

INDEX

Academic Probation Policy.....	3	Lunch.....	13
Acceptable Use Guidelines	3	Medication.....	13
Admission Policy	4	Middle School Handbook	13
Asbestos Law	4	Mission Statement	2
Attendance Requirements	4	National Junior and Elementary Honor Societies	14
Awards	5	Non-Discriminatory Policy of Hiring and Admission	4
Behavior Expectations	5	Parent-Teacher Organization	14
Birthday Celebrations.....	6	Philosophy	2
Books/Property.....	6	Physical Education	14
Bullying Policy.....	6	Playground Rules	14
Bus Rules.....	7	Prohibited Items	15
Cafeteria Rules	7	Religion Program	15
Calendar/Newsletters.....	8	Reports to Parents	15
Criteria for Attendance	8	Retention Policy.....	16
Curriculum	8	Rights of Principal.....	16
Dress Code.....	8	School Board.....	16
Emergency Closing	10	School Counseling Program	16
Evaluation of Student Progress	10	School Insurance	17
Extra-Curricular Activities.....	11	Screening and Fingerprinting	11
Field Trips.....	11	Special Services.....	17
Forward	2	Sports.....	18
Grading Policy.....	11	Supervision and Safety Procedures	18
Homework	12	Tuition and Fees	18
Honor Roll	12	Use of Telephone.....	19
Illness.....	12	Wrongful Conduct.....	20
Lost/Forgotten Items.....	13		

Sacred Heart Catholic School serves the children of:

- ❖ Sacred Heart Parish, New Smyrna Beach*
- ❖ St. Gerard Mission Parish, Edgewater*
- ❖ Our Lady Star of the Sea Parish, New Smyrna Beach*
- ❖ Church of the Epiphany, Port Orange*
- ❖ Our Lady of Hope Parish, Port Orange*
- ❖ Various non-Catholic denominations*

Forward

Dear Parents and Students:

It is the goal of Sacred Heart School to build a true Christian community that joins parents, the school staff, and the children together in a partnership of love and service. At the same time, this union has a legal dimension governed by the provisions of contract law. The purpose of this handbook of policies and regulations is to make clear what is expected of each party to this contract. To achieve our common goals, it is essential that all of us understand the commitment we have made by joining Sacred Heart Catholic School and that we work together to put these policies into practice.

Mission Statement

The mission of Sacred Heart Catholic School is to integrate Catholic faith and values with learning and life, treating each student as a unique child of God in a safe, supportive, and challenging academic environment.

Philosophy

The existence of Sacred Heart Catholic School rests in the belief that God is present in every person and that we are witnesses to that Presence in a loving faith-filled community.

Sacred Heart Catholic School is committed to the four-fold purpose of Catholic Christian education:

- To teach the gospel message revealed by Jesus and proclaimed by the Church.
- To build a community where Christian values are modeled and developed.
- To pray and worship together in order to foster a deep, personal relationship with Jesus.
- To practice the Christian call to service by meeting the direct needs of the global community and by promoting principles of peace and justice.

The purpose of Catholic education is to educate the total person in a vibrant Christian community where each individual is recognized and respected, and where religious values are central. To create such an environment, the faculty and staff promote and proclaim the teachings of Jesus as the basis for the values they teach and uphold. Through emphasis on academic excellence, the school strives to help all students achieve their full potential and become moral leaders committed to the social concerns of the times.

Academic Probation Policy

The goal of Sacred Heart Catholic School is that all students succeed. A student who is not displaying the necessary effort to be successful may be placed on academic probation after the teacher(s) and administrator agree that this is best for the student. The parent/guardian will be notified in writing of the academic probation, how the student can be removed from academic probation, the length of time of the probation, and the consequences if the student fails to get removed from academic probation in the specified time. A consequence may be requesting the student to withdraw from the school. Academic probation may be assigned for any of the following:

- Missing homework or class work assignments
- Late homework assignments
- Failing grades

Once a student goes on academic probation, he/she immediately forfeits the right to participate in all school voluntary extracurricular activities, such as participating in safety patrol, clubs, sports and dances. It is expected that students will use their extra time to complete assignments and/or prepare better for their classes. Once the students' academic standing improves and the probation is lifted, extracurricular activities will be reinstated.

Acceptable Use Guidelines

We are pleased to offer students at Sacred Heart School access to the Internet, to our school-wide internal network and intranet to enhance and support instruction, facilitate learning and promote educational excellence. The Internet will provide users with access to a wide range of information, people and institutions from around the world. Because the Internet is completely open and unedited, people from all walks of life place a limitless variety of educational material on it. Just like in the real world, there are knowledgeable people, wise people and helpful people, but there are also people who use the Internet for illicit and/or immoral purposes. For this reason, we employ a number of protections, as well as expectations, for our users:

- A firewall that makes our network invisible to the anonymous outside world and which allows only certain, specified activities to take place across it.
- Screening software that is frequently updated as a first line of defense against undesirable materials and contacts. While this software does an excellent job in screening content, it is not a panacea. Should a student innocently encounter inappropriate material, it is the student's responsibility to immediately report the incident to a Sacred Heart Faculty or Staff member.
- Users do not have any reasonable expectation of privacy when using the internet or other technology provided by or through Sacred Heart Catholic School/Diocese of Orlando. Sacred Heart Catholic School/Diocese of Orlando maintains the right to monitor any Internet and other technology use derived from or utilized through its computers and network, whether online, downloaded or through printed material. Likewise Sacred Heart/Diocese of Orlando maintains the right to all computer passwords and to access them at any time.
- Students must develop lifelong skills of safe, responsible and appropriate use of the Internet. Users who violate the Acceptable Use Policy or abuse/misuse computer and other technology privileges will have computer privileges limited or suspended and be subject to disciplinary action.
- Students are held responsible for material posted (whether in school or outside of school) or accessed (whether in school or outside of school) that is inappropriate, damaging to others, or harmful to oneself and are required to honor all relevant laws and restrictions.
- Parents should reiterate their own expectations, guidelines, and necessary restrictions for appropriate use of the Internet/technology.

The entire Diocese of Orlando Network Acceptable Use Policy can be accessed at http://www.orlandodiocese.org/news/communication/internet_policy.html. Specific portions of the policy which pertain to school parents and children are outlined in a separate document distributed at the beginning of the school year.

Admission Policy/Non-Discrimination Policy

Sacred Heart Catholic School does not discriminate on the basis of race, sex, national or ethnic origin, or handicapping condition in the admission of students, employment of personnel, administration of educational policies, athletics, or other school programs.

- To enter Kindergarten, a child must be five years old by September 1.
- To enter First Grade, a child must have successfully completed Kindergarten and be six years old by September 1.
- A birth certificate and baptismal certificate (for Catholic students) must be presented at the time of registration.
- Transfer students must present a transcript of test scores and the most recent report card from the previous school.
- All incoming students must present proof that they have fully complied with Florida immunization laws and have up-to-date medical records.
- In determining the acceptance of new students into the school, preference will be given to brothers and sisters of children attending Sacred Heart Catholic School, to members of Sacred Heart or other Catholic parishes, and to those coming from other Catholic schools.
- To be eligible for tuition subsidies, all Catholic parents must be registered, active members of their respective parishes.
- All new students are admitted for a nine-week probationary period.

Asbestos Law

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93 (g), the Management Plan for Asbestos Containing materials as developed by Law Engineering is available without restriction for your inspection at the school's administrative office. Updates of the Management Plans as defined by AHERA are also on file at the school administrative office. We ask that you make an appointment if you wish to review the plan.

Attendance Requirements

1. Florida law requires 180 student days annually, exclusive of holidays.
2. All students are expected to come to school on time every day. Students who are not in their classrooms when the 8:00 bell rings must receive an admission slip from the office. Tardy PreK and Kindergarten students report directly to their classroom.
3. Absence from school is detrimental to the student's progress, no matter what the reason. For very serious reasons, students may be excused from classes at the written request of their parents or guardians.
4. Parents are encouraged to schedule medical appointments so they do not interfere with the school day.
5. Anyone picking up a child from school for appointments or illness must report to the office to sign a release for the child's dismissal. Kindergarten students may be signed out in the kindergarten classroom.
6. School law requires that students present a written excuse on the first day they return to class after an absence. This excuse should include the date(s) of absence and the reason for the absence. Tardiness and/or absences not explained in this written form will be marked "unexcused" in the attendance record.
7. State law requires that students absent 15 or more days in a school year must provide a doctor's verification for subsequent absences.
8. Parents will be contacted when a pattern of tardiness occurs. Five to nine incidences of tardiness will result in a loss of recess for each incident; ten or more incidences of tardiness will result in an after school detention for each incident.
9. Family vacations which do not coincide with the school calendar are strongly discouraged. Teacher(s) are not obligated to provide make-up work in advance to a student leaving on a vacation. This work may be obtained from the teacher(s) when the child returns to school and must be completed within the time frame designated by the teacher. This time frame is usually one day of make up time for every day the student was absent.
10. Parents of a student who will miss more than three (3) days because of a family outing must sign a release form available from the office before the child leaves.

Awards

To provide positive motivation, the following award system is used:

JC Award - given annually to the one student in each class best exemplifying truly Christian behavior and attitude. (Grades 1 - 8)

Principal's Award - given annually to most improved student. (Grades 1 - 8)

Honor Roll - announced each quarter for academic achievement and adherence to school rules. (Grades 3 - 8)

BUG (Bring Up Grades) – given to students who improve their grade point average by .3 or more points between successive quarters. (Grades 3 – 8)

STAR (STraight A Report card) Award – given to students who receive First Honors all four quarters.

Perfect Attendance Award - given for no absences and no more than two tardies for the year. (Grades K-8)

Subject Awards - given annually to top students in a particular subject area.

Participation Awards - examples; Safety Patrol, Leadership League, etc.

Accelerated Reader Program Awards – given quarterly to students who meet the grade level criteria for silver and gold levels; also awarded to students who attain the highest number of points in each grade level.

Other Awards - as made available by civic and parish organizations.

Behavior Expectations

The school's philosophy of discipline aims to motivate students to develop positive attitudes towards self-discipline and responsible behavior so that students may attain their fullest potential. To help create a Christian school environment, attention must be given to:

- Practicing truths learned in religion.
- Showing respect for authority and for all persons.
- Playing and working well with others.
- Showing initiative and being dependable.
- Taking pride in appearance by being well-groomed and in complete uniform.
- Working neatly and accurately.
- Completing home and class assignments.
- Taking pride in the school by caring for books and school property.
- Cooperating with school policies and regulations.

Parents are expected to help their children understand and follow school rules and to cooperate with the school when a child's behavior needs to be changed.

The following types of behavior are totally unacceptable:

1. Physical, verbal or written disrespect or threats toward school personnel or fellow students, whether in person or on the computer, whether in school or outside of school, which detrimentally impacts the reputation or learning environment of the school.
2. Use of abusive, profane or indecent language, gestures, or materials.
3. Acts of bullying or mistreating other students. (See policy on BULLYING)
4. Persistent lack of cooperation in class.
5. Disregard of rules at school and/or school-sponsored activities.
6. Stealing or damaging of another's property.

7. Defacing or destroying of school property.
8. Use or possession in school of tobacco, alcohol or other drugs, weapons or weapon-like materials. The school administration reserves the right to search the person or the belongings of students when a reasonable suspicion exists that poses a threat to the general welfare of the school or a violation of school policy.
9. Sexual harassment by any student on any other student by word or act, either subtle or overt.

When these unacceptable behaviors occur, one or several of the following procedures may be followed:

- Conference with the student
- Notification of parents or guardians
- Loss of privileges
- Detention session or other appropriate action
- In-school or out-of-school suspension
- Permanent dismissal from this school

Children who frequently exemplify unchristian conduct and do not seem to benefit from the corrective measures employed will be excluded from attendance at this school. Final decisions regarding what disciplinary measures are taken are the decision of the school principal and her advisors.

Birthday Celebrations

- On the occasion of a child's birthday, parents may send a small treat for distribution at lunchtime. The treat should be individually portioned and should not include gum, candy or perishable foods such as ice cream.
- Once a month, there is a dress-up day for all students having a birthday that month. The date is indicated on the monthly calendar. Students with summer birthdays will be included at the beginning or end of the school year.
- Donations for library books may be donated in honor of a child's birthday. A special designation will appear in the front of the book purchased.

Books/Property

To help keep their books and other school materials in good condition, all students are required to have and to use some type of carrying case. Textbooks and workbooks are to be kept covered and clearly identified. Children are financially responsible for the loss or damage of any books, equipment, or furniture. The same rule applies to damage caused to another student's property or clothing.

Bullying Policy

Bullying behavior is defined as:

- Name calling, teasing, taunting, ridiculing, racial or ethnic slurs, threatening and putting others down
- Contacting others inappropriately with hands, feet, spit or other objects
- Taking food, personal belongings, etc. without permission
- Non-physical behavior such as isolating students from peers, dirty looks, glares, etc.
- Disregard for school rules or instructions from supervisor
- Behavior deemed inappropriate by staff or administration

1. Students reported for engaging in bullying behavior will be given age-appropriate consequences and an opportunity to improve.
2. Students reported a second time will be referred to the principal for a conference and parents will be notified. Appropriate consequences will be administered.
3. Repeated bullying behavior will result in a student, parent, principal (or designee) conference to assess the pattern of behavior and implement a stricter plan for corrective intervention.
4. Subsequent incidences will be evaluated based on the effort and cooperation of the student and parents.

Refusal by students or parents to cooperate with the disciplinary process and/or recommendations will result in automatic suspension and/or expulsion. The administration reserves the right to override the steps above and request a student to seek an alternate educational environment immediately.

Bus Rules

Bus transportation is available by the school at the expense of the parents. Contact the office for specific information. Students who wish to ride the bus must observe these rules:

1. Be on time for the bus.
2. Refrain from misbehaving while waiting for the bus or boarding it.
3. Remain seated on the bus until their stop.
4. Keep hands, arms, and head inside bus at all times and are not to yell out the windows.
5. Refrain from eating, drinking, or chewing gum on the bus.
6. Refrain from throwing things in the bus or from the bus windows.
7. Speak and behave respectfully toward the bus driver, other passengers, and people outside the bus.
8. Be respectful of other people's property within the bus and the bus itself.
9. Refrain from having excessively large items, items which could jeopardize the safety of others, or music/electronic/communication devices.

The school principal may suspend a student from the bus for a short time or permanently, as circumstances demand.

*Students who wish to ride the bus on an occasional basis must have the written permission of their parents and purchase a one-time-use bus pass from the office for \$3.00. These passes are available as space permits. Bus students who need to get off somewhere other than their usual stop must have written permission from their parent(s) and from the office each time this occurs.

Cafeteria Rules

Students are required to be respectful of supervisors, volunteers and other students, maintain self-control and an appropriate noise level in the cafeteria. Students are required to sit with their own class, stay seated during lunch, and throw away their trash/clean up their area before being released for recess. See also section titled "Lunch".

Calendar/Newsletter

Please refer to the monthly calendar included with the handbook. Detailed information about activities appears on the school website and in the weekly school newsletter sent home by email or in the family envelope. The family envelope is sent home on Wednesdays and should return to school in a timely manner with the youngest child unless the family requests a different arrangement. Reading the newsletter and monitoring the school website are the best ways to keep informed about school activities and opportunities for completing the service hour requirements.

Criteria for Attendance at Sacred Heart School

1. Catholic parents are registered in a Catholic Parish and are recommended by their pastor.
2. Catholic parents support their parish community by attending Mass regularly and by financially supporting the church through the use of the envelope system.
3. The family will attend at least four parent meetings and support special activities sponsored by the school or Parent Teacher Organization.
4. The family will give a minimum of twenty (20) hours of service to Sacred Heart Catholic School or Church. At least ten (10) of these hours must consist of direct support of the projects sponsored by the Parent Teacher Organization by serving as a volunteer worker.
5. The family will pay \$20.00 for each service hour not completed. This fee per hour will enable the Parent Teacher Organization to meet the fundraising goal required to support the school.
6. The family will read and support all the regulations specified in the Parent/Student Handbook.
7. The family will pay tuition, fees, and fundraising obligations as described in the Sacred Heart Family Contract or tuition amounts agreed upon through consultation with the parish Finance Committee.

Curriculum

Sacred Heart Catholic School bases its curriculum on State of Florida Next Generation Sunshine State Standards and the guidelines of the Orlando Diocese within a framework of Christian principles. Time allotments for the secular subjects follow the standards recommended by the Florida Catholic Conference, which is the accrediting agency for our school. To remain accredited, the school annually verifies its compliance with the required standards. The full curriculum can be viewed online at www.doschool.org.

Dress Code

Sacred Heart Catholic School expects parents and students to cooperate in supporting all dress code requirements throughout the entire school year.

BOY'S UNIFORMS:

- Blue and/or white knit shirt with SHS monogram purchased from Fontaine Apparel.
- Navy blue walking shorts or navy blue cotton twill slacks purchased from Fontaine Apparel.

- Solid navy or white socks (no logos).
- Sacred Heart sweatshirt or hoodie purchased from the school. No other sweater or sweatshirt may be worn in school.
- Boys in grades 5-8 are required to wear a solid, black, brown or navy belt with pants and shorts.

GIRL'S UNIFORMS:

- Jumper worn with blue or white Peter Pan blouse with SHS monogram purchased from Fontaine Apparel (Grades K - 4).
- Pleated skirt or skort worn with blue or white pique polo shirt with SHS monogram purchased from Fontaine Apparel. The skirt/skort length may be no more than three inches above the knees.
- Navy blue walking shorts, worn no more than three inches above the knees, purchased from Fontaine Apparel.
- Girls in grades 5-8 are required to wear a solid-colored black, brown or navy belt with pants and shorts.
- Solid navy or white socks (no logos). In cooler months, solid navy or white leotards or knee-socks may be worn.
- Sacred Heart sweatshirt or hoodie purchased from the school. No other sweatshirt or sweater may be worn in school.
- Girls are required to wear the uniform skirt/jumper on days when Mass is celebrated and days designated by the principal.

SHOES: Both boys and girls wear solid white, solid black, or black and white leather athletic shoes no higher than the child's ankle. Shoes can not be canvas, slip-on or hightops. A small-embroidered logo or strip of color on the shoe's sole is the only color permitted. Fad styles, as determined by the administration (i.e. platform sneakers, shoes that light up, shoes with wheels, etc.), are not permitted. Shoes with lace eyelets are required to have solid black or solid white shoe laces (the same color in both shoes).

PE UNIFORMS: PE uniforms for grades 3-8 are purchased from the school and worn on days when students attend PE classes. Only school PE uniforms can be worn on those days.

OTHER DRESS CODE REGULATIONS:

- Uniforms should be clean, neat, and in good repair.
- Shirts and blouses are to be tucked in at all times in all grades; the only exception is at recess.
- Students may wear a watch and a single chain with a cross or religious medal. Chokers are not permitted. No other medallions or necklaces may be worn. Bracelets, hair bands and sweatbands may not be worn on the wrist or ankle. One band such as the LiveStrong bands which promotes awareness of a social concern may be worn with the approval of the principal. No more than one ring on each hand is permitted. Boys may not wear earrings in school or at any school-sponsored activity. Girls may wear one pair of post earrings in the earlobes.
- Neat haircuts in good taste are required. No extreme hairstyles are acceptable. Boys' hair may not extend beyond the top of the collar, cover the ears, or be worn in a ponytail. Neither boys nor girls may wear bangs that extend beyond the eyebrows.

- Hair spray is not to be brought to school.
- Only clear nail polish may be worn in school. The nails are to be kept clean and neatly trimmed so that their length does not prevent full and safe participation in all school activities. No artificial nails may be worn.
- Girls in grades 7 and 8 may wear moderate make-up. School administration reserves the right to determine what is “moderate.”

NON-UNIFORM DAYS:

- Skirts and shorts must be no more than 3 inches above the knee.
- Socks or nylon hose are required
- Backless, toeless, platform, or high-heeled shoes may not be worn
- Hats and scarves may not be worn
- Tank tops, bare-shouldered garments, tops/shirts that are excessively short, too small or excessively large are not permitted
- Make-up and jewelry rules stated above apply on non-uniform days
- On designated dress-up days, no blue jeans or blue jean shorts are permitted
- On designated dress-down days, blue jeans and blue-jean shorts are permitted as long as they are not ripped, torn or shredded.
- Students are not permitted to wear extreme styles of clothing (Goth, grunge, etc.)

If the clothing students wear is deemed inappropriate, parents will be required to bring other clothing; students dressed inappropriately may be denied non-uniform day privileges. The principal makes the final judgment regarding all dress code matters.

Emergency Closing

When dangerous weather conditions affect the entire area, the school will follow the directions of the Volusia County agencies responsible for public safety. Stay tuned to local radio and TV stations for information regarding school closings. When Volusia County Public Schools are closed for weather emergencies, Sacred Heart Catholic School is closed. Sacred Heart may, however, re-open before the public schools are able to open. While TV news programs may be contacted, they do not always make announcements as requested, so if Sacred Heart reopens earlier than Volusia County Schools, messages will be placed on the school’s answering machine, the Sacred Heart website (sacredheartcatholic.com), and/or the Diocesan Schools website (doschool.org) as soon as power and phone and Internet service are restored. Please do not call the Church office, rectory or convent. Please make sure your updated phone numbers have been submitted to the School office in case we need to contact you.

Evaluation of Student Progress

A variety of methods are used to assess student progress:

- Classwork, homework, quizzes, tests, oral or written projects/presentations, and alternative forms of assessment
- Participation, effort, conduct
- Standardized tests include:
 - Cognitive Abilities Test (CogAT) – Grade 2
 - Iowa Tests of Basic Skills (ITBS) – Grades 3-8
 - Assessment of Catholic Religious Education (ACRE) - Grades 5, 8
- Individualized assessment may be arranged when specifically requested by parents and teachers. Psychological testing is available through

Volusia County Public Schools or private professionals.

Also see “Grading Policy” and “Reports to Parents”.

Extra Curricular Activities

A varied program of after-school activities is available for students to explore and develop their talents. Activities may change from year to year. Notification of each year’s slate of activities is sent home at the beginning of the year with all pertinent information. Parents make arrangements for participation directly through the activity’s designated provider. Although the activities are conducted on the premises of Sacred Heart Catholic School, some of the activity providers act as independent contractors and are responsible for the content and administration of their own programs.

Field Trips

Educational field trips are used to enhance classroom instruction. Parents are expected to pay fees associated with field trips. To participate, a child must have the written permission of the parent, using only the form provided by the school. Telephone calls will not be accepted in lieu of proper forms. Because field trips are privileges afforded to students, participation may be denied to those students who fail to meet academic or behavioral requirements.

Fingerprinting of Diocesan Personnel and Volunteers

The Diocese of Orlando is committed to doing everything in its power to ensure the safety of the youth entrusted to its care. In accord with this policy, all prospective and existing employees of the diocese and all volunteers who work with children are required to have a criminal background check and undergo a fingerprint screening through the Diocese of Orlando. Fingerprinting must be arranged at the school office. Assistance with covering all or part of the cost of fingerprinting is appreciated but not a requirement to volunteer at Sacred Heart.

Grading Policy

To make report card grades as objective as possible, the following criteria are considered:

- * the quality and quantity of class work, both oral and written
- * scores on quizzes and tests
- * the quality and quantity of homework assignments
- * classroom work and study habits
- * effort and general attitude toward learning

The following grading scale is used for students in grades 3-8:

A = 90-100% B = 80-89% C = 70-79% D = 60-69% F = 0-59%

Students whose overall grade point average falls below a 2.0, or who are not exhibiting appropriate effort as evidenced by multiple missing or late assignments, will be placed on academic probation. (See Academic Probation Policy) Assignment or non-assignment of extra credit is at the sole discretion of the teacher.

Homework

Beginning in Kindergarten, children are expected to do some homework each weekday night. Homework is posted on the school website (sacredheartcatholic.com) by 4:00 p.m. daily. The type and length of assignments will vary as the child advances grades.

Written homework will generally not be given on weekends or over holidays and vacations. There are times, however, when work may need to be assigned, especially at the middle school level, for various reasons. Occasionally projects may also be assigned over a period of several days, which may include a weekend or holiday. When homework passes are given to students, they may not be used for long term assignments/projects or certain assignments restricted by the teacher. Missed homework assignments may result in a detention and in lowered grades. Consistent problems with missing homework may result in a student being placed on academic probation. While parental interest in and assistance with homework is desirable, children must learn to assume responsibility for their own work as early as possible. If a parent feels that the child cannot cope with the work assigned, please discuss this matter with the child's teacher(s) so that adjustments can be made.

Honor Roll

1. Students in grades three through eight are eligible for honors according to the following guidelines:
 - First Honors: All "A's"
 - Second Honors: "A's" and "B's"
 - Third Honors: all "B's"
1. Major subjects used to determine the point average include: Religion, Math, Science, Social Studies, Reading/Literature, English/Language Arts
3. Other requirements:
 - No grades below "Satisfactory" in any other subject areas
 - No grade below "Average" or "Satisfactory" in effort in any subject for which a grade is given.
 - Satisfactory conduct grades: no more than two marks in "Christian Citizenship"
4. Students who are frequently tardy or who ignore the dress code or other school rules will be ineligible for the honor roll

Illness

- Children who show signs of illness in the morning should be kept home, as should those having bad colds or coughs.
- The school should be notified by 8:30 A.M. each day a student will be absent.
- Parents or the person listed on the emergency form will be called if a child becomes ill at school or is injured. It is imperative that we have an up-to-date emergency form from every family no later than the first week of school. Parents are asked to notify the school immediately of changes of address or of home or work phone numbers that occur during the school year.
- Whoever arrives to take a sick or injured child home should first report to the office.
- Please call the office if your child contracts a contagious disease and consult with a doctor as to when he/she may return to school.
- For short-term illnesses, please do not call the school to request work for your child. A reasonable time period will be given to make up missing work when the child returns to school.
- Special arrangements will be made in the case of a prolonged absence resulting from illness or accident.
- State law requires that students present a written excuse (including the date(s) and reason for absence) on the first day they return to class.
- State law requires students absent from school 15 or more days to provide a doctor's verification for subsequent absences.

Lost/Forgotten Items

- All articles including lunchboxes, book bags, band instruments and uniforms, should be clearly marked with the owner's name
- Lost and found items are kept in a specified place and may be claimed there by the owner
- Lunches and other forgotten items should be brought to the office rather than delivered to the child's classroom, except for Kindergarten students
- Students are not permitted to call home for forgotten homework or lunches (see section titled “Lunch”)

Lunch

Parents are asked to provide a nutritious lunch daily for their children; soda, candy, glass containers and fast food lunches are not permitted. Hot lunches are provided daily through SLA Management. Menus are provided monthly. Lunch tickets must be purchased in advance (on Fridays) through the school office. Please make checks payable to SLA Management. Parents are requested to purchase lunch tickets at the beginning of the school year to have some on hand for emergencies when their child forgets his or her lunch. Students who forget a packed lunch are not permitted to call a parent; however, they are requested to notify their teacher or the office as soon as possible so a lunch can be provided for the child. Parents are responsible for paying for lunches provided to children without lunch tickets. (See also section titled “Cafeteria Rules”) Sodas and energy drinks are not allowed at school.

Medication

- Any type of medication (prescription or non-prescription) brought to school must be accompanied by the required authorization form obtained from the school and signed by a parent or guardian and the child's physician. This includes lozenges, cough drops, aspirin, ointments, etc. No medications will be dispensed by school personnel unless the authorization forms have been submitted.
- All prescribed medication should be sent to school in original containers with pharmacy labels.
- No form of medication is to be kept on the child's person or among his/her belongings. However, medications for specific life-threatening illnesses such as asthma should be carried by the child after the proper authorization form has been submitted.
- Children should be clearly instructed by the parents as to when they are to go to the office to take their prescribed medicine under the supervision of school personnel.

Middle School Handbook/Fourth & Fifth Grade Expectations Handbook

Procedures specific to middle school (gr. 6 – 8) are outlined in the Middle School Handbook provided to students and parents at the beginning of each school year. Expectations and procedures are also outlined in a handbook for the fourth and fifth grades. Compliance with these procedures is expected of students and parents.

National Junior Honor Society and National Elementary Honor Society

Sacred Heart has chapters in both the National Junior and Elementary Honor Societies. Participation in these organizations is by invitation and based on a student's academic and behavioral record. The organization is designed to develop a student's potential in the areas of Leadership, Scholarship, Service and Citizenship, and the students take on a leadership role in planning and executing various student activities throughout the year.

Parent-Teacher Organization (PTO)

All parents of children attending Sacred Heart Catholic School are members of the Parent-Teacher Organization (PTO) and are encouraged to actively support the PTO which serves as a vehicle of parent involvement in the School, fundraising and community-building. Attendance at the four (4) scheduled PTO parent meetings is required for all parents. Parents are requested to participate in and support the various events sponsored by the PTO by volunteering their service. Parents are required to serve at least twenty (20) service hours to support the fundraising obligation of the PTO on behalf of the School. At least ten (10) of the required parent service hours must be volunteered for PTO sponsored events. Parents are also required to keep track of their own service hours and submit a copy to the PTO Treasurer who records hours each family has served. Parents are required to sign in with the chairperson of the activity when volunteering for any service activity so there is an accurate record to verify service activities. Families not fulfilling the twenty (20) service hour requirement are responsible for submitting payment of \$20 per un-served hour by the last day of school. Families are also required to support the Heart of an Angel Celebration (HOAAC) Dinner Auction by procuring \$250 in new items or gift certificates from area businesses, sell advertisements, and/or make a personal donation by the January deadline.

The full slate of PTO events showing opportunities for service hours will be available at the first general PTO meeting in the fall.

Physical Education

Physical education classes are conducted two times weekly by a fully certified instructor. Because physical education classes are a mandatory part of the school program, all students are expected to fully participate in each class. A written note from the parent is required for each time a child is to be excused from participating. A doctor's excuse is required for more than three consecutive classes of non-participation. Students in grades 3-8 are expected to be in regulation PE attire for class. Athletic shoes must be worn for these classes.

Playground Rules

To make the playground enjoyable and safe for everyone and to protect school property, all students are to:

- Respect and obey adult supervisors promptly
- Speak and treat others with kindness
- Share playground equipment
- Avoid play that involves too much roughness, tackling, play fighting, jumping on one another, damaging clothing or equipment, etc.
- Refrain from throwing or kicking sand, stones, or other potentially harmful objects
- Refrain from using profane, obscene, or inappropriate language
- Play in the areas specified
- Take proper care of the play area and equipment.
- Use equipment in a responsible and safe manner, including refraining from hanging upside down from or jumping off equipment

For violations of these rules, one or more of the following actions will occur:

1. The child will receive a verbal reminder.
2. The child will lose playground privileges for a specific time.
3. The child will be sent to the principal and parents will be notified.
4. The child or his/her parents will be held financially responsible for deliberate damage caused or for that which results from behavior contrary to the school's code of conduct.

Prohibited Items

Possession or use of the following items by students is prohibited on school property and at school-sponsored events:

- Laser pointers, radios, iPods, CD/DVD/MP3 players, hand-held computers, personal electronic games and communication devices**(unless specifically designated for use by a teacher for a particular multi-media assignment.)
- Spray cans/bottles with hairspray, deodorant, perfume, etc.
- Skateboards, rollerblades
- Printed materials and clothing referring to tobacco, alcohol, drugs, the occult, containing violence, profanity, obscene language/pictures, or disrespect to any group of people.
- Tobacco of any kind, lighters, matches, drugs, drug paraphernalia and unauthorized medications
- Caps, firecrackers, guns (including water guns and toy guns), gun cartridges, bullets and B.B's
- Knives (including pocketknives), blades, or other sharp or potentially harmful objects

- ** (See section on Use of Phones concerning cell phone policy)

Religion Program

Prayer and religious instruction or participation in liturgical activities is offered daily. A minimum of a half-hour daily is devoted to religious instruction or to participation in a variety of liturgical or paraliturgical activities. Religious opportunities include daily classroom prayers, attendance at Mass, the Sacrament of Reconciliation, seasonal and Marian devotions, and prayer services. Service projects are also essential to the school's program. A special emphasis is placed on Christian behavior and living gospel values.

The religion program of the school is effective only to the extent that it is reinforced by parental example in the home and by a parent's close supervision of the child's leisure time activities. Family prayer, regular attendance at Sunday Mass or worship services, genuine Christian concern and support for the needy and service to the church and school are all integral parts of the religious formation of the child.

Reports To Parents

Report cards are issued quarterly in grades three through eight. Report cards are issued second, third and fourth quarters in grades one and two. First and second semester reports are issued to Kindergarten. Student grades are updated weekly and always available online by accessing Edline from the school's website. We believe it is the parents' responsibility to check student grades regularly. Formal parent-teacher conferences are scheduled as necessary, but parents are encouraged to confer with teachers whenever the need arises.

Parents are asked to be reasonable in their demands on teachers both as to the time and the frequency of reports about a child. During the school day, all business is conducted through the office. Teachers wish to give their full attention to parents and their concerns; however, responsibilities of teachers to

supervise students, prepare for class, perform assigned duties, etc. demand their attention while students are on the campus so please do not visit the classroom during the school day, just before school begins or right after school without an appointment. Teachers will gladly conference with parents personally, make phone calls, or communicate by other means if you make your request known through the school office.

Many problems grow out of simple misunderstandings and are often resolved when parents and teachers communicate directly. Only when this contact has not been effective are parents advised to confer with the principal by phone, e-mail, or by setting up an appointment for a conference.

Retention Policy

The following criteria are used to determine a child's eligibility for promotion to the next grade.

- The promotion of students in grades PK-2 will be decided by the teacher in conjunction with parents and principal.
- A student in Grades 3-8 receiving an "F" average for the year in two major subjects may be asked to repeat the grade or withdraw from the school. Summer school work will neither be required nor accepted as an alternative to retention.
- In grades 3-8, if the above criteria does not apply, but a child's teachers are convinced the student lacks the necessary academic background, study habits, maturity, or social development to reasonably warrant promotion to the next grade, retention will be recommended by the school. In this case only, parents may decide against retention. They will, however, be asked to sign a form verifying that they made this decision. This form, completed and signed, will become part of the student's records.
- When special circumstances warrant the suspension of these criteria, an administrative placement may be made.
- When a student transfers to another school, all pertinent information regarding grade placement as described in this policy will be sent to the new school.

Rights of Principal

The principal reserves the right to determine if misconduct or other concerns require alternate consequences. The principal may waive any disciplinary rule for just cause at her discretion. The principal also retains the right to amend the handbook policies and procedures for just cause and parents will be given prompt notification if changes are made.

School Board

In accord with Diocesan policy, the Sacred Heart School Board has been established to assist the Pastor and Principal in school decision-making. Any Sacred Heart parishioner may become an elected member of the Board. Interested parents of students attending Sacred Heart School are eligible to become appointed members of the Board. The PTO President or his/her designate is an appointed member of the School Board by virtue of his/her office as President. Committees of the School Board include Development, Finance, Facilities and Mission Effectiveness and are chaired by a member of the School Board. Members of these committees and subcommittees may include parents, parishioners, alumni, community members, and members of the Faculty and Staff of Sacred Heart Catholic School.

School Counseling Program

The school counseling program aims to promote the wholistic development of students including their academic, personal, social, spiritual and vocational growth. Program goals are realized through:

- Classroom guidance lessons presented by either the teacher, school counselor or both
- Individual counseling
- Group counseling

- Student appraisal
- Parent and teacher consultation
- Parent and teacher education

Referrals for individual and/or group counseling can be made by the child, the child's teacher, the child's parent or the school principal. When the child makes the referral, the school counselor will encourage the child to share his/her concerns with parents/guardians or seek the child's permission to do so. If the counselor believes that a child is in danger to himself or others, she will immediately notify the parents/guardians. All other specifics of the counselor-child relationship will remain confidential.

Some students may profit by sharing with their peers in counselor-led sessions. Group counseling allows students to share ideas about specific issues such as problem solving, study skills, managing feelings, or improving peer relationships. Group sessions facilitated by the counselor meet once a week, usually during the lunch hour.

Parents are invited and encouraged to dialogue with the school counselor about any issue impacting the child's success and personal growth. Appointments can be made through the school office.

School Insurance

All students are covered by a supplemental accident insurance for school-sponsored activities. Part of the registration fee is used to cover the cost of this insurance plan, which is required, by the diocese. Claim forms are available from the office. No claims are paid until the family's primary insurer has completed its payments. If you do not have a primary insurer, please notify the company of this when you file a claim. During the first week of school, flyers explaining the school coverage are sent home with each child. The form also indicates how one may apply for a twenty-four hour plan paid by the family.

Special Services

- Library media classes are scheduled weekly for students in grades PK-6 and several times each semester for grades 7-8. Books may be borrowed on a weekly basis by all students. Fees are charged for overdue, lost, or damaged books.
- Computer instruction is provided for all students in grades kindergarten through eight on a weekly basis. In addition to those in the computer lab, computers are available for student use in the classrooms and library. Teachers integrate the use of technology in their instructional methods and encourage students' use of technology. Internet is offered with special filtering to protect student exposure to inappropriate material. Student curriculum includes specific lessons on Microsoft Office applications, educational software, and web-based programs, along with instruction on Internet use, navigation, manners and safety.
- Art classes, held weekly for students in grades K-8, encourage a unique development of the child's creative and technical skills as well as introduce students to a variety of styles, media and artists.
- Music classes are conducted weekly for all students in grades K-8; students are introduced to a variety of music themes, eras, composers, etc. while developing listening, rhythmic, and vocal skills.
- Volunteer tutors and mentors may be available to assist students and are directed by the classroom teacher and/or counselor. Extension classes are available to challenge and enrich students who master curriculum material at an accelerated level.
- Testing and remedial services are available to students through programs under the auspices of the Volusia County Public Schools and federally

funded programs.

- **Extended Day Care is available for a moderate fee. Parents may use this program on a daily basis or as the need arises. Students must be registered before attending and must maintain a good record of cooperation to remain in the program. Payments for the program must be kept current.**
- **The Sacred Heart Young People’s Choir is open to students in grades 3-8. Practices are held weekly; students occasionally sing at Sunday Masses and community events.**
- **Students who have been trained as altar servers (grades 4 and up) may assist at school Masses, parish funerals, and Sunday Masses.**
- **See also “National Junior Honor Society,” “Physical Education”, Counseling Program”, and “Sports.”**

Sports

Students have an opportunity to participate in various sports. Participation in the sports program encourages the development of teamwork, leadership, cooperation, and good sportsmanship. Students, coaches, and parents are required to fully support the league requirements for participation in the program. All adults and high school student helpers, assistant coaches and coaches are required to have a cleared VECHS (FBI) fingerprint check on file at the school before participating in practices and games. VECHS fingerprinting must be done at the school office and be repeated every five (5) years. All participants in the sports program must make their own transportation arrangements for practices and games. Parents are expected to be prompt in picking up students after practice. Parents who take children to the games are responsible for the behavior and safety of these children.

Supervision and Safety Procedures

To assure the safety of each child, all parents are expected to cooperate fully with arrival and dismissal procedures.

- 1. Children dropped off before 7:00 a.m. will not have adult supervision provided by the school. The safety of these children is the responsibility of their parents. Students not picked up by 3:15 p.m. will be sent to the Extended Day Care Program so that there is adequate supervision. The cost of Extended Care will be paid by the parent.**
- 2. During the school day and/or when students stay for extracurricular activities, they may not leave the campus without the written permission of their parents and approval from the office.**
- 3. Children who stay for extracurricular activities on the school grounds will be supervised by the adult in charge of the activity for the duration of the activity. If the siblings of these students are not picked up at dismissal time, they will be sent to the Extended Day Care Program and their parents will be responsible for fees.**
- 4. The school is not responsible for the supervision and/or safety of pre-school children who accompany their parents to school.**
- 5. All visitors and volunteers must report to the office to receive a visitor’s badge.**

Tuition and Fees

To provide quality education at minimal cost to parents, the school is financially dependent upon tuition and fees, upon parish subsidies, and upon fund-raising projects. The prompt payment of tuition and fees is essential for the school to meet financial responsibilities.

1. Required annual fees for each student include:

- a.) Registration Fee: a NON-REFUNDABLE fee paid at the time of registration (family rate available).**

- b.) **Activity/Technology Fee: a NON-REFUNDABLE fee paid at the time of registration.**
 - c.) **Tuition: paid by one of three methods (family rates available):**
 - **All at once: A 3% discount (on tuition only) is offered to those who pay in full by August 15. (There is no reduction after this date)**
 - **Two payments: August 15 and January 15 scheduled through SMART Tuition Management.**
 - **Monthly: Payments are scheduled through the SMART Tuition Management program.**
 - d.) **Book Fee: fee for consumable workbooks and rental of hard-bound books paid for each student at the beginning of the school year or as part of the SMART agreement.**
 - e.) **Bus Fee: paid at the beginning of the school year or as part of the SMART agreement by those who use this service. Daily rates are also an option for registered occasional riders (family rate available).**
 - f.) **Family Fundraising Obligation: requirement of *each family* to sell advertising or obtain donations of goods, service or cash donations totaling a minimum of \$250 for the annual auction dinner, *Heart of an Angel Celebration* (HOAAC). Donations must be contributed by the published January deadline or the family assumes responsibility for the entire amount or remaining balance as a required fee.**
 - g.) **Fulfillment of twenty (20) hours of parent service to the School/Church and/or PTO. Parents are responsible to pay \$20 per un-served service hour before the end of the school year.**
- **Failure to make required tuition and fee payments (above), as well as fees incurred during the school year (Extended Day Care, band, overdue library books, lost books/materials, lunch expenses, etc.), will result in report cards being held until payment is made.**
 - **If checks payable to Sacred Heart Catholic School are returned by the bank, the payer will be responsible for penalty fees imposed by the bank. In addition, a ten dollar processing fee will be assessed by the School. In that case, the school may require that subsequent payments be made in cash.**
 - **A fifty dollar (\$50) processing fee will be required if the School is required to prepare invoices or other paperwork/contacts with Trusts, Foundations, or other organizations in order for the School to receive tuition/fee payments.**

Use of Telephone

Ordinarily, students should not make telephone calls on the school premises. When calls are necessary, students are to obtain permission to use the telephone from both their classroom teacher and the school secretary. Generally, students are not permitted to call home for forgotten lunch, homework, or other items or to request to go home with another student. Students are not permitted to use cell phones during school hours or in Extended Day Care. If parents deem it necessary for their child to carry a cell phone, then the phone must remain turned off and in the book bag during school hours and at Extended Day Care. Failure to comply with these rules will result in confiscation of the cell phone. The school is not responsible loss or damage to a cell phone. Parents are asked not to call the school office with messages for students which could be taken care of with better planning or at another time. Only emergency messages will be delivered to students during the day.

Wrongful Conduct Policy

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children, and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of

this information is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches or students to engage in any of the following activities:

- **Threatening or causing personal harm or injury**
- **Threatening or causing damage to school or Diocesan property**
- **Providing medical advice**
- **Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)**
- **Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy**
- **Providing massages or other physical therapy**
- **Taking blood samples or performing any other medical procedure**
- **Examining the genitalia of any student, for any reason**
- **Touching an individual inappropriately**
- **Smoking, or encouraging smoking, on school property**
- **Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area**
- **Denigrating or abusing any child, volunteer, or employee**

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment, and the best Catholic education. Please contact the Principal if you have any concerns.