
• Follow directions the first time they are given
• Be well-groomed and properly uniformed
• Keep hands, feet and objects to self
• Respect the rights and privileges of other students and teachers
• Respect the property of others, including church property and facilities
• Cooperate with or assist the school faculty and staff in maintaining safety, order, and discipline
• Report dangerous behaviors and or situations to school personnel

Harassment Policy

Harassment is defined at Sacred Heart Catholic School, as any behavior that is sufficiently severe, persistent, or pervasive which adversely affects a student’s education; or behavior that creates a hostile or abusive educational environment. The act of harassment is a direct violation of the Christian behaviors and values upheld in the school. Harassment involving students, school, parents, or visitors will be investigated and necessary action taken immediately. Depending on the nature of the harassment, each incident will be reviewed independently, and action taken may range from a disciplinary report to expulsion from the school and in some cases, legal action. Cyber-bullying is harassment using the internet and will be dealt with in the same manner as harassment done on school property.

Should anyone be a victim of or a witness of harassment, the following steps should be taken:

1) Immediately notify someone in authority, such as a teacher, administration or priest.
2) After reporting the harassment/bullying, keep the information confidential.

In-School Suspension

The student will be assigned to a supervised area where he/she will complete all assignments and will not attend his/her regular schedule. When a student is suspended, he/she must make up all work that is missed and all work will be graded, and partial credit given. The student will meet with Administration before returning to class following the suspension. ($100 fee charged for in-school suspension) In-School Suspension Fee is charged to families to secure a substitute teacher to supervise a student during in-school suspension. The $100 fee and will be billed to the student’s FACTS© account for every day of in-school suspension.

A student who has been suspended will not participate in any school or extracurricular activities beginning at the time of suspension and continuing as long as determined by administration.
Out-of-School Suspension
When a student is suspended, he/she must make up all work that is missed. All work will be graded, and partial credit may be given. The student will meet with Administration before returning to class following the suspension. A student who has been suspended will not participate in any school or extracurricular activities during the suspension.

Out-of-school suspension may result from progressive discipline (Refocus or Principal Forms) or result from a major offense that requires immediate removal.

Evaluation
Evaluation by an outside agency may be recommended when a student repeatedly fails to respond to efforts made to correct behavior that is unacceptable or that interferes with the learning environment.

Home Study Program
The Home Study Program may be appropriate when a student has been accused of a serious behavior infraction. Placing a student on a home study program allows the student to be removed immediately from the situation until the school has had time to explore the allegations, or legal proceedings against the student are resolved. Home study programs serve as a vehicle of fair treatment and due process. A Home Study Program may also be utilized when determined to be medically necessary.

Expulsion
Expulsion is considered an extremely serious matter and every possible solution has been implemented. The Principal consults with the Pastor and Superintendent in cases of expulsion. Parents are given written notice of the expulsion. A copy of the written notice of dismissal is placed in the student’s file.

Immediate expulsion can take place when a student:
- Participates in disruptive activities by a group such as gangs
- Possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school campus or at school sponsored activities
- Smokes or uses a tobacco product on school property or at school related activities
- Possesses, uses or conceals a weapon or any item construed to be a weapon (any instrument which may produce bodily harm or death) on school property or at school related activities
- Threatens bodily injury or harm to a student or staff member (taking into consideration age appropriate devilment)
- Assaults a student or staff member with resulting serious physical injury
- Vandalizes school property or the property of others
- Possesses an unapproved electronic devise that is disruptive to instruction
- Engages in chronic or repeated misbehavior which disrupts the learning environment
- Disruptive, threatening, or illegal behavior of a parent or guardian may result in the expulsion of a student

SEARCH & SEIZURE
The school is co-tenant of individual student lockers and desks. Without prior notification of students or parents, upon cause deemed reasonable by administration, the administrator or a representative of the administrator, may conduct a search and inspection of an area of the school and all personal effects, lockers, baggage, and/or other student property. The administrator or representative of the administrator may seize and retain any illegal or unauthorized items discovered on school premises or in the possession of a student, whether discovered as a result of the search and inspection or otherwise. Any substance of items confiscated by the school may be turned over to the proper authorities.

PERSONAL PROPERTY

- Toys, CD players, laser pens, handheld computer games, iPods, iPads, electronic games, other electronic gadgets, etc. should not be brought to school. Inline skates, skateboards, and shoes with concealed inline wheels are prohibited on school property. The school is not responsible for damage, breakage, lost items, or liability for injury. If school personnel see students with personal property that should not be at school, items are confiscated
and held until the end of the school day. Repeated incidents may require parents to come to school to retrieve the items from the teacher or administration.

- Use of student cell phones to send or receive phone calls or text messages, access the Internet, take photographs or access any other application for which the phone is capable is prohibited during the school day. Cell phones must be turned off and not visible during the school day. Cell phones should be kept in backpacks or lockers. The use of cell phones in locker rooms and restroom areas at any time while at school is prohibited. The school is not responsible for cell phones that are damaged, lost or stolen. If school personnel see students with a cell phone, it is confiscated and given to administration. On the first incident students are required to meet with administration at the end of the day to retrieve their cell phone. The second incident requires that parents come to school to retrieve the cell phone from administration. Additional incidents and/or serious violations of cell phone regulations may result in a student losing the privilege of having a cell phone on campus. If administration suspects that a cell phone has been used in violation of guidelines, photos, call history, text messages, etc. may be viewed to see what is on the cell phone and any history on the cell.

- Smartwatches are not allowed on campus unless necessary for medical reasons. A smartwatch is defined as any watch that can send/receive calls, texts or date and/or access the Internet. Smartwatches must be turned off and not visible during the school day. Smartwatches should be kept in backpacks or lockers. The use of smartwatches in locker rooms and restroom areas at any time while at school is prohibited. The school is not responsible for watches that are damaged, lost or stolen. If school personnel see students with a smartwatch, it is confiscated and given to administration. On the first incident students are required to meet with administration at the end of the day to retrieve their smartwatch. The second incident requires that parents come to school to retrieve the smartwatch from administration. Additional incidents and/or serious violations of smartwatch regulations may result in a student losing the privilege of having a smartwatch on campus. If administration suspects that a smartwatch has been used in violation of guidelines, photos, call history, text messages, etc. it may be viewed.

- Animals should not be brought on campus without prior approval of administration and the classroom teacher since they can pose health and safety issues for students and staff especially to those who have allergies or may have a fear of animals. This includes before and after school activities, athletic events and personal pickup during dismissal. Visiting animals must be on a leash or in a cage and supervised at all times by an adult.

FORGOTTEN ITEMS, MESSAGES, DELIVERIES & TELEPHONE USE
An important part of building responsibility in children is allowing them to experience logical and natural consequences. We ask that you not bring forgotten academic items to school (homework, projects, etc.). If an academic item is brought to a student, the student will have the same consequence as if submitting a late assignment.

If a lunch is forgotten and a parent can bring a lunch, it may be brought to the office. The parent is then asked to notify the homeroom teacher via e-mail. Otherwise, a lunch will be provided for students who forget to bring their lunch to school. Fast food may be brought in as a treat for birthdays, but not on a regular basis in place of forgotten lunches.

Students are not allowed to use campus telephones or student cell phones to call or text for forgotten items nor are they allowed to re-enter classrooms after dismissal to get forgotten items. Deliveries of items, such as flowers, for students are not accepted. Students may use the school phone only in an emergency. Classrooms will not be interrupted to deliver messages or items to students unless it is an emergency. The office staff is not responsible for calling classrooms, emailing teachers, or delivering forgotten lunches or other items. Students may check the drop off counter in the front office to see if something has been left for them. Your cooperation in efforts to build responsibility in our students is appreciated.
Become A Saint Guidelines

Peacemakers

Follow Directions

- Shall Not Hit
- Shall Not Show Disrespect
- Shall Not Argue
- Shall Not Tease
- Shall Not Act Irresponsibly
- Shall Not Lie
- Shall Not Throw Tantrums

- Shall Not Call Names
- Shall Not Make Threats
- Shall Not Whine
- Shall Not Cheat
- Shall Not Destroy Property
- Shall Not Annoy Others
- Shall Not Steal

Peacebreakers

Do Not... Follow Directions

- Hit
- Disrespect
- Argue
- Tease
- Act Irresponsibly
- Lie
- Throw Tantrums

- Call Names
- Threaten
- Whine
- Cheat
- Destroy Property
- Annoy Others
- Steal

Date ___________________________ Student Signature ______________________________________

(Please have each individual student return a signed copy of the Saint Guidelines to their homeroom teacher)

Parent Signature ______________________________
Student Refocus Form

Date: ______________________ Time: ______________

Teacher/Class: ____________________________________________

Homeroom Teacher: _________________________________________

Student’s Name: ___________________________________________

Observed Behavior(s):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student’s Signature ______________________________ Teacher’s Signature ______________________________

Parent’s Signature ______________________________ Date ______________________________

Return signed form to school.
Principal Conference Form

Date: ______________________________    Time: ______________________

Teacher/Class: _______________________________________________________________

Homeroom Teacher: ____________________________________________________________

Student’s Name: _____________________________________________________________

Reason for Conference:

☐ Refocus Forms previously given
☐ Hurting Others
☐ Extreme Disrespect (Defiant Behavior)
☐ Cheating/Stealing
☐ Destruction of Other’s or School’s Property
☐ Other

What I did . . .

What I should have done . . .

What I will do in the future . . .

_______________________________                    ________________________________
Student’s Signature                      Principal’s Signature

_______________________________                    ________________________________
Parent’s Signature                      Date

*Return signed form to principal*
REPORT CARDS AND PROGRESS REPORTS
Sacred Heart’s grading period is reported in trimesters. (approximately every 60 days)
Report cards are issued three times a year at the end of each trimester and Progress Reports are sent home at the midpoint of each trimester.

Report cards and records are withheld when financial responsibilities to the school have not been met. These include but are not limited to tuition, Before and After School (ASAP) fees, library fines, payments for lost or damaged books, replacement cost of technology, etc.

PROMOTION AND RETENTION
A student is promoted when all skills and objectives have been mastered for a particular grade level based on the Archdiocese of Galveston/Houston curriculum.

The Catholic Schools’ Office of the Archdiocese of Galveston-Houston does not support skipping grades due to acceleration of learning or social promotion (placing a student in a grade) if calculation of final grades does not support promotion. In a situation where a student does not meet requirements for promotion, a variance will have to be requested in writing and submitted to the Catholic Schools’ Office for approval. A variance is only good for two years.

STANDARDIZED TESTING
Standardized testing is required for 1st-8th grades and is one of several means of accessing pupil performance. The IOWA and CogAT Assessments are administered each year during the designated testing week published in the school calendar. Individual testing results from the IOWA and CogAT are shared with parents. Testing results are recorded in each student’s permanent record card.

*ACRE - Assessment of Children Youth Religious Education
From the National Catholic Educational Association information for Growth: The assessment of Children/Youth Religious Education (ACRE) is a reliable, tested tool for assessing Catholic religious education programs. ACRE is given during the IOWA assessments to all 5th and 8th grade students.

Parents are asked not to schedule doctor/dentist appointments, family vacations or outings, etc. during testing week unless there is a family funeral or medical emergency. Sacred Heart Catholic School cannot guarantee a make-up date or time for any part of the test missed from the IOWA, CogAT and ACRE Assessments. Students who miss a test due to an unexcused absence will not be permitted to make-up tests.

STUDENT RECORDS
Student Records are integral to the instruction process. The cumulative folder is a record of each student’s school history. It contains the student’s yearly progress in academic subjects and indicates measurable student abilities such as those reflected by scores on standardized tests.

Contents in the cumulative folder should include, but are not limited to the following:
- Student application (including birth certificate)
- Sacramental data
- Testing results data
- Duplicate Report Card from previous years
- Viewing of Record Form
- Court decrees when applicable

Archdiocese Schools do not directly receive any federal funds from the U.S. Department of Education; thus, they are not required to follow the Family Education Rights and Privacy Act. As advocates for justice, however, they shall respect parental and student rights to information and to confidentially. The school shall:

- Provide parents and students access to records directly related to the student.
- Notify parents and students of these rights through a school handbook, newsletter or other means.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court
order, statue or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. A copy of such document must be in the student’s school file. Divorced or separated parents are required to file with the Sacred Heart certified copies of the most recent court orders together with all amendments, modifications and supplements. Parents are to ensure that the school has a complete and unaltered set of certified copies of the applicable court orders. Failure to follow this policy may result in the involuntary withdrawal of the student from the school. In cases of joint custody, both parents will be equally informed of their child’s progress.

Continued strife between the parents is harmful to the student and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with Christian charity and will display a spirit of forgiveness. Ongoing parental disputes can be counterproductive to the mission of the school and in some cases, it is appropriate to discuss whether continued enrollment of the student is a viable option.

AWARDS
An award ceremony is held at the end of each trimester to acknowledge students who are receiving the A or AB Honor Roll Certificate and Accelerated Reader Points. Students achieving the following criteria for each category will be recognized.

- **A Honor Roll** – all A’s in all core subjects
- **AB Honor Roll** – all A’s and B’s in all core subjects and at least one A in a core subject has to be earned to be awarded the AB Honor Roll.
- **Accelerated Reader Points:** Student recognized who have received the most AR points for that trimester as well as the class that earned most points from K-2nd, 3rd-5th and 6th-8th grades.
- **Light of Faith Award:** Presented at mass to student in each grade level

The end of year Award Ceremony will recognize those students who are receiving an Academic Award, Perfect Attendance Award and 3rd Trimester A or AB Honor Roll Award.

- **Academic Award:** Final yearly average of 93 or above in all core subjects.
- **Perfect Attendance:** No absences during the school year. Five (5) tardies is equal to 1 absence.
- **A Honor Roll:** All A’s in all core subjects
- **AB Honor Roll:** All A’s and B’s in all core subjects and at least one A is received in a core subject.

OUTSTANDING ACADEMIC STUDENT AWARD
At 8th Grade Graduation the Outstanding Student Award is presented to an Eighth Grade student who has attained the highest grade point average. The grade point average is an average of core subjects in 6th – 8th Grades and is obtained from the student’s permanent record card. The Principal will verify all calculations.

COMMUNICATION

SCHOOL OFFICE HOURS
Office hours are 7:45a.m. to 3:45a.m.on days when school is in session.

WEBSITE
Important information regarding events, the school calendar, lunch link, Parent Handbook, The Eagle’s Nest and The Eagle’s Early Learning Center (ELC) Newsletter, etc. will be posted and updated on the school website. Parents may sign in under the ParentWeb to view grades and other information for current school families. Please visit the website regularly at www.shcstx.com.

WEEKLY FOLDERS
Elementary students will bring home a communication folder once a week. The folder will contain weekly work, quiz and test scores. Folders are to be signed and returned to the homeroom teacher the next school day.
CONFERENCES
There is a required Parent/Teacher Conference in the fall and a requested Parent/Teacher Conferences in March. Other conferences will be scheduled as the need arises throughout the year. For information about academic work or general conduct of a student, a conference may be scheduled before or after school hours. **Parent/Teacher conferences are designated ONLY for the Parents/Guardians of a current student and Teachers/Administration to be present.** It is requested that parents not interrupt any teaching moments or expect teachers to interrupt their normal class routines for such conferences. Teachers are not allowed to discuss other students or teachers in Parent/Teacher Conferences.

Whenever there is an important change in the routine at home, such as a serious illness, an emergency trip, a new baby, separation or divorce of parents or a death in the family, the Principal should be notified. A major change at home may affect the student at school. It is important to know when these changes occur so that faculty may respond appropriately with understanding and consideration.

Conference Guidelines:
- Parent/Teacher Conferences held in the Fall for all students.
- Middle School conferences are held in the gym, all other grade conferences are held in classrooms.
- Students are required to attend Fall Parent/Teacher Conferences.
- Students will be present at other conferences only at the request of the teacher/parent.
- Telephone conferences are frequently unavoidable. If this is the only means of conferencing, please relay that information to the teacher(s).
- If a situation has not been resolved, a conference with the parent, teacher and principal is in order.

COMMUNICATION PLAN FOR SACRED HEART SCHOOL
The school communicates and keeps a continual dialogue with each of the following people:

**Pastor:** Each week the Principal has a scheduled meeting with the Pastor to discuss school issues.

**Principal:** Sends an electronic parent letter weekly.

**Elementary Students:** Receive a weekly communication folder with comments from the teacher including student work and conduct grade.

**Parents:** The Eagle’s Nest (the school’s newsletter), an electronic parent letter from the principal and the school website ([www.shcstx.com](http://www.shcstx.com)) is updated weekly. All parents are given a login for the parent portal section of the website and the Parent/Student Handbook will be posted online at the website. Parents and students are required to sign the Handbook Acknowledgment Form indicating that they have read all procedures, regulations and policies of Sacred Heart Catholic School as well as a Media Consent Form. The Handbook Acknowledgement and Media Consent Forms will be sent home to be returned to school with signatures. Forms may also be found in the Ren Web parent portal.

CONFLICTS/ISSUES
When a parent has an issue/concern the following is the established order that meetings will follow.

1. Parent/Teacher
2. Parent/Principal
3. Parent/Pastor
4. Parent may appeal in writing to the Level Two Grievance Committee at the Catholic Schools Office or the Archdiocese of Galveston-Houston

CUSTODY AND RELEASE OF STUDENTS AND/OR RECORDS

**Request to Release Student**
- Divorced parents
  - Release student only to the custodial parent. An exception can be made only upon the written request of the custodial parent. Written requests shall be kept on file.
  - A change in custody should be noted with a copy of the court order or court document.
and kept on file.
  - Any procedure outside of these guidelines must be approved by Principal.
  - **Separated Parents**
    - Release to either parent unless there is a notarized statement from the parent-in-residence on file.

**Request to See Student at School**
- **Divorced parents who do not have joint custody**
  - Contact custodial parent and abide by the expressed wishes of that parent
- **Separated parents**
  - Permit either person to visit

**Medical Emergency**
- **Divorced parents**
  - Use emergency information listed in student file
  - If joint custody has not been awarded, contact custodial parent first.
- **Separated parents**
  - Use emergency information listed in student file
  - May contact either parent

The Archdiocese School Council Policy states: “A student shall not be released to any person other than the legal guardian (managing Conservator) except when the administrator has reasonable assurance that the release is authorized by the managing conservator.”

**The guidelines to implement this policy are as follows:**
1. The parent(s), guardian or legal custodian (the term “legal custodian” shall mean all such persons) shall be those persons identified as such on the student’s enrollment, census registration and emergency form.
2. A student shall not be released to any person other than the legal custodian except when the principal has reasonable assurance that the legal custodian authorizes the release. Questioned authorization for the release of a student shall be confirmed by the principal with the legal custodian. The principal may demand appropriate identification or authorization in writing from the student’s legal custodian. Further, the principal may demand that written authorization be confirmed by telephone or in person.
3. When a person attempts to change the rights of release involving the originally stated custodian, the principal shall take the following actions before releasing the student:
   - Notify the person presumed to be the student’s legal custodian of the attempted change.
   - Ask the person requesting the change to produce a certified (state or provincial) court order, with official seal and signature, authorizing such a change. Court orders from other (jurisdictions) will not be recognized.
   - Ask the person requesting the change to provide a copy of the court order for the student’s records. The written request shall state on the copy that the original court order has been verified and is a true copy.

Principals receiving requests for such changes shall explain Archdiocesan procedures to the persons making the requests.

When a school employee has reason to believe that a student has been or is likely to be, removed from the school grounds by a person other than the legal custodian, the principal shall be notified immediately. When the principal believes an unauthorized person might attempt to remove a student from the school grounds, the principal shall use reasonable means to prevent the student’s removal. When necessary the principal shall contact the appropriate local law enforcement agency or officers to request assistance. The principal
also shall contact the student’s legal custodian.

PARENT/GUARDIAN GRIEVANCE PROCESS

Purpose
The purpose of this process is to provide parents/guardians of students enrolled in any parish or regional school within the Archdiocese of Galveston-Houston with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes through subsidiarity, at the lowest possible level, in a cooperative, conciliatory Christian atmosphere.

Scope
No person shall be discriminated against because of filing or participating in this grievance process, and no reprisals of any kind shall be taken against any person because of participation in this complaint process.

The process is not intended to be adversarial in nature and neither party to the grievance shall be represented by legal counsel during any phase of the process. This process replaces all previous processes and statements regarding the institution and processing of complaints at both the local and Archdiocesan levels.

Exclusions
A parent who has withdrawn their student from the school may not avail themselves of this grievance process.

During an investigation by local, state, or federal officials, a student will be placed on Student Extended Leave. These absences will be excused, and the student will have an opportunity to complete assignments without reduced credit during the leave. A parent/guardian may not avail themselves of the grievance process when a student is placed on Student Extended Leave.

Level One- Informal Resolution/Conciliation (Campus)
It is the intent of this policy to resolve parent/guardian complaints at the lowest possible administrative level and in a cooperative Christian atmosphere through subsidiarity. This process is not intended to be adversarial in nature. Prior to using the steps set forth below, the parent or guardian shall meet with the person with whom he/she is having a dispute. If the concern is not resolved, he/she should move to the person’s direct supervisor in an effort to find resolution. If the matter is not satisfactorily resolved with the person’s direct supervisor, the parent/guardian should request a meeting with the principal. If the matter is not satisfactorily resolved with the principal, the parent/guardian should request a meeting with the pastor. If the pastor agrees with the principal’s decision, the pastor may decline to meet. If the pastor agrees to meet, but the matter is not then settled satisfactorily, the parent/guardian may appeal the decision to Level Two after the parent/guardian has informed the pastor and principal of their intent to do so.

Level Two - Grievance Committee (Catholic Schools Office)
If a satisfactory resolution is not reached at Level One and after notification to the principal and pastor, the parent/guardian may appeal, in writing, to the Level Two Grievance Committee. The Catholic Schools Office for the Archdiocese of Galveston-Houston has established a Parent/Guardian Grievance Committee for the purpose of hearing complaint appeals from Level One of the Parent/Guardian Grievance Process. The committee reviewing the complaint will consist of an assistant Superintendent from the Catholic Schools Office and two Archdiocesan principals. The following procedure shall then be utilized:

a. The parent/guardian shall contact the Catholic Schools Office at 713-741-8704 to request the Level Two Appeal/Grievance Form.

b. The written appeal shall be submitted to the Level Two Grievance Committee within five (5) working days following the parent/guardian’s receipt of the Level Two Appeal/Grievance Form to submit their grievance in writing (using the form provided) to the Catholic Schools Office via an email addressed to csogeneral@archgh.org along with any additional materials or documentation the parent/guardian would like reviewed by the committee. The principal and pastor will receive a copy of the Level Two Appeal/Grievance Form and other attachments filed
with the Catholic Schools Office. The principal and pastor will forward their response to the Level Two Grievance Committee within five (5) working days of their receipt of the Level Two Appeal/Grievance Form submitted by the parent/guardian.

c. The record for the Level Two Grievance Committee’s consideration shall consist of all materials submitted by the parent/guardian and the written response provided by the pastor and principal. The committee has the discretion to accept or deny an appeal based on the evidence presented. If the appeal is denied, the decision rendered at Level One of the Parent Grievance Process will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

d. If the appeal is accepted for review, the Level Two Grievance Committee shall then schedule a conference with the parent/guardian and/or school administration, if necessary, within fifteen (15) working days from the date the written appeal is received. The committee will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the committee shall hear the appeal and review the materials presented, as well as any other information the committee deems relevant.

e. In an Archdiocesan parish school, the Level Two Grievance Committee shall make a recommendation for decision to the pastor within five (5) days after the scheduled conference has been held and a copy of the recommendation will be sent to the Archdiocesan Superintendent. The pastor may accept, reject or modify the Level Two Grievance Committee’s recommendation. The pastor’s decision will be communicated to the principal, parent/guardian and Superintendent within five (5) working days upon receiving the Level Two Grievance Committee’s recommendation.

f. If the Pastor does not issue a written decision within the five (5) working day limit, that will be deemed as acceptance of the committee’s recommendation who will then communicate the decision to the parent/guardian, principal, pastor and Superintendent.

g. In an Archdiocesan regional school, the Level Two Grievance Committee shall make a recommendation to the Archdiocesan Superintendent. The Archdiocesan Superintendent may accept, reject or modify the committee’s recommendation. The Archdiocesan Superintendent’s decision will be communicated to the principal and parent/guardian within five (5) working days upon receiving the Level Two Grievance Committee’s recommendation. If the Archdiocesan Superintendent does not issue a written decision within the five (5) working days limit, that will be deemed an acceptance of the committee’s recommendation. The Level Two Grievance Committee will then communicate the decision to parent/guardian and principal.

h. Decisions at Level Two reached by the pastor (parish schools) and Superintendent (regional schools) are final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

**Appeal and Review of Expulsions and Extended Suspensions**

**(Archdiocesan Superintendent of Catholic Schools)**

A parent/guardian may appeal directly to the Archdiocesan Superintendent when the issue is concerning an expulsion or a discipline issue involving suspension (in or out of school) of a student from classes for more than five (5) consecutive school days. In such cases, the following procedure shall be utilized:

a. A written appeal shall be submitted to the Archdiocesan Superintendent within five (5) working days following the parent/guardian’s notification of expulsion or suspension lasting more than five (5) consecutive school days.

b. The record for the appeal to the Archdiocesan Superintendent shall consist of a written statement setting forth with specificity the reason(s) for the parent/guardian’s dissatisfaction with the decision to expel or suspend the student for more than five (5) consecutive days. It will also consist information provided by the principal including, but not limited to the student’s probationary status, disciplinary record, and/or behavior plan.

c. The Archdiocesan Superintendent has the discretion to accept or deny any appeal based on the evidence presented and in consultation with the Chancellor and Moderator of the Curia for the Archdiocese of Galveston-Houston. If the appeal is denied, the decision rendered the principal and pastor will be final.
d. If the Archdiocesan Superintendent accepts the appeal for review, he/she shall then schedule a conference with the parent/guardian within ten (10) working days from the date the written appeal is received. The Superintendent will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the Superintendent will hear the appeal and review the materials presented provided as a matter of record.

e. The Archdiocesan Superintendent shall make a recommendation for decision to the Chancellor and Moderator of the Curia within five (5) working days after the scheduled conference has been held, and a copy of the recommendation shall be forwarded to the parent/guardian.

f. The Chancellor and Moderator of the Curia, in consultation with the Archbishop, may accept, reject, or modify the Archdiocesan Superintendent's recommendation, or take any other action he deems appropriate. The Chancellor and Moderator of the Curia’s decision will be communicated in writing to the parent/guardian within fifteen (15) working days of receipt of the Archdiocesan Superintendent's recommendation, and shall be final for all purposes.

g. No provision of this process shall be understood to limit the ecclesial authority of the Chancellor and Moderator of the Curia and/or Archbishop. The Chancellor and Moderator of the Curia and/or Archbishop may, in their sole discretion, choose to intervene in this process at any stage if they deem it necessary.

**Procedural Issues**

While the grievance process is designed to accommodate all parent/student disputes that may arise within the Archdiocese, it is understood that some situations require flexibility. Any issues regarding the use of Level One or Two, or the appropriate administrator at those levels, shall be resolved by the Archdiocesan Superintendent of Catholic Schools.

**Computation of Time**

The time limits of the complaint process shall be based on working days, i.e., Monday through Friday. If any of the timeline falls on school holidays or breaks; the timeline shall be extended to add the corresponding number of working days to the timeline. Time limits may require flexibility and, if necessary, may be modified at the discretion of the Catholic Schools Office.

**TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)**

Sacred Heart Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement.

**WHAT IS EXPECTED?**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are never expected to access, keep or send/communicate anything that they would not want their parents or teachers to see. **Is the parent’s primary responsibility to monitor their children's social media interactions however the school will be responsible for any interactions that occur on or off campus and the school has a moral responsibility to address these issues that are brought into the school.**

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values, the student can be subject to
the full range of disciplinary consequences including the expulsion of the student

INTERNET AND EMAIL
Access to Internet will enable students to explore thousands of libraries, databases, museums and other repositories of information. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages.

Students may not access any personal email and/or other accounts other than their school issued Google account on or off school grounds and/or on school issued or personal technology devices.

ELECTRONIC COMMUNICATION
Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values. This policy applies to all forms of electronic communications whether they occur through the school’s equipment or through private communication. **Students are strictly forbidden to use any electronic devices on campus without administrative approval.**

“BLOGGING”
A webpage, which is shortened to blog, is a type of website where entries are made and displayed in a reverse chronological order. Blogs offer commentary or news on a particular subject; some function as more personal online diaries. A typical blog combines text, images and links to other blogs, web pages and other media related to its topic. Most blogs are textual although many focus on photographs, videos or audio.

“Blogging provides another venue for students to make threats and offers opportunities to post potentially defamatory statements about school personnel and other students. Deliberate defamation of others is not consistent with Christian values and students should be held accountable for intentional harm they cause others. The school or parish owns the school or school’s name and administrators have the right to restrict its use; in the same way, Parent/Student Handbook rules can prohibit unauthorized use of names and logos on blogs.” **A school administrator can impose consequences for conduct occurring outside school. What students do off campus can detrimentally affect a school’s reputation.**

VOICE THREAD
This is an interactive collaboration and sharing tool that will enable students to add images, documents and videos to which other users can add voice, text, audio file or video comments. This application will allow students to be able to collaborate on group assignments without being present.

CYBER-BULLYING
Cyber-bulling is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person. Cyber-bulling includes, but is not limited to the following:
- Cruel instant computer messaging or threatening emails.
- Mean, repeated cell phone text messages.
- Creating a website for the purpose of mocking certain students or school personnel.
- Posting humiliating “photo shopped” or digitally modified images of certain students or school personnel.
- Forwarding “private” photos or videos to other students.
- Pretending to be someone else by using someone else’s online screen.

Students are encouraged to report any incident of harassment to the teacher or principal. The principal has the responsibility to look into a harassment or bullying complaint in an expeditious manner. Retaliation or intimidation for having reported or threatened to report harassment or for assisting the school in the investigations is strictly prohibited. Acts of retaliation will result in disciplinary action.
CELL PHONES AND ELECTRONIC DEVICES
Students may not use cell phones (including texting) on the school campus. Cell phones must be turned off and in the student’s locker and/or in their backpacks while on campus. The school office phone may be used for emergencies. Calling parents for forgotten homework, projects or making social plans, etc. does not constitute emergencies. If cellphones are brought onto campus, the school has the right to see what is on the cell phone and any history of that cell phone.

Parents or other family members choosing to call or text students during school hours (7:45 a.m.-3:45 p.m.) are strictly prohibited. Be aware that if a cell phone “goes off” during school hours, it will be confiscated. Messages of an emergency nature will be relayed to students through the front office.

Parent cell phones and pagers must be turned off or put on vibrate while on the school campus and attending school activities.

SOCIAL NETWORKING
Accessing social networking websites are off limits on school premises and any technology used for school. The use of circumventors to get around school network security is prohibited.

GRADE 5TH-8TH - APPROPRIATE CHROMEBOOK USAGE
Chromebooks in the classroom: 1 to 1 Google Chromebook- The teacher is the instructional leader and determine when and how the classroom Chromebooks are to be used.

TECHNOLOGY GUIDELINES
1. Do not use technology to harm other students or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the school’s network or daily operation by accessing any personal non-issued school accounts.
4. Do not violate copyright laws.
5. Do not view, send, distribute or display offensive or bullying messages or images.
6. Do not share your passwords/personal information or in any way obtain another person's password/personal information.
7. Do not waste technology resources such as cloud-based storage or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Games are not allowed to be played on Chromebooks.
10. Do not attempt to circumvent network filters or security in any way.
11. BE PREPARED to be held accountable for your actions and for the loss of privileges if the appropriate use of technology is abused.
12. Notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
13. Using materials found online and using them as your own is plagiarism and is strictly prohibited.
14. Not following the guidelines of the Technology Acceptable Policy will result in an infraction.

Grade 4TH - APPROPRIATE CHROMEBOOK USAGE
Each 4th grade student will be issued a Chromebook that will travel with him/her from class to class as part of the school’s curriculum. Each Chromebook will be left at school and charged overnight in the designated charging stations. Each student is responsible for recharging his/her Chromebook.

Chromebooks in the classroom: 1 to 1 Google Chromebook - The teacher is the instructional leader and determines when and how the classroom Chromebooks are to be used.
TECHNOLOGY GUIDELINES

1. Personal devices may NOT be brought to school.
2. A Chromebook will be assigned to each individual 4th grade student.
3. All Chromebooks have been bar coded and each student's will be tracked this way.
4. Students will use Chromebooks integrated into daily lessons, research and presentation of projects.
5. There will be NO video, photos or voice recordings to be taken of anyone or anything unless it is part of assignment that has been approved by their teachers. Students are not allowed to post images of any student or staff member. Distribution of unauthorized media may result in disciplinary action. NO EXCEPTIONS.
6. No Social Media is to be brought up, logged into or uploaded to any Chromebook (ex. Facebook, Instagram, Twitter, Snap Chat or anything else similar).
7. Students are not allowed to share or borrow each other's Chromebook. If something were to happen or damages occur to the Chromebook then the student responsible would be the one that the Chromebook is checked out to according to the bar code.
8. Google accounts have been set up for each 4th Grade student and will be managed through Google Management Console. Email has been turned off with each Google account.
9. Students at Sacred Heart Catholic School have access to a student wireless network. It is the responsibility of each student to know how to connect to the Sacred Heart Catholic School Student wi-fi network.
10. Chromebooks will be checked at random times to make sure guidelines are being followed.
11. Games are not allowed to be played on Chromebooks.

K-3RD – APPROPRIATE CHROMEBOOK USAGE
Chromebooks are used in centers for grade, K-3 and the same technology guidelines apply for these grades.

Ethical Use of Internet, Other Technologies and Electronic Devices

It is the policy of the Archdiocese of Galveston/Houston, the Archdiocesan Catholic Schools Office and Sacred Heart to require the ethical use of the internet and related technologies by all employees, volunteers and students. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense. Personnel may use a personal cell phone and/or personal electronic devices in the school as approved by the administration for activities conforming to ethical and professional conduct. Personnel must accept all responsibility for any personal electronic devices brought to school.

Violations of the above regulations and policies will result in some form of disciplinary action(s). Final dispensation will be determined by Sacred Heart Catholic School.

Note: Any violation that is determined to be illegal may result in criminal prosecution. Individuals will be held financially responsible for costs incurred as a result of an act of intentional vandalism or damage to software, computers, or related hardware

***A Technology User Agreement Form and Acceptable use Policy (TAUP) and Chromebook Agreement Form will be sent home with the 4th-8th student to be signed by parent/guardian and each student.

***A Chromebook Permission Slip will be sent home with each K-3rd grade students for appropriate signatures. Forms must be returned to school before students are allowed to work on Chromebooks.
HEALTH

Students in all schools of Texas Catholic Conference Education Department must comply with all required immunizations as set forth by the Texas Department of State Health Services. All immunizations should be completed by the first day of attendance. Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. **The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the state of Texas, including the physician’s number.**

- Registration requirements for first-time students include a current immunization record on all required immunizations. (Immunization exemptions are only permitted for medical reasons.

- Parents/guardians will be informed of needed immunization(s) for students already enrolled in school. Parents/guardians have 14 days to obtain the required immunization(s). If the student has not received the required immunization(s) after 14 days, the student will not be allowed to return to school until the school receives proof of immunization(s).

All immunizations must include; day, month, and year and must be validated. If the record is from another state or country and does not have the day, month and year, a copy of the record can be submitted by the school to the Immunization Division for approval.

**Immunization records are required to be written in English.**

**IMMUNIZATION CHECKLIST**

All new students to Sacred Heart Catholic School must furnish a copy of their immunization record to the school nurse before they can enter on the first day of school. Please check for any missing immunizations that are on this list.

- Complete immunization record (day, month, and year) with physician validation
- Copy of Birth Certificate is required for all students.
- Diphtheria/Tetanus/Pertussis containing vaccine, age 3 and 4 years: 4 doses
- Diphtheria/Tetanus/Pertussis containing vaccine, Kindergarten entry 5 doses required, one dose on or after 4th birthday unless the 4th dose was given on or after the 4th birthday
- Entry, grades 7th – are required to have one booster of Tetanus/Diphtheria/Pertussis containing vaccine, if at least 5 years have passed since the last dose of a Tetanus-containing vaccine or when the 5 year interval has lapsed (Tdap)
- Entry, grades 8th – 12th, one dose Tdap booster when 10 years have passed since the last dose
- Hepatitis A, 2 doses, 1st dose is to be given on or after age 1 for children in grades PK-5th
- Hepatitis A, 2nd dose is to be given a minimum of 6 months after the 1st dose, grades PK-5th
- Hepatitis B, 3 doses required for all student’s grades PK-12th
- HibCV, minimum 1 dose required for students younger than 5 years after 15 months or a primary series with a booster on or after age 1
- Meningococcal, 1 dose for students for entry into grades 7th-12th
- MMR (1 dose) is required for student’s ages 3 and 4 years: 1st dose on or after age 1
- MMR – 2 doses for students in grades K-5th (1st dose on or after age 1)
- MMR/M – 2 doses measles containing vaccine and 1 dose of Rubella and Mumps students in grades 6th-12th
- Pneumococcal – minimum 1 dose required for students 59 months and younger, given after age 2 (unless a primary series was received as an infant with a booster given after age 1)
- Polio, students ages 3 and 4: 3 doses required
- Polio, Kindergarten entry, 4 doses required, one dose on or after 4th birthday unless the 3rd dose was given on or after the 4th birthday. (Required for grades K-12th)
- Varicella vaccine, 1 dose required for student’s age 3 & 4 and grade 6, (2 doses if given after age 13)
- Varicella, 2 doses required for students in grades Kindergarten, 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12
### Minimum Number of Doses Required for Each Vaccine

<table>
<thead>
<tr>
<th>Age at which child must have vaccines to be in compliance</th>
<th>Diphtheria/Tetanus/Pertussis (DTap/PD/T/Td/TdP)</th>
<th>Polio</th>
<th>Hepatitis B (HepB)</th>
<th>Haemophilus influenzae type b (Hib)</th>
<th>Pneumococcal conjugate vaccine (PCV)</th>
<th>Measles, Mumps, &amp; Rubella (MMR)</th>
<th>Varicella</th>
<th>Hepatitis A (HepA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through 2 months</td>
<td>1 Dose</td>
<td>1 Dose</td>
<td>1 Dose</td>
<td>1 Dose</td>
<td>1 Dose</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>By 3 months</td>
<td>2 Doses</td>
<td>2 Doses</td>
<td>2 Doses</td>
<td>2 Doses</td>
<td>2 Doses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By 5 months</td>
<td>3 Doses</td>
<td>2 Doses</td>
<td>2 Doses</td>
<td>2 Doses</td>
<td>2 Doses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By 7 months</td>
<td>3 Doses</td>
<td>2 Doses</td>
<td>2 Doses</td>
<td>2 Doses</td>
<td>2 Doses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By 16 months</td>
<td>3 Doses</td>
<td>3 Doses</td>
<td>3 Doses</td>
<td>3 Doses</td>
<td>4 Doses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By 19 months</td>
<td>4 Doses</td>
<td>3 Doses</td>
<td>3 Doses</td>
<td>3 Doses</td>
<td>4 Doses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By 25 months</td>
<td>4 Doses</td>
<td>3 Doses</td>
<td>3 Doses</td>
<td>3 Doses</td>
<td>4 Doses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By 43 months</td>
<td>4 Doses</td>
<td>3 Doses</td>
<td>3 Doses</td>
<td>3 Doses</td>
<td>4 Doses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Immunization Requirements

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility in Texas.

#### 2019 - 2020 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Human Resources Code, Chapter 42.

**Immunization Requirements**

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a public or private elementary or secondary school in Texas.

<table>
<thead>
<tr>
<th>Vaccine Required (Attention to notes and footnotes)</th>
<th>Minimum Number of Doses Required by Grade Level</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grades K - 6th</td>
<td>Grade 7th</td>
</tr>
<tr>
<td>Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/TdP)</td>
<td>5 doses or 4 doses</td>
<td>3 dose primary series and 1 booster dose of Tdap/Td within the last 5 years</td>
</tr>
<tr>
<td>Polio</td>
<td>4 doses or 3 doses</td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps, and Rubella (MMR)</td>
<td>2 doses</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3 doses</td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td>2 doses</td>
<td></td>
</tr>
<tr>
<td>Meningococcal (MCV4)</td>
<td>1 dose</td>
<td></td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>2 doses</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Shaded area indicates that the vaccine is not required for the respective grade.
INSURANCE
Information on the program is sent home at the beginning of the school year. This is not a primary insurance.

SICKNESS
The school clinic is not set up to care for sick students. For the protection of all the students, the following guidelines have been set up. A student having one or more of the following symptoms will be sent home:

<table>
<thead>
<tr>
<th>EXCLUSION GUIDELINES</th>
<th>RETURN TO SCHOOL GUIDELINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral temperature of 100 degrees or above</td>
<td>Fever free for 24 hours.</td>
</tr>
<tr>
<td>Vomiting, nausea or severe abdominal pain</td>
<td>Symptom free for 24 hours.</td>
</tr>
<tr>
<td>Marked drowsiness or malaise</td>
<td>Symptom free.</td>
</tr>
<tr>
<td>Sore throat, acute cold, or persistent cough</td>
<td>Symptom free.</td>
</tr>
<tr>
<td>Red, inflamed, or discharging eyes</td>
<td>Written physician release.</td>
</tr>
<tr>
<td>Wound, skin and soft tissue infections</td>
<td>Exclude until redness is contained and covered with a clean dry bandage.</td>
</tr>
<tr>
<td>Swollen glands around jaws, ears, and neck</td>
<td>Written physician release.</td>
</tr>
<tr>
<td>Suspected scabies or impetigo</td>
<td>After treatment has begun.</td>
</tr>
<tr>
<td>Any skin lesion in the weeping stage</td>
<td>Covered and diagnosed as non–infectious.</td>
</tr>
<tr>
<td>Earache</td>
<td>Symptom free.</td>
</tr>
<tr>
<td>Pediculosis (head lice)</td>
<td>After one treatment of medicated shampoo and returning to school, child will be checked by clinic personnel. Child must be nit free. Child will be re-checked again by clinic personnel in 7–10 days.</td>
</tr>
<tr>
<td>Other symptoms suggestive of acute illness</td>
<td>Written physician release</td>
</tr>
</tbody>
</table>

Other than emergencies, the student will be attended to in the clinic and allowed to return to the classroom. All families will fill out an Emergency Information Form at the beginning of each new school year. All phone numbers and emergency contacts MUST be kept up to date. Whether a student is not feeling well or a serious accident occurs, parents or authorized persons should be able to be reached at all times. Please inform the school office of any changes in this information throughout the school year.

COMMUNICABLE DISEASE CONTROL MEASURE
If your student has any type of infectious disease or rash, please notify the school clinic immediately. After such disease and upon return to school the parent will take the student to the school clinic before re-entering the classroom. Students will need a permit from their physician for re-admission to school. (Examples: measles, mumps, chicken pox, pink eye, lice, impetigo, scabies, ring worm, hepatitis, mononucleosis, etc.)

MEDICATIONS IN SCHOOL
School personnel designated by the principal will give medication necessary to allow a student to stay in school. Parents/guardians are encouraged to schedule the administration of a student's medication in such a manner that medication brought to school will be kept to a minimum. The physician may be able to prescribe the medication to be taken before or after school hours. Written documentation must be obtained from a parent/guardian stating that the parent/guardian understands that a non-licensed person may give medication. It is the responsibility of the parent/guardian to bring to the school office all medications, permission written and signed by a physician, and any equipment needed. Students are not permitted to keep any medication or drugs in their pockets, locker, backpack, or lunch kit. All medications must be kept in the school clinic.

Permission and Instructions for Giving Medication
Medication is considered to be “by mouth”, inhalers, ointments and other external preparation, cough syrup, cough drops, sore throat lozenges and all medications that can be purchased over the counter with or without a physician’s order.
SCHEDULED AND ‘AS NEEDED (PRN) MEDICATION PERMISSION

Only necessary medication (prescribed for, but not limited to the treatment of: ADD/ADHD, Asthma, Diabetes, and Epilepsy) may be given at school. All medication should be given outside of school hours, if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. Should school personnel refuse to give medication, the parent/guardian is informed and the incident documented. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for a student to remain in school, the form attached must be completed by the parent/guardian, signed by the physician, and returned with the medication to the nurse or principal designee.
2. All necessary medication prescribed for a student must be signed by a physician, dentist, physician assistant, podiatrist, or nurse practitioner and parent/guardian. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. “Over-the-counter” medication must be in its original labeled container and have the student’s name on the bottle. Medications sent in baggies or unlabeled containers will not be given. “Over-the-counter” include cough drops, ointments, and eye drops and may not be given without a physician and parent signature
3. It is the responsibility of the parent/guardian to bring all medication to the clinic/office and to pick up unused medicine. Any medicine unused that is not picked up will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements, and other nutritional aids not approved as medication by the FDA will not be administered at school.
5. Only antibiotics prescribed to be taken four times a day with noon, as one of those times will be dispensed.
6. Medications must be kept in locked cabinet/drawer in the school office/clinic and administered in the school office/clinic. Unless other considerations are made.
7. A student may need medication in a school-related event. The principal is to authorize a school employee to administer medication. The medication must be in the original container, a photocopy of the parental permit, and the time(s) the medication is to be given.
8. Only the school nurse can give nebulizer treatments in school. Non-licensed school personnel are not permitted to administer this treatment. The parent must come to school to give the treatment if there is no nurse.
9. No one-time medication such as an antibiotic or sedative will be given.
10. Complete the “As-Needed Medications, Special Medication or Treatment” section for medications that are “prn” any other route other than oral and for special treatment needed.
11. Special forms must be filled out for emergency medications such as those for allergies. A special form must be filled out when a student is to carry asthma medication.

POSSESSION OR USE OF CONTROLLED SUBSTANCES

A student is subject to removal from class, suspension, expulsion and/or referred for prosecution if he or she:
- Possesses or uses a chemical substance.
- Sells or dispenses illegal drugs and narcotics (hard or soft drugs; alcohol, inhalers, marijuana or a controlled substance)
- Acts under the influence of an illegal drug-alcohol, narcotic, marijuana or controlled substance
- Misuses or overdoses on prescription or over-the-counter medication.

ANNUAL STUDENT SCREENINGS

Student screening for vision and hearing problems are state regulation pursuant to the Special Senses Communications and Disorders Act of 1983. Student screening for spinal curvature is state regulation according to TAC, Section 37.141 - 37.152

VISION AND HEARING
- 4 years old by Sept. 1
- Any first-time entrants
- Grades K-5th and 7th

SPINAL
- All students in 6th Grade
CAR SEATS
On September 1, 2009 legislation was passed to strengthen current child passenger safety protections by mandating that children younger than eight years old, unless they are four feet, nine inches in height, must be properly secured while riding in an operating vehicle in a child passenger safety seat system in accordance with the instructions of the manufacturer of the safety seat system.

ASBESTOS
In order to promote and protect the health of students, staff and visitors in Catholic Schools and in accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1986, each Catholic School must comply with all asbestos management regulations and requirements as contained in the most current official, professional asbestos management inspection report for the school and additionally will insure compliance with training and communications requirements as specified in the AHERA.

ARRIVAL AND DISMISSAL PROCEDURES

BEFORE SCHOOL CARE PROGRAM
Before School Care begins at 7:00 a.m. and students that attend Before School Care must be registered to attend. COST IS $10.00 per day/per student. All students are walked to and signed in to Before School Care by parents which is located in the school or gym depending on time arrived at school.

MORNING ASSEMBLY
Students will gather as a community in the gymnasium every morning at 8:00 a.m. for Morning Assembly to include daily prayer, announcements and celebrations.

STUDENT ARRIVAL
Parents are asked to drop students off using the drive through in front of the school (refer to map on following page) beginning at 7:45 a.m. Students will go directly to the gymnasium where teachers will monitor students before the start of school.

STUDENT DISMISSAL
Students may not be picked up between 2:45 p.m. - 3:10 p.m. as not to interfere with student dismissal procedures.

CAR RIDERS/CARPOOLS
All students will be dismissed and loaded into cars on the drive in the front of the school building. A dismissal routine is in place to load students into cars in a quick and orderly fashion. Students will be loaded into the passenger side of the car.

Drivers should:
- Turn onto Madeley Dr.
- Proceed to the school parking lot and follow the arrows displayed on the map found on next page.
- Once student(s) are in the car continue onto Madeley and exit on FM 2854.

To ensure an orderly and speedy dismissal, each family will be given 2 “Family Name” tags to be hung from the reviewer mirror. Teachers will be positioned in car line to relay FAMILY NAMES to school personnel who will then arrange for students to be ready for loading as the car approaches the school drive. Each student should be listening diligently for their NAME to be called at dismissal. Additional car tags are $10.00 each.

The school office must be notified of any carpools, students included in the carpool or any changes to carpools. A parent must call the school office if a student’s dismissal varies from the normal routine. If the office is not notified, the student will not be allowed to be dismissed differently.
WEATHER RELATED DISMISSAL
In the event of severe weather (heavy rain/downpours), lightning or heat advisories (temperatures over 95 degrees or heat index over 100 degrees), parents may be required to park and go to classrooms to pick up their children. During severe weather, the safety of our students, staff and members of our school community is our primary concern and takes precedence over convenience.

***To ensure everyone’s safety, cell phones are not allowed to be used during arrival or dismissal procedures/carline.
Morning Drop Off

Afternoon Carline Route
EXTENDED DAY PROGRAMS

AFTER SCHOOL ACTIVITIES PROGRAM (ASAP)
Sacred Heart Catholic School offers an extended day program to Sacred Heart students. The After School Activities Program (ASAP) is provided for use by parents whose working hours do not permit them to pick-up their students at dismissal times. The program is open from 3:15 p.m. to 6:00 p.m. Monday – Friday. ASAP is offered on days when school is in session, on early release days and staff development days. Families wishing to choose a two or three-day a week option must specify which day’s students will be attending. This is necessary to ensure adequate adult supervision and to be prepared for activities each day.

Registration fee: There is a $35.00 registration fee per child. Every child that stays for ASAP must be pre-registered. The form must be completely filled out, signed and include the registration fee attached. This fee is non-refundable.

ASAP is not prepared for drop-ins. If an emergency arises such that a family member is unable to pick up a student by 3:10 p.m., the parent must call the school office and ask for the student to be sent to ASAP. A fee will be charged for using ASAP.

Fees for After School Care are all pro-rated based on required student days set by The Archdiocese of Galveston-Houston. Parents accept full responsibility for the payment of all tuition and fees if a student is dismissed or must leave during the school year.

Tuition for ASAP

<table>
<thead>
<tr>
<th>Monthly Rate</th>
<th>Full Time Annual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>$224.00 per month</td>
</tr>
<tr>
<td>Three days/week</td>
<td>$186.00 per month</td>
</tr>
<tr>
<td>Two days a week</td>
<td>$124.00 per month</td>
</tr>
</tbody>
</table>

Emergency Drop in Fee $20.00 per day

A $45.00 FEE WILL BE LEVIED ON ALL RETURN CHECKS.

The tuition is due on the first of the month and is non-refundable if the child is absent. Payment must be made online through FACTS. Financial policies apply as previously stated in the financial section.

Families must commit to using the ASAP program for three or five days per week from August to May in order to qualify for this rate. This commitment must be made in August.

Rules and regulations: ASAP is an extension of Sacred Heart Catholic School and adheres to the same procedures and regulations.

1. Dress Code
2. Behavior Expectations
3. Discipline

If a student enrolled in ASAP is present at school, he/she will attend ASAP unless the school is notified by the parent of a change to the normal routine.

Facilities used: After School Room, Playground and Gym.
Activities: Snacks, study time/ quiet time, organized and free time, crafts, games, etc.
Pick-up policies: Parents will park on the east side of the school by the Early Learning Center to pick up
students attending ASAP. Parents will call ASAP at 936-521-5921 and the students will be escorted to the locked gate to be signed out by parents. All students must be picked up by 6:00 p.m. If a student is late being picked up, the charge is $1.00 per minute, starting at 6:00 p.m. (Sacred Heart Catholic School clock time). This fee will be added to your FACTS account.

No adult other than those listed on the ASAP form will be allowed to pick up a student from the program. If there is a change in a person picking up a student, ASAP must be notified. A request in writing concerning alternative pick up arrangements shall be submitted to ASAP. Any adult picking up a student, other than parents, will be asked to show a valid driver’s license.

**Termination:** ASAP services may be terminated for an individual student by the Principal. Written notice will be issued for the following:

1. The abuse of ASAP hours (continual late pick-up).
2. Non-payment of fees/tuition for the program. Tuition in arrears for one month will be grounds for termination.
3. Failure of an adult or student to maintain a standard of conduct.

Any enrolled ASAP student who attends an after school activity (Robotic Club, Nutty Scientist, Golf and Giggles, Scout meetings, dance, band, etc.) must first report to ASAP to sign in. Student(s) will then be escorted to the after school activity, and return to ASAP when activity is complete.

**LUNCH**

Students may bring their lunch from home or purchase a lunch from the school’s lunch vendor. Students bringing lunch from home may purchase milk to go with their meal. Parents preorder and prepay for lunches through the lunch vendor’s website (https://geomar.h1.hotlunchonline.net/). The lunch vendor sets prices for meals. Students who bring their lunch do not have access to cold storage or heating appliances. Large cooler type lunchboxes are not permitted due to the limited space in classrooms for storage.

Students bringing lunch and snacks must furnish utensils and condiments. Please help your child pack lunches low in fat, sodium, caffeine, sugar and dyes. Students should bring no more than one sweet each day. **Carbonated drinks and gum are prohibited.** For safety purposes, glass containers may not be used to pack lunches or drinks. Due to food allergies, students are not permitted to share or exchange food during snack or lunch times. A lunch will be provided for students who forget to bring their lunch to school. Parents will be billed by the lunch vendor.

**Fast food may be brought in as a treat for birthdays, but not on a regular basis in place of forgotten lunches.** Parents/guardians are invited to have lunch with their child on special occasions, but not daily. When you join us for lunch, please sign in at the school office to receive a nametag prior to going to the Moran. Safe Haven compliance is not required for out of town family members who will be here for a single visit and to join students for a birthday lunch or special treat. Visitors and students enjoy lunch together at designated guest tables. Other students remain with their classes. Visitors check out through the school office after lunch. We ask that you assist us by following procedures and implementing cafeteria expectations below while in the cafeteria and at guest tables. Visitors should refrain from interacting with or redirecting students other than their own.
LUNCH EXPECTATION

<table>
<thead>
<tr>
<th>Be Respectful</th>
<th>Be Responsible</th>
<th>Be Safe</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Include others</td>
<td>• Eat your own food</td>
<td>• Walk at all times</td>
</tr>
<tr>
<td>• Use quiet voices</td>
<td>• Sit in assigned area</td>
<td>• Stay in line with hands, feet &amp; objects to self</td>
</tr>
<tr>
<td>• Use good table manners</td>
<td>• Use signals to leave seat</td>
<td>• Report &amp; clean up spills &amp; messes</td>
</tr>
<tr>
<td>• Respect cafeteria staff</td>
<td>• Use your time wisely</td>
<td>• Lights off - voices off</td>
</tr>
<tr>
<td>• Respect others’ food &amp; space</td>
<td>• Clean your area, table &amp; floor</td>
<td>•</td>
</tr>
<tr>
<td>• Follow adult directions</td>
<td>• Throw trash away when told to by an adult</td>
<td></td>
</tr>
<tr>
<td>• Take turns &amp; wait patiently</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Lunchtime is an opportunity for students to develop friendships and independence. Our goal is to create a situation where children can socialize and enjoy their meal in an orderly environment.

LUNCH/RECESS SCHEDULE

<table>
<thead>
<tr>
<th>Grades</th>
<th>Lunch</th>
<th>Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinder – 2nd</td>
<td>11:00 – 11:25 a.m.</td>
<td>11:30 – 11:55 a.m.</td>
</tr>
<tr>
<td>3rd - 5th</td>
<td>11:30 – 11:55 a.m.</td>
<td>11:00 – 11:25 a.m.</td>
</tr>
<tr>
<td>6th – 8th</td>
<td>12:05 – 12:25 p.m.</td>
<td>12:25 – 12:45 p.m.</td>
</tr>
<tr>
<td>PK3/PK4</td>
<td>12:30 – 1:00 p.m.</td>
<td>10:30 – 11:00 a.m.</td>
</tr>
</tbody>
</table>

LIBRARY

Sacred Heart Catholic School is fortunate to have an ever-growing library and media center. The library is central to the school’s total education mission. As such, the library program is fully integrated into the curriculum serving the school’s educational goals and objectives. The principal works together with the librarian, teachers and students to ensure that the program contributes fully to the educational process of the school and meets the library standards of the Texas Catholic Education Department. The library offers both traditional resources and new technologies as teaching and learning tools. Care is taken to ensure that books in the collection are consistent with Catholic tradition and values.

Each class has a scheduled library time. Students are allowed to check out a specified amount of books according to their grade level. Parents are urged to encourage reading and proper care of borrowed materials.

LIBRARY FINES

- The fine for an overdue library book is $.25 per day per book.
- When a student is absent on his/her library day and any days immediately thereafter, he/she does not pay for fines for those days; however, library book(s) must be returned immediately upon his/her return to school or there will be a fine for each day library book(s) are not returned.
- Books that are lost or completely defaced must be paid for.
- Students will pay for cleaning partially defaced books.
- If a student pays for a lost library book and later finds the book the money will be returned minus the dues that have accumulated on the book(s). At times the fine or dues will equal the entire amount which has been paid on the lost book. In this case, there will be no refund.

The library holds two book fairs per year. These are exciting events for the students and the librarian welcomes participation. Books may be purchased for birthdays or in memory of a loved one and donated to the school library in that person’s honor.
ACCELERATED READER (AR) PROGRAM FOR K-8TH GRADE
AR is a computer program that helps teachers and the librarian manage and monitor student’s independent reading practice. Each student picks a book at his/her own reading level and reads it at his/her own pace. When finished the student takes a short quiz on the computer. (Passing the quiz is an indication that the student understood what was read.) AR gives students, teachers, and the librarian feedback based on the quiz results, which the teacher then uses to help set goals and direct ongoing reading practice for each student. The librarian helps students choose books at an appropriate readability level that are challenging without being frustrating, ensuring that your student can pass the quiz and experience success.

PARENTAL INVOLVEMENT

SCHOOL BOARD ADVISORY COMMITTEE
The School Board Advisory Committee (SAC) is comprised of the Pastor and the principal along with 7-11 members elected by the process of discernment or appointed by the pastor. The representatives consist of parents of students attending Sacred Heart Catholic School, alumni parents and parishioners with no children at the school.

PARENT-TEACHER ORGANIZATION (PTO)
The Sacred Heart Catholic School PTO is a network of parents who are actively involved in supporting and building school community through fund-raisers and special events at school. Every parent is encouraged to become involved with PTO to foster collaboration in educational and social endeavors.

BOOSTER CLUB
This organization consists of parents and supporters of the Sacred Heart Catholic School Athletic Program that is part of the Greater Houston Catholic Athletic Association (GHCAA). GHCAA seeks to enhance the total development of students through organized, cooperative competition in a Catholic Christian environment. While challenging students to work to the best of their abilities, the Association focuses upon the concepts of teaching Catholic values, fair play, fellowship, teamwork and sportsmanship.

OKTOBERFEST
Oktoberfest is the largest fundraiser of the school year. The fundraiser is a day of family fun including games, activities, prizes, a silent auction and ends with dinner and a live auction. Sacred Heart School welcomes businesses and individuals who would like to support our Oktoberfest by way of underwriting or donations. Most importantly, we hope to secure a spot on your calendar for a fantastic family day of fun while supporting our school.

SACRED HEART CATHOLIC SCHOOL GOLF CLASSIC
The Golf Classic is held in the spring to enhance the athletic department with equipment, supplies and other needs in order to assist student athletes.

ANNUAL FUND
Annual Fund is the cornerstone of Sacred Heart Catholic School. Each year, parents, faculty and staff, board members, parishioners, grandparents and friends of Sacred Heart impact the lives of our students by contributing to the Annual Fund. Annual Fund contributions are essential to the operation of the school and are tax-deductible for the donor. These funds help fill the gap in the operating budget and provide extras for the students that are not covered by tuition and other fees.

STEPS FOR STUDENTS
Steps for Students is an annual archdiocesan-wide event where all school and parish communities can come together as one to support Catholic education. All funds pledged to Sacred Heart Conroe remain with Sacred Heart Conroe. This day of family fun includes a 5k Family Fun Run.
VOLUNTEER HOURS
Having a student join our community always involves the parents in a number of meaningful ways. Parents volunteer at various events, help teachers, volunteer in classrooms, work at fundraising events, help with teacher luncheons, etc. Parents usually find these activities both rewarding and enriching; they become part of Sacred Heart’s extended family and make lifelong friends. Volunteering not only enhances your child's education, but also makes you a part of it. The faculty and staff are greatly appreciative and supportive of our volunteers’ contributions. **15 share hours or $20 per hour are required from each family. Raptor software will track all visitors as well as parent volunteer hours.**

**All volunteers are required to take the Safe Haven workshop online. The original course expires every 5 years and a refresher course needs to be taken. Visit [https://galvestonhouston.cmgconnect.org/](https://galvestonhouston.cmgconnect.org/) For more information, please contact Mrs. McCarthy at dmccarthy@shcstx.org or Mrs. Barrera at mbarrera@shcstx.org**

FUNDRAISING
All fundraising is done under the supervision of the principal and school pastor. The following guidelines will be used as ancillary funds are raised.

- No committee or groups may raise funds independently or specify how funds are to be distributed.
- Any person or outside group must have specific permission from the school principal to sell anything to school families and/or personnel.

All funds collected by the various groups of the school shall be deposited in an authorized school account. Those funds shall be disbursed by the school in the approved procedure for purchasing and disbursements. Unless previously designated and approved by the principal and pastor, all funds raised on behalf of the school or its activities are ultimately used at the discretion of the principal and pastor.

FIELD TRIPS
Field trips serve the instructional program by utilizing educational resources of the community to supplement classroom work. Parents must sign a field trip permission form allowing their child to participate. Students must return this proper form; no other form will be accepted. **NO phone permissions are allowed and no exceptions will be made.** If a parent does not want their child to participate, the school should be notified in writing. Students not participating in the field trip will be expected to attend school that day and participate in an alternative planned activity or receive a zero for the day’s participation grade.

- Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.
- Uniforms or school spirit shirts will be worn on field trips unless otherwise indicated on the permission slip.
- Any parent driving for school field trips are required to complete and present all necessary documentation.
- To ensure the safety of our students, Field Trip drivers/chaperones may not bring younger children on the field trip.
- A 5:1 youth/adult ratio should be in effect for all off campus trips involving students.

The Archdiocese has guidelines for adults driving on field trips which may change at the discretion of the Archdiocese or the Administration:

- The driver must be 21 years of age.
- The driver must have a copy of a valid and current driver’s license on file in the school office.
- The driver must read and complete the *Ethical and Personal Conduct Policies* booklet.
- The driver must complete the *Volunteer Drivers* form.
- The vehicle must have a valid and current registration and a copy on file in the school office.
- The vehicle must have valid and current license plates.
• The vehicle must be insured for the following minimum limits:
  - $100,000 per person / $300,000 per occurrence.
• A copy of the current proof of insurance must be on file in the school office.

EIGHT GRADE FIELD TRIP TO WASHINGTON, D.C.
The 8th Grade students travel to Washington, D.C. in the spring as part of the curriculum. Students are responsible for paying the activity fee. In order to help defray the cost of the trip, students are allowed to have Sacred Heart “mini fundraisers.” (bake sales, car washes, garage sale, etc.) All funds collected by this group shall be deposited into an authorized account for this activity and funds will be evenly divided amongst all students participating in each fundraiser. One check will be sent to the travel agency for all monies earned. Each student will be responsible for any remaining balance. No check will be written to any individual for any monies fundraised

PARTY POLICY
Sacred Heart Catholic School celebrates two holidays each year with classroom parties - Christmas and Mardi Gras. The Room Parent will contact the teacher in advance to discuss the party guidelines and parent responsibilities. Appropriate Halloween costumes (no blood or gore) may be worn on Halloween Day for PK-5th grade. Middle school students may wear jeans and an appropriate Halloween shirt. Valentine’s may be exchanged on Valentine’s Day and all students may wear jeans and Valentine’s shirt.

BIRTHDAYS
Each student's birthday is recognized at morning assembly. Students may bring a special snack (cupcake/cookie) to share with their class; however, no favors or drinks are allowed. Please check with the student's teacher to determine which day is best to bring the special snack to avoid schedule conflicts.

Invitations to private parties/birthday parties may not be distributed at school UNLESS each member of the class receives an invitation. The only exception is if the party if only for one gender, then each girl or each boy in the homeroom class receives an invitation. The student should consult the teacher before distributing invitations. Invitations sent to school that do not comply with the above rules will be sent home for distribution by mail.

YEARBOOK AND SCHOOL PICTURES
Yearbook and class pictures are taken in the fall of the school year. Mass uniforms are required for these pictures and all students are photographed for the yearbook. An individual picture day is scheduled in the spring for casual photos. Parents have the option of purchasing pictures as well as the yearbook.

SCHOOL VISITORS
For the safety of our students and faculty/staff all visitors must check in at the office first. All visitors will be issued a visitor’s badge to be worn while on school grounds. Parents may not interrupt the school day to speak with a teacher or student during class or dismissal time. If a student is leaving early, the parent must sign the student out in the school office.

STUDENT ARTICLES FORGOTTEN AT SCHOOL
After the dismissal bell, students will not be allowed to return inside the school building to retrieve forgotten items and/or textbooks/notebooks without permission from office staff. No one will be granted permission to re-enter until dismissal is complete. This is to ensure the safety of students and an orderly dismissal procedure.

LOST AND FOUND
Please label ALL articles of clothing, lunch boxes, and backpacks with your student's first and last name. Any items found will be sent to the Lost and Found Designated area. The school is not responsible for any lost or stolen property. Any unclaimed items will be donated to the St. Vincent de Paul Society at the end of the school year.
SAFETY / EMERGENCY OPERATIONS PLAN
A Crisis Management Plan is in place. Students learn emergency procedures for various occurrences. Drills are conducted regularly at unannounced and varied times to reinforce these procedures.

EMERGENCY SCHOOL CLOSING
In case of inclement weather Sacred Heart Catholic School will often follow the decision of Conroe Independent School District. Announcements will be made via the radio, Houston television stations and the IRIS Alert System. IRIS allows Sacred Heart Catholic School to use phone numbers and email addresses to notify parents of emergency and non-emergency events.

Please add alert@irisdispatch.com to your address book so that these emails will not be filtered out as junk mail. In the event of an actual emergency an email will be sent immediately followed by a phone call to all phone numbers on file. The system is designed to call your cell, work, and home telephone numbers. Due to this emergency system it is important to keep your contact information current.

CHANGE OF ADDRESS/EMERGENCY INFORMATION
Parents need to log in to RenWeb to make any phone or physical address changes. All emergency card information MUST be kept current. Whether a child is not feeling well or a serious accident occurs, parents or authorized persons should be able to be contacted at all times.

USE OF SCHOOL GROUNDS AND FACILITIES
School grounds and facilities are supervised from 7:45 AM to 3:45 PM by school personnel on days when school is in session. Supervision for athletic practices, extracurricular programs and other activities, such as parish-sponsored programs, are the responsibility of the heads of these programs or organizations. Students are not allowed on school grounds or in school facilities unsupervised. Students found on school property outside of authorized periods are subject to disciplinary action. Non-student trespassers will be asked to leave the campus. If trespassers do not leave, local police may be called to remove them. Before or after school use of school grounds and facilities requires approval of school administration and the parish facilities department.

EXTRA-CURRICULAR ACTIVITIES
Sacred Heart offers a wide range of extracurricular programs and activities to meet the interest of students. Attendance at school is required on the day of an extracurricular activity in order to participate. Siblings of students registered in extra-curricular activities may not attend the activity. The school makes no provisions for supervision of siblings for after school activities. Additional programs and activities are added as interests develop and resources become available

Late policy: If a student is picked up later than the designated time for any of the below activities, he/she will be taken to the After School Care Program and parents will be billed a $5 per minute late fee. In addition, the student may not be allowed to continue participating in the program if tardiness continues.

ATHLETICS
Sacred Heart belongs to the GHCAA (Galveston-Houston Catholic Athletic Association) and competes in soccer, volleyball, basketball and track. Coaches are employed by Sacred Heart and must be Safe Haven certified. Participation in a sport requires a serious commitment. Academic and behavior requirements must be met for eligibility. Any student with a grade below a 70% on a progress report or report card will not be eligible to participate in the program including participating in practice or games until the failing grade returns to a passing grade. Grades will be checked every two weeks. Attendance at school is required on the day of an extracurricular activity in order to participate. Parents are responsible for transportation to and from games and some off-campus practices. A fee is charged per student per sport for participation. The Athletics Program is under the direction of the school’s Athletic Director. A separate Athletics Handbook is provided to all athletes.
**Altar Servers:** Catholic boys and girls in grades 4th – 8th are eligible to participate in the Altar Server program. Sacred Heart Parish coordinates this program. Please contact the church office for more information.

**Student Council:** The Student Council is the governing body of Sacred Heart Catholic School. Student Council is open to students in 5th – 8th grades. Officers are selected from 7th and 8th grades and 6th – 8th grades have two student representatives. Student Council sponsors are Mrs. Adame and Mrs. Nutt.

**BETA Club:** The Junior Beta Club is a national organization that recognizes student achievement. The four tenets of Beta are scholarship, service, character, and leadership. This organization is open to students in grades 7th – 8th who exemplify the four tenets of BETA. Activities include service projects and attending the state convention. **Standards of Membership:** The Beta Club at Sacred Heart Catholic School is open to 7th – 8th grade students who maintain a 90% overall grade point average and exhibit excellence in both academics and behavior, and abide by handbook policies and all school rules.

**Robotics:** Students in 2nd – 8th grades may be in Robotics. The club meets every Monday after school and middle school students meet during elective time.

**Nutty Scientists:** A one day a week after school program open to all PK – 5th grade students. A fee is charged for this activity.

**Golf and Giggle:** A story-driven golf instruction program that teaches golf through fun, memorable games and allows young children to feel successful and get excited about golf from day one! Students connect through multi-sensory engagement with Birdie the Mascot, using a story driven lesson.

**Dance:** PK – 4th Grade students may take ballet/jazz lessons after school. The PK – 1st grade class is on Tuesdays and the 2nd – 4th grade class is on Wednesdays. A fee is charged for this activity.

**Camp Kappe:** The home of the School of Environmental Education (S.E.E.), which is an accredited school offering a supplemental education program to parochial school students. S.E.E. provides a four-day outdoor experience of God’s gift of nature while studying life cycles, food chains, the environment’s effect on man, man’s effect on environment, conservation of resources, etc. It offers hands-on experience with farm animals and gardening along with many other exciting adventures in outdoor education. Each year our fifth-grade students attend this school for four days in Plantersville, Texas. Camp Kappe is part of the 5th grade science curriculum.

**Scouts:** There are various levels of Boy Scouts and Girls Scouts associated with Sacred Heart Catholic Parish. Scouts is not a Sacred Heart Catholic School sponsored activity; therefore, the school is not kept informed of troop and pack happenings. Please call the parish office for more information.
School Year 2019-2020

The Parent/Student Handbook for the school year is posted on the website, www.shcstx.com under the Parent tab. Parents are expected to read and discuss the handbook with their child(ren).

Initial each line below:

_____ I will read and refer to the Parent/Student Handbook.
_____ I will follow the policies and procedures in the Parent/Student Handbook.
_____ I will seek clarification from the Principal for any policies and procedures if unclear.

________________________________________  ______________________________________
Parent/Family Printed Name  Child/ren Name

________________________________________  _________________________
Parent Signature  Date
Field Trip Permission Form

Dear Parents,

A field trip to ___________________________________________________ has been
scheduled for ___________________ ____________________ by your child's teacher and
principal.  
(day)  (date)

Departure Time: ___________________ Return Time: ________________

Specific Items to be brought: ____________________________________

If you wish your child to participate in this field trip, it is required that you complete and sign
the bottom part of this form and return it to the teacher by ____________________

This form MUST be signed and returned.  Parent Approval may NOT be obtained by telephone.

__________________________________________  ______________________________________
Teacher                             Principal

DETACH AND RETURN TO TEACHER

By signing this form, I/We ____________________________________ certify that I/we request
and give permission for ____________________________________ to go on this
Field Trip to ____________________________________.

I/We have given the instructions required above, and I/We release and save harmless the school
and any and all of its employees from any and all liability for any and all harm arising to
my/our son/daughter as a result of this trip, and we waive any claims against them.

__________________________________________
Parent/Guardian Signature

Emergency Information

Parent/Guardian Name ___________________ Daytime Phone ___________________ Medical Ins. Carrier ___________________

Doctor Name ___________________ Doctor Phone ___________________ Policy # ___________________

I/We give permission for ________________________________ to be transported by ambulance
and/or to be treated in the event of a medical emergency.

__________________________________________
Parent/Guardian Signature
MEDIA/PUBLICITY RELEASE AND AUTHORIZATION FOR CHILD/CHILDREN

I hereby grant permission to the Archdiocese of Galveston – Houston, the Catholic Schools Office (hereinafter referred to as AGH)/Sacred Heart Catholic School my campus based Catholic School, its successors and assigns and those acting under its permission or upon their authority, or pursuant to their request, the unqualified right and permission to photograph, interview, reproduce, publish, or circulate or otherwise use, my child/children’s name(s), and any photographic/digital reproduction or other likeness of my child/children. It is my understanding this photographic/digital reproduction or portions thereof will be used for public view. I agree to allow my child to participate in this project without financial remuneration, and the consideration for this Release is my desire and intent to assist AGH. I further understand this releases AGH from any future claims or liabilities arising from the use of said photographic/digital image. This authorization and release applies to any medium of advertising/publicity, including the Internet, for an unlimited period of time.

1) Child’s Name: ______________________________________
   Date of Birth: ______________________________________

2) Child’s Name: ______________________________________
   Date of Birth: ______________________________________

3) Child’s Name: ______________________________________
   Date of Birth: ______________________________________

If needed, please attach additional forms for additional children.
A photostatic copy hereof shall be considered as effective and valid as the original.

Signature of Parent or Authorized Guardian [ ]
Driver’s License number & State [ ]

Printed Name [ ]
Date [ ]