



Sacred Heart School | Salinas

Celebrating a Quality Catholic Education Since 1906

Family Handbook

2020-2021 School Year

Rev. 7/14/20

Dear Sacred Heart Families,

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

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

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

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

Please know that whenever you have questions or concerns, my door is always open!

Peace and Blessings to You,

Rachel Meyers
Principal

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Sacred Heart School Staff 2020-2021

Administration

Pastor
Principal

Father Manny Recera
Rachel Meyers

Teachers

Transitional Kindergarten
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4
Grade 6 Homeroom/ 7th and 8th Grade ELA
Grade 7 Homeroom/ Middle School Science & Math
Grade 8 Homeroom /6th Grade ELA/ Middle School Social Studies
Middle School Religion/Vice Principal
Middle School Math
Technology
Tech Support
Music
Spanish
Physical Education/Jr. High Health
Athletic Director

Carol Dill
Laura Derby
Robin Neff
Beverly Burke
Lindsay Mount
Breanne Toderick
Ruthann Schuler
Janine Schurman
Carly Haddan
Marilyn Jaime
Debbie Marcroft
Sue Reade
Scott Ligon
Portia Borowski
Carolina Martinez
Bradley Fernandez
Paul MacDonald

Classroom Aides

Kindergarten
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
Grade 6

Susanna Camacho
Claudia Arevalo
Christina Padilla
Megan Ryan
Valarie Olivarria
Diana Mendoza
Sonia Amador
Jeanne Gonzales

Extension

Director
Supervisor
Supervisor
Supervisor
Lunch Aide

Christina Suibielski
Cindy Sagan
Edna Ligon

Maria Santana

Office Staff

Office Manager
Admissions/Administrative Assistant
Book Keeper/Lunch Coordinator
Custodian

Lorrie Laughton
Tina Lavorato
Alma Escamilla
Jorge Lopez & Martha Lopez

Preschool

Teachers/Co-Directors
Instructional Aides
Sanchez

Lynn Strange & Lili Airada
Celia Garcia, Liz Fleming & Julia

Mission Statement

Sacred Heart School, a ministry of Sacred Heart Parish, unites with families to instill a lifelong commitment to Catholic Values in a safe and nurturing environment. We are committed to 21st Century learning focused on collaboration, communication, creativity, and critical thinking. Sacred Heart School provides an exemplary academic foundation, and develops students who faithfully serve their communities and the world with Reverence, Respect, and Responsibility.

Philosophy

We seek to create a Catholic family environment in which we affirm the worth of each individual and promote positive self-esteem. We emphasize reverence, respect, and responsibility. We foster global awareness and service to others. We encourage partnership with our parents, the primary educators, to achieve the educational goals of Sacred Heart School students. Throughout our curriculum and instruction, we guide students of varied abilities to achieve their full potential and become responsible and moral decision-makers in a world of advancing technology and challenged Christian values.

Academic Program

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

Goals (Graduate at Graduation)

We envision our Graduates as:

Faithful Catholics who:

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

Life long learners who:

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

Problem solvers who:

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

Responsible citizens who:

- Show awareness of and responsibility for God's creation
- Are involved in their school, community, and world, while exhibiting global awareness
- Appreciate cultural diversity
- Demonstrate school principles of "Reverence, Respect, and Responsibility"
- Are proactive in maintaining a healthy mind

Accreditation

Sacred Heart School has a full accreditation from the Western Association of Schools and Colleges and the Western Catholic Educational Association. Our next review is in 2021.

Admission

New students are given priority of acceptance in the order of: siblings of currently enrolled students, parishioners of Sacred Heart Church & alumni families, students attending Catholic School and then students that are not yet affiliated with Sacred Heart Church in the order of application submission. The order of priority does not guarantee admission to Sacred Heart School. Enrollment in preschool does not guarantee admission to Sacred Heart School.

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

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

Enrollment Block

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

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

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

Entrance Requirements

Sacred Heart uses a nationally standardized basic skills test, STAR, as a part of the admission process. The testing dates occur at least three times per year. Dates are published when they are determined.

Probation Policy

A probationary period for the first trimester exists for any NEW student and for the students PASSED ON rather than promoted to the next grade level. Academic ability, attitude, behavior, and general adjustment will be reviewed and evaluated and a parent conference will be held. A student who receives one (1) or more F's as a final grade in a trimester core subject may not be promoted to the next grade.

The school will determine if:

- a. student may continue at grade level

- b. probation will be extended
- c. student must return to previous grade-level if space is available
- d. student will be recommended for another school
- e. student will be dismissed

Attendance (Please see COVID Addendum)

The school calendar and hours are published prior to the beginning of each year. Parents/guardians are expected to honor the calendar when planning vacations and medical appointments. Regular and punctual attendance is a vital part of the education process. **Excessive absences and excessive tardies can result in blocked enrollment for the following year.** An 8th grader who is excessively absent may receive a "Certificate of Attendance" in lieu of a diploma. A student who has more than 15 unexcused absences in a trimester will not receive a grade in that trimester. Any student who has 20 unexcused absences in a year is considered excessively absent and is subject to an administrative attendance review and possibly retention or 'social promotion. Every three tardies will result in one absent day. If your child is sick and needs to be picked up from school, the dismissal time of the child is the time that the parent has been called and not the time when the child is picked up. This may result in a half-day or more absence.

Absentees

When a student will not be in attendance, parents must call the school office at 771-1310 by 10:00 am to report the absence. **When the student returns to school after an absence, he/she must provide the office with a written note signed by a parent or guardian or email stating the reason for the absence.** Without a note, the absence will be considered unexcused. Patterns of habitual absence will be investigated for possible violation of compulsory school attendance.

Excused absences are for the following reasons:

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

In the event that a child has a communicable disease, the parent must notify the office immediately. A note from a physician or clinic must clear the child to return to school. If your child vomits prior to that school day they are to remain home. If your child vomits at school they must be picked up. When children return to school, they are expected to participate in all play activities-indoor and outdoor. A doctor note is required to sit out recess or PE.

When a student's absence for personal illness exceeds 3 cumulative days, a doctor's note clearing them to attend school must be provided at the time the student's return to school. If a questionable pattern of absences has been established, the principal may require a physician or clinic's statement of illness after a single day's absence. Students with excused absences will have the equivalent number of days to complete missed work.

Absences such as vacations and trips, babysitting, working, are discouraged and shall be considered unexcused.

Absences due to extenuating circumstances (funerals, graduation of siblings, family reunions, etc.) must be pre-approved by the principal prior to the absence. These absences will be considered excused. Parents must obtain and complete a "Pre-Approval Absence Form" available in the front office prior to the absence. Forms must be submitted one week before absences. Arrangements for missed assignments and tests must be made with teacher(s) upon student return. Students will receive full credit for tests and assignments for approved absences. Only students with grades of "A's" or "B's" and "1's" and "2's" are eligible for extenuating circumstance absences.

Tardiness

Sacred Heart School strives to develop a sense of responsibility in our students. Tardiness is disruptive to the class, the student, and the teacher, which detracts from learning goals. It is largely the parents' responsibility to bring their children to school on time, while it is the students' responsibility to be on time for each of their subsequent classes during the school day. The following policy allows families to assist their students' success in school by avoiding tardiness:

- Students arrive on campus between 7:45-8:00 am.
- Students who arrive on campus at 8:01 am or later are marked tardy.
- If a child arrives at school after 8:15 am, the parent must accompany the child into the office for the child to be admitted to class. The daily school schedule is available in the handbook and on the website.
- Four (4) unexcused tardies within a trimester is considered **habitual tardiness** and will result in a Notice of Misconduct (Yellow Slip). A subsequent (5th) tardy within a trimester will result in a th tardy within a trimester will result in a Pink Slip.
- Every three unexcused tardies will result in one absent day. This will affect Perfect Attendance for the trimester and annual recognition.
- Refer to the Discipline section for information about Yellow Slips, Pink Slips, and Detention.
- Excessive tardiness may result in a student's ineligibility for school activities, extracurricular activities, lowered grades, and blocked enrollment to Sacred Heart School the following school year.
- Tardies are excused **only in unavoidable circumstances**, i.e. traffic accidents, medical emergencies, etc., as determined by the administration.

Birthday Free Dress

Students will receive a free dress day to celebrate their birthday. If their birthday falls on a school day, they may wear free dress on that day. If their birthday falls on a Mass day, they may wear free dress on the following school day. If their birthday falls during a school break or holiday, they may wear free dress on the day before the break. Birthdays in June and July will receive a free dress day during the last week of school and will be announced at morning assembly. Birthdays that fall in August before school begins will receive a free dress day the first Friday school begins and will be announced at morning

Board of Limited Jurisdiction

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

Rachel Meyers, Principal

Claudia Villalobos, Alumni/Community Member

Rosemary Kingston, Community Member

Alice Wilson, Alumni/Community Member

Jose Cruz, Parent

Judy Meyers, Community Member

Father Manny Recera, Pastor

Clem Richardson, Alumni/Parishioner

Paula Johnson, Alumni/Community Member

Kelly Halcon, Parent/Secretary

Karl Zalaowski, Community Member

Catholic Identity

Religious education is at the core of the Sacred Heart School curriculum. All students receive daily instruction in Catholicism. Religion is both a separate academic subject to be learned and a principle to be

integrated into all subjects. The Catholic faith permeates the entire program by integrating religious truths and values into the education and everyday life of the students.

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

Reception of the Sacraments (Reconciliation and First Eucharist (1st Holy Communion)

The parish requires parent orientation and student preparation for the reception of the Sacraments of Reconciliation and First Eucharist. Parents are their child's first educators; therefore, parent involvement is required in preparing children of the Catholic faith for these sacraments. It is the parent's duty to encourage their children in continued participation in sacramental life. The usual time for the reception of these sacraments is in Second Grade.

The parish policy for sacramental preparation of First Reconciliation and First Eucharist is a combined program of the parish school and the parish religious education department. The parents and children of both programs prepare and celebrate these sacraments together. Additional afterschool or Saturday sessions will take place for both preparations. Students wanting to receive First Eucharist must have been baptized **prior to their eighth birthday**. Students who are eight years and older and have not been baptized will need to complete a two-year preparation for First Reconciliation and First Eucharist.

TIME: First Reconciliation – February or March
First Eucharist – May

Classroom Visitations (Please see COVID Addendum)

All visitors must report to the school office to sign in and receive a visitor's badge before going anywhere on campus. Parents are not allowed to take items directly to the classroom once school has begun. Parents must leave items with front office staff clearly marked with the child's name and grade. All volunteers and parents must be fingerprinted through the Diocese of Monterey and have completed the Virtus online training. The training certificates must be on file in the office. All visitors must check out with the front office. Parents who wish to volunteer in the classroom must make prior arrangements with the teacher before volunteering. Parents who are attending a field trip or volunteering on campus must not arrive more than fifteen minutes prior to their scheduled time. Parents must wait in the office and not on campus prior to their assignment.

Conferences

Parent conferences are held in November for all students. Please refer to the school calendar for the scheduled dates. Parents and teachers may initiate conferences at times during the school year when they deem it necessary.

Appointments

Parents wishing for an appointment with a teacher must call the school office, email, or send a note directly to the faculty member. The faculty member will contact the parent within 24 hours.

Teachers are generally available for scheduled conferences during the half-hour after school.

Appointments are made for 30-minute time frames, unless otherwise indicated by the teacher.

Teachers are not to be disturbed during school time when they are responsible for student supervision or at dismissal. We appreciate your cooperation and understanding of this policy.

Communication

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

In an effort to provide consistent communication with the families of Sacred Heart School, we have implemented an electronic communication system. *Please make sure you have enrolled in the electronic email distribution with the office staff.* Communication from the school will be done electronically. Please inform the office staff of any telephone and email addresses. If you do not have access to a computer at home, please notify the front office. A family newsletter will be emailed and posted in Beehively monthly. Parents are encouraged to use faculty email to communicate with teachers and staff.

Beehively

All school information is available on the Beehively site. Information about your child's class, grades, important school events, lunch menu, and cash card purchases can be found by logging into Beehively. **It is the responsibility of the parent to regularly view Beehively for your child's grades.** If your child is absent, you may find his or her homework assignment by logging into **Beehively**. Progress reports will be emailed on the 1st and 3rd Sunday of each month.

Our teaching staff is on duty from 7:45 am until 3:45 pm. Please remember that from 8:00 am to 3:00 pm teachers are engaged in instruction. Communication can be expected from the teachers from 3:00 pm to 3:30 pm. After 3:30 pm, please respect our staff's family time, especially when you encounter them in the community. The front office is open from 7:45 am-4:00 pm.

Courtesy

Students address all members of the faculty, staff, and all adults with: Mr. Mrs., Miss, Sir, Ma'm, Sister, or Father, as is appropriate. Knock on doors and wait to hear "come in" before entering any office or classroom. Use "please", "thank you", and "excuse me" as appropriate. Please limit loud conversations in the front office as the staff members are working and answering phones.

Cumulative Files

Cumulative records of students are kept in the school office from the date of entrance until the date of withdrawal and/or completion of the eighth grade. The cumulative record contains the student's final grades, standardized test scores, and attendance. When a student withdraws, a copy of the cumulative record is sent to the receiving school upon written request from the school. All students' records maintained by the school shall be made available for inspection by the student's parents or legal guardians. The school has 45 days to comply with requests to inspect student records but should make every reasonable effort to comply as soon as possible. (ct. Parent Request to Inspect Student Records, Appendix Series 5).

Transfers

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

Dances

Grades 6, 7 and 8 dances are open to the students from Sacred Heart, Madonna, Palma Junior High School and other Catholic schools in the Diocese. Disciplinary issues may result in a student's ineligibility to attend dances. Students may not attend a dance if they are absent the same day. Sacred Heart students may bring a guest to a Sacred Heart dance. Dance guest pass forms are available in the front office.

SHS students represent our school and thus must follow a dress code and behave properly at both SHS dances and those off-campus. **SHS students are responsible for knowing the particular rules pertaining to each school's dance, especially cell phones and dress codes. The dress code and rules are attached to every dance flier.**

Discipline

An important aim of Catholic education is the Christian development of the whole person. *Reverence, Respect, and Responsibility* is our school motto. Students are expected to conduct themselves in a manner that does not interfere with the rights, privileges, and safety of others. Students are taught to develop good habits such as courtesy, respect, kindness, helpfulness, cooperation, responsibility, as well as good study habits. A loving, growth-supported concern must underlie the efforts of all in this regard. Parents are **NOT** permitted to approach and discipline students who are not their own child on the campus. **All volunteers are required to report any infractions to appropriate staff.** Corporal punishment is never permitted. Self-discipline is the goal for each student.

Notice of Misconduct (Yellow Slips) will be given for the following:

- A. Class behavior, which interferes with the learning of others (*talking out of turn, throwing objects, unnecessary movement in the classroom, etc.*)
- B. Irreverence in Church (*talking, playing, not paying attention, noise, unnecessary movement, etc.*)
- C. Playing or loitering in the restroom
- D. Chewing gum on campus, anytime
- E. Failure to come prepared to class (*required supplies, materials, books, etc.*)
- F. Accumulation of three (3) homework slips/Failure to return homework slip
- G. Uniform code violations
- H. Failure to demonstrate respect for school facilities or self (*Littering or failure to properly dispose of lunch/snack trash, writing on property or self*)
- I. Violation of playground rules
- J. Being disrespectful to other students (*verbal, gestural, arguing...*)
- K. Other misconduct inconsistent with school's standards of behavior or with classroom standards set by the classroom teacher (*Principal discretion*)
- L. Writing on school property or

*Every 3rd yellow slip within one trimester will result in a Notice of Serious Misconduct (Pink Slip). Yellow slips reset every trimester; however, tardies remain on the child's record for the year.

Notice of Serious Misconduct (Pink Slips) will be given for the following:

- A. Continual misconduct (documentation of yellow slip)
- B. Insubordination
- C. Harassment (*promoting conflict, intimidation or threatening others, engaging others to misbehave, name-calling, cursing, obscene gestures*)
- D. Stealing
- E. Dishonesty/Lying

- F. Every three (3) Yellow Slips
- G. Failure to return a yellow slip at the beginning of the next day
- H. Arguing with classmates or a faculty member
- I. Tardy – accumulation of
- J. Any serious misbehavior inconsistent with schools' standards of behavior (Principal discretion)
- K. Principal Discretion

***1 Pink Slip results in detention**

***3 Pink Slips result in suspension**

***3 Suspensions result in review to discuss possible dismissal**

***Pink slips DO NOT reset each trimester**

When a student receives a pink slip, he/she must take the slip home for a parent signature and return it to the school the next school day. All detentions will be served each Tuesday from 3:00 to 4:00 pm in

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

Detention

- A. Detention will be required for Serious Misconduct (pink slips).
Detention will be: **Tuesdays from 3:00-4:00pm (grades 4-8), 3:00-3:30pm (grades 1-3).**
- B. Students will not be allowed to do homework, read, visit, or do activities during detention. However, they may be given a written assignment, by their teacher or administrator, related to the reason for the detention.
- C. Students who are late, leave early, or miss detention will be given a Misconduct or Serious Misconduct Notice (yellow or pink slip, depending on students' previous conduct record).
- D. Misconduct during detention will result in additional disciplinary action, determined by the administration.
- E. At the end of detention, students will be brought to the front office for prompt pick-up.
- F. Teachers and administrators reserve the right to hold additional classroom or recess detentions deemed necessary during school hours.

Suspension

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

- A. Three pink slips
- B. Failure to report to class as expected
- C. Leaving school grounds at any time without permission
- D. Forgery
- E.
- F. Cheating or permitting another student to copy your work
- G. Continued misbehavior
- H. Continued or flagrant disrespect for teachers or other school personnel
- I. Fighting
- J. Public displays of affection
- K. Principal's discretion

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

Cheating

Students who give their assignments to others to copy, copy other students' assignments, commit plagiarism, cheat on quizzes/ tests, or forge a parent's signature will be suspended from class that day and the following day. Please note both the child giving answers and the child receiving answers will be suspended and will receive a grade of 0.

Disciplinary Review Board

Students may be reviewed by a "Disciplinary Review Board" if administration or staff request such action take place. This will involve meeting with parents/guardians, students, administration, and teacher/staff.

Expulsion

Mandatory withdrawal or expulsion

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

Drug and Alcohol Abuse

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

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

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

Dismissal

Parents must remain in their cars during dismissal when driving onto campus through the Stone Street parking lot. **Only cars with the SHS parking permits will be allowed to enter onto the parking lot through the rolling black gates.** If you do not have a parking permit, you will need to park in the Stone Street parking lot and enter through the front doors on Market Street. If you choose to pick your child by entering the front doors, you must park in the Stone Street parking lot and walk on Market St. The parking lot between the school and preschool is for staff and preschool parking ONLY. Please refrain from parking on Market Street as it is extremely dangerous. **No pedestrian traffic will be allowed through the Stone Street gates as it a safety hazard.** Pick up times are staggered and are listed below. Parents are expected to arrive no earlier than their designated pick up times:

3:00 pm dismissal for students

Times for cars to arrive

Parents of students in grades 1, 2, 3, arrive at 2:50 pm (**No earlier**)

Parents of students in grades 4 & 5, arrive at 3:00 pm (**No earlier**)

Parents of students in grades 6, 7, 8, arrive at 3:05 pm (**No earlier**)

2:00 pm dismissal for students

Times for cars to arrive

Parents of students in grades K, 1, 2, 3, arrive at 1:50 pm (**No earlier**)

Parents of students in grades 4 & 5, arrive at 2:00 pm (**No earlier**)

Parents of students in grades 6, 7, 8 arrive at 2:05 pm (**No earlier**)

12:30 pm dismissal for students

Times for cars to arrive

Parents of students in grades K, 1, 2, 3, arrive at 12:20 pm (**No earlier**)

Parents of students in grades 4 & 5, arrive at 12:30 pm (**No earlier**)

Parents of students in grades 6, 7, 8 arrive at 12:35 pm (**No earlier**)

Cars exiting the Stone Street parking lot are only allowed to turn right. Left turns are NOT permitted and illegal. Please obey all traffic signs and wait to exit the lot through the flow of traffic. Cars are not permitted to back up and drive around waiting cars. Failure to adhere to the dismissal procedure may result in the loss of the parking permits. Please respect all staff member's directions in the parking lot.

Parents must notify the school **in writing** if a child is permitted to walk or ride a bike home. If your child is leaving with anyone other than a parent, the parent must notify the office **in writing**. Without a written note, children will not be released to anyone other than a parent.

Students not picked up fifteen minutes after dismissal time will be placed in Extended Care and charged at the drop-in rate. Parents will be expected to pay that drop-in rate and the time of pick up or no later than the following school day.

Parking Permits

In our constant effort to keep our students safe on campus, each family will be issued two numbered parking permits and must be shown to the staff member at the gate during dismissal. Additional parking permits are available in the front office. All permits assigned to a family must be returned

when the student is no longer enrolled at Sacred Heart School. There will be a \$15 charge for permits that are lost or damaged

All cars must display a permit to drive onto campus. **Exceptions will not be made, even if the staff member on duty knows and recognizes you as a parent.** If you do not have a parking permit, you will need to park in the Stone Street parking lot and enter through the front doors on Market Street.

Dress Code

The school uniform helps to identify the student as a member of Sacred Heart School. The uniform is a sign of a student who is contributing to the sense of community, which is important to the Catholic school.

Students in Preschool to Grade 8 must wear the uniform daily except when designated otherwise by the principal. It is the responsibility of the parent to make sure that students arrive on campus in the correct uniform and neatly groomed each day. If a parent questions whether a piece of clothing is in uniform, do not permit the student to wear it. Uniforms are sold at Ace High Designs (see website for contact information).

Universal Uniform Requirements (TK – 8)

- Only Sacred Heart School approved attire is
- Blouses and shirts must be tucked in throughout the day.
- All uniform clothing must be clearly labeled (dark ink inside) or embroidered with the student's name. **All shirts and outerwear must have the Sacred Heart or Saints logo.** Uniforms left in the lost and found after the last day of school become the property of Sacred Heart School.
- Only short sleeve white undershirts may be worn under the uniform polo and cannot be visible outside of the uniform polo. Solid white or navy turtlenecks may be worn in cold weather.
- Only Sacred Heart uniform sweaters, sweatshirts, fleece, vests, and jackets purchased at Ace High Designs are allowed. Students may not wear the sweatshirt hood on their head
- Heavy outdoor jackets may be worn outdoors but must be removed indoors. Scarves and gloves may only be worn outdoors and must be removed in the classroom. Blankets are not allowed.
- All students (grade 4-8) wearing pants or shorts must wear a plain black or brown leather belt. Grades TK-3 are not required to wear a belt. Girls are permitted to wear the Sacred Heart plaid belt available at Ace High Designs.
- Hair is required to be neat, clean, of the student's natural color, free from highlights or dyes, and away from a student's face and eyes. No extreme hairstyles are allowed. Students will be sent home if not in compliance with hair requirements.
- All uniform attire must be purchased through Ace High Designs.
- All shoes must fasten. Only closed-toe and closed-heel shoes are permitted. Soles must be less than 1 ½ inches in height. All shoes must have non-marking soles. All shoes must have buckles, Velcro, or laces. No skulls, light up shoes, or flames are permitted on the shoes. The shoe must be a solid and one of the approved colors (black, brown, white, gray, navy blue, or red). No shiny or glitter shoe of any color permitted. High top shoes must be athletic style. The shoe logo may be a different color than the base of the shoe as long as it is one of the approved colors. (ie: a black shoe can have a white logo).
- Socks must be 100% solid black, navy blue, or white. Modest logos permitted and logo must be one of the approved sock colors. Socks must show above shoes (no ankle socks).

*Uniform code violations are included in yellow slips.

GIRLS (TK – Grade 5)

Middle School: Grades 6, 7, and 8 – See below

- Red plaid skirts or jumpers
- Red plaid or navy blue Bermuda shorts
- Navy blue uniform skirts
- Navy uniform straight-leg pants (NO tapered leg, cargo, flared leg, zippered leg, tight or “skinny” pants)
- White, navy blue, red, or gray polo shirt (long or short sleeve) with the Sacred Heart logo
- White blouse with the Sacred Heart logo
- Navy blue sweatshirts, fleeces, cardigans, vests, or jackets with Sacred Heart School logo
- **Girls' uniform skirt length must be at the knee.** (The skirt must touch the ground if the student kneels)
- Girls' uniform shorts must be no more than 2 inches above the knee.
- Girls must wear solid black, navy blue, or white-colored fitted shorts under their skirts at all times. (ie: volleyball shorts)
- Grades 4-8 must wear belts with all pants or shorts. Grades TK-3 are not required to belts. Belts must be plain black or brown leather, or the uniform plaid belts from Ace High Designs. No other colors are permitted.
- Girls with 2 uniform violations for length of skirt may be required to wear pants for the remainder of the trimester.
- Socks must be 100% solid black, navy blue, or white. Modest logos permitted and logo must be one of the approved sock colors. Socks must show above shoes (no ankle socks).
- All grades may wear solid black, white, or navy tights or leggings underneath uniform bottoms. Leggings must be ankle length.
- All shoes must fasten. Only closed-toe and closed-heel shoes are permitted. Soles must be less than 1 ½ inches in height. All shoes must have non-marking soles. All shoes must have buckles, Velcro, or laces. No skulls, light up shoes, or flames are permitted on the shoes. The shoe must be a solid and one of the approved colors (black, brown, white, navy blue, or red).
- Only one stud/post earring per ear not larger than the earlobe is permitted. No dangling earrings. Pierced jewelry other than earrings is not permitted in school or at school functions. Earrings must be modest in nature.
- **Hair accessories must be subtle.** Headbands must be less than 2 inches in width. Hair accessories must be red, navy, or the uniform plaid. **No colored hair or extreme hairstyles.**
- Watches may be worn, no other jewelry is allowed including silly bands, cords, bracelets, etc.
- A simple cross or religious medal may be worn on a small chain.
- Make-up (including clear mascara), nail polish or other nail coloring and perfume may NOT be worn. Fake tattoos are not allowed. Students may not write, draw, or color on their bodies.

BOYS (TK – Grade 5)

Middle School: Grades 6, 7, and 8 – See below

- Straight leg navy uniform pants of either twill or corduroy (No skinny)
- Navy blue uniform Bermuda shorts
- White, navy blue, red, or gray polo shirts with the Sacred Heart School logo
- Navy blue sweatshirts, fleeces, cardigans, or jackets with Sacred Heart School logo (**Must be purchased at Ace High Design**).
- All shoes must fasten. Only closed-toe and closed-heel shoes are permitted. Soles must be less than 1 ½ inches in height. All shoes must have non-marking soles. All shoes must have

- buckles, Velcro, or laces. No skulls, light up shoes, or flames are permitted on the shoes. The shoe must be a solid and one of the approved colors (black, brown, white, navy blue, or red).
- Socks must be 100% solid black, navy blue, or white. Modest logos permitted and logo must be one of the approved sock colors. Socks must show above shoes (no ankle socks).
- Grade 4-8 must wear a belt with all pants or shorts. Belts must be solid plain black or brown leather. No other colors are permitted. Grades TK-3 are not required to wear a belt.
- Hair should always be clean, neat, well-groomed, and of the student's natural
- Watches may be worn, no other jewelry is allowed including silly bands, rings, cords, bracelets, etc. A simple cross or religious medal may be worn.
- Fake tattoos or other body art is not appropriate and will not be permitted. Students may not write, draw, or color on their bodies.

Middle School: Grades 6, 7, and 8 Uniforms (boys and girls)

- Black and white polo shirts must be purchased at Ace High with the middle school logo.
- Uniform bottoms (pants, Bermuda shorts, and skirts) must be khaki color. (No skinny, tight, cargo, jogger or jean material allowed).
- Outerwear: Students may wear the black junior high hooded sweatshirt (only available at Ace High. No other black sweatshirt may be worn). Other SHS logo jackets may be worn.
- Hooded sweatshirts may not be worn to Mass.
- Shoes and socks must follow the general universal guidelines

Free Dress Attire

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

PERMITTED:

- Appropriate jeans (see below for non-permitted styles)
- Track pants
- Shorts (knee-length. Basketball or Bermuda style)
- Appropriate t-shirts (see below for non-permitted styles)
- Tutus allowed with leggings/tights for TK-3rd grade ONLY
- Appropriate outerwear (sweatshirts and jackets)

NOT PERMITTED:

- Dirty, torn, ragged, baggy, or skinny blue jeans or pants
- Shorts or skirts more than 2 inches above the knee
- Spaghetti straps or tank tops
- Bare midriff, low cut, or revealing shirts and dresses
- Skintight spandex clothes including tights and leggings
- Sweatpants, flannel, pajama pants, yoga.
- T-shirts with inappropriate pictures or words (gory, disrespectful, etc.)
- Any article of clothing which is in poor taste or offensive in any way
- Hats
- Jewelry
- Sandals, flip-flops, clogs, crocs,

Sacred Heart School reserves the right to determine whether uniform or free dress attire is inappropriate. A parent will be called to bring appropriate attire or office staff will provide a uniform item that must be washed and returned to the office.

The opportunity for free dress may be denied to students who do not observe the uniform/free dress code for the remainder of the school year.

Attire for school events or off-campus school events must be appropriate for the occasion and follow the above free dress requirements. Parents are expected to dress appropriately for school events, volunteering, and/or drop off and pick up.

Early Release

It is very important that students remain in school the entire day. Students who need to be dismissed prior to the end of the school day for emergency purposes, must communicate in writing (email or note) to the front office and teacher.

A student will not be released during the school day to any person not listed on the emergency form without the written request of his/her legal guardian/parent. In the case of divorce or legal custody issues, a copy of court orders or judgments must be on file in the front office. Parents without legal custody of their children must have the written permission from the legal parent to take a student and be brought to the front office before school. Students are marked absent if they attend school for less than four hours.

If a child has a recurring medical appointment, a note stating this from the medical provider is required. (ie: example, speech therapy or counseling which cannot be scheduled out of school hours).

Parents/guardians must check in with the receptionist when requesting the child to be released. The parent must sign the child in or out on the "Log Out" book located in the front office. Parents are not allowed to go directly to the classroom. The receptionist will contact the teacher to have the child sent to the office. All student releases must come through the front office.

Educational Trips

Educational trips may only be initiated by the teacher and must be approved by the principal.

Students must have a signed permission slip turned in a minimum of 24 hours prior to the trip. No permission slips will be accepted on the day of the trip. Cell phones, iPods, cameras, and other electronic devices are not permitted on educational trips unless authorized by the teacher/principal. Chaperones may not provide a phone, iPod, camera, etc. to students.

Students must wear school uniform unless otherwise indicated. **Chaperones may not bring siblings along on educational trips.** Parents must provide car seats for their child if necessary. When traveling by bus, the number of seats available for chaperones is limited and at the teacher's discretion. Only the chaperones assigned and approved by the teacher are eligible for service hours.

Chaperone drivers must have the following clearance in order to drive on a field trip: Life Scan Fingerprint clearance, Safe Driver, and Virtus online training completed and certificate on file in the front office. Drivers must also have completed the Diocese's Driver Information Questionnaire form and provide the office with a copy of a valid driver's license and proof of auto insurance. A seat belt must be provided for each child, and drivers must require students to use these devices.

Use of Private Vehicles

- Drivers must be at least 25 years of age.
- Driver must have a valid, unrestricted driver's license.

- The driver must carry liability insurance as required by state law. This is a key element since the insurance carried by the driver will typically be used before the diocesan insurance comes into play.
- A copy of current auto insurance must be provided to the front office
- A copy of a current driver's license must be provided to the front office
- Each occupant must have and use a seat belt.
- **Drivers are not permitted to make additional stops on the field trip.**
- **Drivers are not allowed to provide food or drinks to the students while in the car.**
- No one may ride in the bed of a pick-up truck.
- No private (non-chartered vehicles), including vans and RV's with more than 10 seats, shall be used.

Elastic Clause

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

Emergency Procedures

Please read this information carefully so that unnecessary telephone calls, traffic jams, and unauthorized persons (neighbors, friends, etc.) volunteering to take students home are avoided. Please review below and adhere to the emergency procedures.

- No student will be dismissed from school unless a parent (or individual designated by a parent) comes for the student.
- No child will be allowed to leave with another person who is not on the pick-up list in Beehively unless we have written permission from the parent.
- All parents, or designated parties, who come for students, must sign them out at the office or at the temporary reunification point at the eastern edge of the playing field.
- We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will keep your child safe. The majority of the staff is first-aid certified and we will be in communication with various local emergency services. We do ask for your help in the following areas:

Please do not call the school because the lines must remain open for emergency calls.

- Following an earthquake or other emergency, do not immediately drive to the school as streets and access to our school may be cluttered with debris. The school access route and street entrance must remain clear for emergency vehicles. We will block off the Market Street entrance for safety and control. We advise you to approach from the neighborhood south of the school (Cayuga, Church, Gabilan, Central Streets), park, and walk two or three blocks to the school to pick up your child.
- Be advised that, in the event of an incident requiring that the entire school grounds be evacuated, the designated primary Relocation Site is the Courthouse Commons on Gabilan Street, specifically the lawn areas "behind" the Monterey County Courthouse. The secondary Relocation Site is the playing field at Roosevelt School (Central & Capitol Streets).
- Turn your radio to 1380 AM or 92.7 FM (KTOM)

Thank you for your cooperation in these efforts to provide a safe and orderly situation as possible in the event of any emergency. A comprehensive copy of the school's Emergency Preparedness Plan is available for your inspection in the Office of the Principal. Should an emergency occur during school hours, which warrants closing the school and sending students home, automated alert communication

(phone, text and email) through Beehive will be sent out. Please make sure your information is current in Beehive.

Emergency Cards

The school maintains a file of emergency contacts for each child in case of injury or illness. At the beginning of each school year, each family is to review and edit their information in Beehive for accuracy. Update any changes in Beehive during the year.

School Responsibilities

The administration, faculty, and staff commit to:

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

Parents as Partners

Statement of Catholic Principles:

All schools in the Diocese of Monterey are intended to be environments that educate, nurture, and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family, and friends – is required to behave in accordance with these principles. These Christian principles include but are not limited to the following:

1. Parents, family members, childcare providers, and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in **all** areas of the school and student life. This principle is intended to broadly apply to all on and off-campus behavior that affects the school in any way.
2. Students, parents, family members, and friends must act and speak with integrity, respect for others and always use good manners and a cooperative and helpful tone of voice. Clothing of parents and visitors must be respectful and appropriate.
3. Students, parents, and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or staff member or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others not directly involved in the area of concern. Such channels of communication are considered divisive and not calculated to lead to a resolution of the issue in the most respectful and Christ-centered manner.
4. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or a staff member, not to the child or the child's parents.

Parents, guardians, or other responsible adults who violate these Christian principles may be asked to withdraw their student from the school. Conduct that materially disrupts classwork or extracurricular

activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians, or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the school.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its sole discretion.

Statement of Parent Responsibilities

1. Support the educational, social, and spiritual development of your child:
 - a. Uphold the school's policies and rules
 - b. Make sure that your child is responsible for completing homework assignments in a timely manner
 - c. Ensure that your child is ready for school each day by being appropriately dressed, having a nutritious lunch and all necessary supplies
 - d. Hold your child responsible by not bringing items he/she forgot to school
 - e. Involve yourself in the spiritual life of the school
2. Respect the school calendar and hours:
 - a. Ensuring that your child arrives on time for school each day
 - b. Calling in if your child is sick
 - c. Scheduling vacations around the school calendar rather than during school periods
3. Work cooperatively with your child's teacher and the principal
 - a. Be judicious in speaking with your child or allowing your child to overhear conversations that are negative about the school, the teacher, the principal, or another student
 - b. Be available for conferences or meetings with your child's teacher
 - c. Read all communications that come from the school

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

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

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

- I will build a bridge of acceptance and understanding and expect my child to do the same, among the different cultures represented at Sacred Heart School.
- I will refrain from cyber-bullying or making negative comments on social media sites.

Involve ment

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

Family Service Hours

All families are required to contribute 35 hours of service to the school each school year. Family service programs serve as an avenue for families to become a significant part of school life. Mutual cooperation is necessary to foster the true spirit of faith and unity.

There are a variety of ways to complete your family service hours including volunteering in the classroom and on campus, chaperoning school field trips, providing requested product. Staff will communicate throughout the year for service opportunities. Parents are responsible for entering their hours in Beehively. Product donations will be credited one hour for every \$15 spent. If a family donates money or product, they receive either service hours or claim as a tax donation, not both. Hours not completed by June 1, will be billed at a rate of \$50.00 per hour. Eighth grade families and students who have not completed their hours will not be able to participate in graduation activities. Families may "buy out" the family service hours for a fee of \$500. Uniform donations are limited to a maximum of ten hours per year.

Extended Care Program

The Extended Care Program serves parents of our school by providing opportunities for study, organized playtime, and continuation of Catholic living principles during non-school hours. The program is open from 7:00 to 7:45 am and after school until 5:45 pm.

Enrollment

Parents must complete the Extended Care Authorization Form located in the Extended Care Handbook to be enrolled in the program for both part-time and full time no later than the Welcome Back BBQ. The non-refundable \$75 family registration fee will be collected in September through FACTS for full time and part-time enrolled students.

Payments

All students who are enrolled in extended care (part-time and full time) must have their payments taken out via FACTS. (no exceptions). Full time enrolled must complete the Full Time Agreement form and the monthly fee will be deducted through FACTS on the 5th or 20th. Part-time enrolled must complete the Monthly Agreement Form by 25th of the previous month and the monthly fee will be deducted through FACTS on the 5th.

General Policies (Please see COVID Addendum)

Morning Check-In: Parents must sign in the child each morning when dropped off. In an emergency drop off situation, the parent must inform the extension supervisor of the situation and pay the non-registered drop-in rate of \$15.00 at that time.

Afternoon Check-In: Registered students must sign into extension at the check-in desk. In an emergency drop off situation, the parent must contact the school prior to dismissal of the need. The non-registered payment of \$20 regular dismissal / \$25 minimum day dismissal is expected at the time of pick up. An authorized adult must sign the student out of extended care each day

and indicate the time of pick up on the sheet. A \$20.00 late fee will be charged for students picked up between 5:45 – 6:00 pm and an additional \$5.00 per minute for students picked up after 6:00 pm.

Behavior

The Sacred Heart School policies apply during the Extended Day. All students who attend the program are expected to follow the school rules and regulations that govern behavior at Sacred Heart School. A student will be dismissed from the program if behavior is non-compliant. Please see the Extension Handbook for a complete list of policies and rules.

Extracurricular Activities

Students are encouraged to participate in extracurricular activities according to their interests, talents, and time. Compliance with eligibility requirements and consistent involvement in the appropriate activities of each program are the responsibility and privilege of each participant.

Sports

Registration forms are required for each sport. A per sport fee will be required for school-sponsored team. For grades 7 and 8, participants must maintain a C average, and no D's or F's in core subjects. Participants cannot have a 3 or 4 in effort, conduct, or

Student Council

Students from grades 5-7 may be elected to the Student Council for the following school year. Class representatives will be elected from grades 4 to 8. The Student Council provides an excellent opportunity for experience in leadership and the principles of democratic government. All student council members must submit an approval form to continue at the end of each trimester. Any student suspended from school for any reason will be removed from office and will be ineligible to run for the following school year. Students may not have D or F grade or 3 or 4's in conduct/effort. If a student receives a disciplinary pink slip they will be removed from office. All Student Council candidates and members must adhere to the Sacred Heart School Student Council Rules and Regulations.

Fire/Disaster Drill

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

General Information (Please see COVID Addendum)

Office Hours

The main office is open from 7:45 am to 4:00 pm each school day.

School Hours

Transitional Kindergarten:	8:00 am - 12:00 pm
Kindergarten	8:00 am - 2:00 pm
Grades 1-8	8:00 am - 3:00 pm

Morning Recess: (TK-8) 10:30 am -10:50 am

Lunch (K-8):12:10 - 12:50pm
 (Grades K-4 at lunch tables from 12:10-12:30 pm; Grades 5-8 at lunch tables from 12:20 – 12:50 pm)

Early Dismissal on Thursday:2:00 pm

Minimum Days

Grades K- 8:00 am - 12:30 pm

Lunch is not served on minimum days. The purpose of these days is for teachers' meetings and faculty in-service. Dates for minimum days are marked on the school's website calendar and on Beehively. All students not enrolled in Extended Care must be picked up no later than 15 minutes after dismissal.

The parking lot located on Market Street is for faculty and preschool parents only. The parking lot for parents and visitors is located on Stone Street.

Daily School Schedule (See COVID Addendum)

Daily Schedule (Mon - Wed) Grades 1 - 8		Minimum Day Schedule Grades K - 8	
Assembly	8:00 – 8:15am	Assembly	8:00 – 8:10am
Period 1	8:15 – 9:00am	Period 1	8:10 – 8:40am
Period 2	9:00 – 9:45am	Period 2	8:40 – 9:10am
Period 3	9:45 – 10:30am	Period 3	9:10 – 9:40am
RECESS	10:30 – 10:50am	Period 4	9:40 – 10:10am
Period 4	10:50 – 11:30am	Period 5	10:10 – 10:40am
Period 5	11:30 – 12:10pm	RECESS	10:40 – 11:00am
LUNCH	12:10 – 12:50pm	Period 6	11:00 – 11:30am
Period 6	12:50 – 1:35pm	Period 7	11:30 – 12:00pm
Period 7	1:35 – 2:20pm	Period 8	12:00 – 12:30pm
Period 8	2:20 – 3:00pm	* Prayer/dismissal	12:25 – 12:30pm
* Prayer/dismissal	2:55 – 3:00pm		
Mass Day Schedule (Fri) Grades 1 - 8		Collaboration Schedule (Thurs) Grades 1 - 8	
Assembly	8:00 – 8:10am	Assembly	8:00 – 8:10am
Period 1	8:15 – 9:00am	Period 1	8:10 – 8:50am
Period 2	9:00 – 9:45am	Period 2	8:50 – 9:30am
Period 3/Mass	9:45 – 10:30am	Period 3	9:30 – 10:05am
Recess	10:30 – 10:50am	RECESS	10:05 – 10:25am
Period 4	10:50 – 11:30am	Period 4	10:25 – 11:00am
Period 5	11:30am – 12:10pm	Period 5	11:00 – 11:35pm
LUNCH	12:10 – 12:50pm	Period 6	11:35 – 12:10pm
Period 6	12:50 – 1:35pm	LUNCH	12:10 – 12:45pm
Period 7	1:35 – 2:20pm	Period 7	12:45 – 1:20pm
Period 8	2:20 – 3:00pm	Period 8	1:20 – 2:00pm
* Prayer/dismissal	2:55 – 3:00pm	* Prayer/dismissal	1:55 – 2:00pm

Graduation

There will be a non-refundable graduation fee of \$150.00 due December 1 to cover the following expenses:

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

Requirements to participate in 8th grade graduation activities:

- Students who earn an "F" within the school year, must show on-going improvement before graduating.
- Students must show appropriate behavior; excessive discipline slips can result in a student being denied participation in graduation
- Students who have been suspended more than 1 time their 8th grade year might not be permitted to participate in graduation activities
- Students must have complied with all attendance requirements.
- All tuition and other fees **must** be paid by **May 20th**
- Student community service hours must be completed by **May 20th**
- Completion of all family "family service" hours by parents
- Adherence to all graduation dress code requirements
- An 8th grader who is
- An 8th grader who enters Sacred Heart School later than the beginning of the 3rd trimester will not participate in graduation activities (unless transferring from another diocesan school)

Harassment/Bullying

Students and their parents are expected to behave in a manner appropriate for their age and level of maturity. Engaging in harassing behavior on school property or at a school-sponsored event is forbidden. There is a zero tolerance policy at Sacred Heart School; both parents and students will be subject to appropriate disciplinary action. When a teacher or the administration receives a report of harassment, he or she will initiate an investigation and take prompt action to intervene.

The school is committed to providing a safe and comfortable learning environment that respects Catholic values and is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and take appropriate action to ensure that substantiated bullying or harassment stops.

Substantiated acts of harassment, bullying, or hazing by a student will result in appropriate disciplinary action up to and including expulsion of the student. The disciplinary action will be in proportion to the severity of the case. Students who file false or frivolous charges will also be subject to disciplinary action up to and including expulsion.

Harassment

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

- a. **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person.
- b. **Physical Harassment:** Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement.

- c. **Visual Harassment:** Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media).
- d. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. In accordance with the Church's respect for the dignity of each individual, the schools in the Diocese of Monterey denounce sexual harassment by and among students. The Catholic Schools of the Diocese of Monterey have adopted a written policy against sexual harassment as it pertains to students:

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

Basically, any behavior by one person to another, which, at a minimum, has a negative gender effect on the person who receives the behavior, may be considered sexual harassment. The penalties for sexual harassment by students are numerous and severe. Under the California Civil Code, a fine can be assessed against the parents of a minor who causes injury to another student. This fine cannot exceed \$10,000.00. Under the California Education Code, a second fine can be assessed against the minor's parents. If a reward is given for information leading to the identity and apprehension of a minor who has willfully caused injury to another, *the California Government Code provides that the minor's parents are to be held liable for the amount of the reward, not to exceed \$10,000.00.*

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

Bullying

Bullying is the **habitual** harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. Can include the following behaviors:

- a. Teasing
- b. Name-calling, taunting
- c. Threatening
- d. Purposely leaving someone out
- e. Telling other children not to be friends with someone
- f. Spreading rumors about someone
- g. Breaking someone's things

Bullying typically consists of the above behaviors (a-g), that are initiated by one or more students against a victim or victims. Usually there is an actual or perceived power imbalance between the bully and the victim. Such power imbalance may include differences in physical size or strength or access to embarrassing information.

In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Whether the bullying is direct or indirect, the key component of bullying is **physical or psychological intimidation that occurs repeatedly** over time to create an ongoing pattern of harassment and abuse.

Cyberbullying

This occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. The school's network and/or the broader Internet, whether accessed on campus or off campus, may not be used for the purpose of harassment. This can include but is not limited to:

- a. Sending inappropriate texts, emails, or instant messages
- b. Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites or using someone else's username to spread rumors or lies about another person

Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a cop

Health Policies (Please see COVID Addendum)

It is requested that students not be sent to school if they have a fever or complain of illness. Students must be free of fever, without the benefit of medication, for at least 24 hours before returning to school. The school secretary or other persons designated by the Principal under the direction of the Superintendent shall assist such students in taking their medication.

The Diocese of Monterey recognizes that certain students may need to take prescribed or over-the-counter medication during the school day. Prescribed medication must be turned into the front office along with a "Physician Order and Parental Authorization to Administer Medication" form.

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

Immunizations

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

- Polio or IPV: 4 doses (3 ok if one was given on or after 4th birthday)
- DTaP, DTP, Tdap or Td: 5 doses (4 doses ok, if 1 was given on or after 4th birthday. 3 doses ok if 1 was given on or after 7th birthday). 7th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday)
- MMR: 2 doses (both given on or after 1st birthday)
- Hepatitis B: 3 doses
- Varicella: 2 doses
- Tdap Booster: 1 dose for all students entering 7 or 8 grade

Medical Checkups/Physicals

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

Medication Forms

Per Diocese of Monterey: All medication OTC (over the counter) or RX must remain in the office. "Physician Order and Parental Authorization to Administer Medication" forms are available in the office. All medications for students (over the counter or prescription, including aspirin, Tylenol, Motrin, cough drops, inhalers, etc.) must be brought to the front office.

Homework

The average homework requirements for students are as follows: grades TK-3, 30 minutes; grades 4-6, 1 hour; and grades 7-8, 90 minutes. This homework is in addition to the required 30 minutes of reading each night for students in all grades TK- 8. It should be understood that some students might take more or less time for homework, depending on their ability and study habits.

Please allow your student to do his/her own work. Parents need to check homework each night and communicate difficulties to your child's teacher. Refer to classroom/subject policies regarding late homework.

Grades TK to 3rd parents are expected to work with students and to check over their work each night. Grades 4-8 parents are expected to review and monitor student homework. Parents are responsible for communicating with the teacher regarding difficulties your child is having in completing the assignments.

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

- Homework slips may be given for missing or incomplete homework. Homework slips must be turned in the next day or a yellow/pink slip will be given.
- Incomplete homework will affect their trimester grade.
- Teachers may hold their own homework detention for poorly performing students.

Make-Up Work

When a student is absent due to illness, missing work will be given to them on the day they return. Parents may email the teacher by 12:00 pm to request the work to be placed in front office cubbies. Homework is posted on Beehively for parent/student review. Teachers will not email homework assignments to parents.

Refer to the Attendance section of the handbook for work missed during an absence.

**Families are encouraged to schedule trips and vacations during school holidays/breaks.
Dental and doctor appointments should be made before or after school.**

Honor Roll

Honor Roll awards are merited by students in grades 4 – 8 who maintain all A's and B's each trimester in all subjects. 1's or 2's is required in all other areas (effort, conduct, homework, etc.). Students who have received a "pink slip" are not eligible for honor roll. A student who is suspended is not eligible for honor roll. Students with classroom accommodations may not be eligible to receive honor roll.

Insurance

The Diocese of Monterey provides student insurance for all students. The insurance cost is included in the registration fee. Injuries received during school-supervised activities are covered. Student Accident Insurance forms are available in the front office.

Library

Sacred Heart Library is run by a part-time librarian and volunteers. Library policies and the Accelerated Reader program are explained to students at the beginning of the year. Encourage your child to make good use of both the school and public library. Students visit the library at least once a week. Students are

expected to respect librarians, volunteers, books, and materials. Fines are assessed for damaged or lost books.

Liturgies (Please see COVID Addendum)

Parents are encouraged to celebrate with students by participating in school Masses. Please check the calendar on Beehively for Mass dates. Students are required to attend school Masses.

Lockers (Please see COVID Addendum)

Students in grades 5-8 will be issued a locker. Lockers are located outside the upper grade classrooms.

Students are not permitted to keep any personal items in their lockers (mirrors, posters, stickers, hairbrushes, etc.). Students may put a shelf in their locker for organizational purposes. Only schoolbooks and school related materials are to be kept in the lockers. Students will only be permitted to access lockers during designated times: before homeroom, before and after snack and lunch recess, and after school. Students are not permitted at the lockers during recesses. **Once class has begun students may not access lockers to retrieve items without the teacher's permission. The office maintains the master key and record of all combinations to the lockers and reserves the right to open and inspect**

Lost Articles

Parents are requested to label all clothing, backpacks, and lunch bags. The lost and found area is located outside the faculty room. Valuable jewelry, money, and wallets are taken to the office. Clothing not claimed at the close of the year becomes property of Sacred Heart School.

Lunch

Sacred Heart is a closed campus at lunchtime. Students may bring their own lunch. Parents who bring a student lunch must mark the lunch with the child's name and grade and place in the cubbies in the front office. Parents may not take lunches to the classroom, give to students at Mass, or pass through the gates.

Extended Care and the front office will not heat up a child's lunch. A fresh made hot lunch and a salad bar are available for purchase on a weekly and monthly basis. Online ordering is available through Beehively. **All orders for the following week must be submitted online every Sunday by 5:00 pm.** Purchased snack items are available at the Saint's Café located outside the extended care room. Food allergies in your child's class will need to be respected. **The following food items are NOT permitted: fast food, caffeinated drinks, sodas, or energy drink beverages.** Glass containers are NOT permitted on campus.

Money Sent to School

Clearly mark in an envelope the purpose for any money sent to the school. Cash cards may be purchased on Beehively. We encourage parents to purchase a cash card for their child rather than send cash. The school is not responsible for cash that is brought on campus.

Non-Discrimination Policy

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

Outdoor Science School (Please see COVID Addendum)

The sixth grade curriculum allows for participation in outdoor science school. Each year we explore the best opportunities for our students.

Parents' Club

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

President – Erika Rowe
Treasurer – Lynn Halton
Chavez

Head Room Parent: Mariann Sullivan Event Chairs: Per Event

Vice President – Morgen Puckett
At Large – Jessica Quiroz

Secretary – Jeanna Scattini
Board Liaison – Gabriella

Room Parents

A list of volunteer room parents will be published in the September Family Newsletter.

Parties (Please see Covid Addendum)

Room parents coordinate classroom parties with the teacher. Parents are asked to contribute refreshments and supplies for these parties. Please provide only what you are asked to provide by the classroom teacher and do not improvise or embellish.

Birthday Treats

All treats are required to be approved and prearranged with the teacher at least two days in advance of the birthday. **Lunch items (pizza, happy meals, etc.) are not appropriate** and will not be permitted. Goodie bags, balloons, or other deliveries are not permitted and will be kept in the front office until the end of the day. **Parents may bring in small handheld treats such as doughnuts or cupcakes (no full cakes) with approval of the teacher.** Parents are asked to have the snacks to the front office by 10:00 am. * See Birthday Free Dress Section.

Invitations

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

Playground

To ensure the safety of students at all times at the play areas, students are expected to play fairly, take turns, keep rocks and other objects on the ground, and follow directions given by the staff members supervising the playground. Staff members supervise the playground 15 minutes before school (7:45 – 8:00 am) and 15 minutes after school (3:00-3:15 pm) each day. Children are not allowed to be on the school grounds unsupervised. Students who arrive at school before 7:45 am are **REQUIRED** to check into Extended Care and families will be charged accordingly.

Only those students engaged in the sports programs are under the supervision of the athletic coach. Siblings are not allowed to remain on campus unless enrolled/checked in to extended care. Any student not enrolled in extended care or participating in practice must leave the school playground 15 minutes after dismissal. Students may not wait on campus until their practice begins. They must either be brought back by a parent or enroll in extended care.

Promotion Policy

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

- The student has satisfied the requirements of his/her present grade level
- The student has fulfilled the required days of school attendance
- Students who have been previously retained and who have not satisfied the requirements of the present grade level will be passed, not promoted, into the next grade level. If Sacred Heart cannot satisfy the special needs of the students, an alternative school will be recommended
- Eighth grade students who do not satisfy grade level requirements will receive a "Certificate of Attendance" rather than a diploma and may or may not participate in graduation activities pending graduation review committee.

Retention

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

Report Cards

Report cards are issued at the end of each trimester via email. Please track your child's progress on Beehive. Progress reports will be emailed 1st and 3rd Sunday of each month. A hard copy of the final report card will be given to students on the last day of school.

Grading Scale

Transitional Kindergarten	1	Beginning
	2	Developing
	3	Proficient
	*	Not Yet Assessed
Kindergarten - Grade 2:	E	Excellent
	S	Satisfactory
	M	Making Progressing
	NI	Needs Improvement
Grades 3-8:	A	97- 100%
	A-	94- 96%
	B+	90- 93%
	B	86- 89%
	B-	83- 85%
	C+	79- 82%
	C	74- 78%
	C-	70- 73%
	D+	68- 69%

D	65- 67%
D-	63- 64%
F	00- 62%

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

Students will not be given extra credit throughout the trimester in order to compensate a final report card

Minimum Grade Requirement

All students at Sacred Heart School are expected to earn at least a C- in all subjects. When a student receives one or more F's on a trimester report card they will be accessed by the academic review board. This review may result in a student being retained or socially promoted to the next grade.

Safe Environment

Sacred Heart School takes all reasonable precautionary measures to assure student safety. Awareness and compliance with the appropriate regulations and procedures on the part of faculty and staff will assist with this effort. Sacred Heart School abides by the Safe Environment Program of the Diocese of Monterey. Please visit the Diocesan website to download the Safe Environment Handbook.

All volunteers at Sacred Heart School must comply with the Diocesan Safe Environment policies. Volunteers must complete the Life Scan Fingerprint process. Volunteers must also complete the Virtus and Safe Driver online courses and provide completion certificates to the front office. Cleared fingerprints and completed online training must be on file in the front office before a volunteer is allowed on campus.

School Calendar

Students in the Diocese of Monterey attend school for 180 days. A yearly calendar is posted on our school website and in Beehive and updated as needed.

Solicitation

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

Student Responsibilities

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

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

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

Behavior

All persons in and around the school building are to be respected and treated kindly. Speech and actions are to reflect Gospel values. Bad language, disrespectful attitudes, and fighting are not acceptable behaviors. In consideration of others in the school, voices are to be kept moderate and

peaceful, especially in halls and common areas. These standards apply any time a student is on campus for any event during or outside of regular school hours.

In the Classroom

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

On the Playground Before, During, and After School

1. Students will respect adults and school standards.
2. Students will remain on campus during school hours.
3. Students will play in class areas and care for equipment.
4. Students will eat in class areas and help with yard cleanliness.
5. Students will not drink or eat in the morning at assembly.
6. Students will not bring from home any sports equipment, electronic games, radios, players, trading cards, magazines, playing cards, stuffed animals, or any other articles of play. Show and Tell items will be as directed by the teacher.
7. Skateboards or roller blades are not permitted on campus.
8. Students will not fight or argue.
9. Gum is not permitted.

Community Service

In the spirit of our school motto, *Reverence, Respect, and Responsibility*, all 6th 7th and 8th grade students are required to complete 15 hours of Community Service per year as a fulfillment of the curriculum. **The students are required to complete at 5 hours per trimester (on campus or off campus).** The teachers will post hours each trimester. off-campus. School events that occur outside school hours are considered off-campus (ie: family festival, Safe Halloween). Volunteering in the community such as at the food bank, local shelter, beach clean up, etc. are considered off-campus hours. These hours must be completed in a chaperoned capacity. The school will provide a variety of suggested community service opportunities, but it is the responsibility of the student to complete and find opportunities.

8th grade students who do not complete their hours will not be able to participate in graduation activities. 6th and 7th grade students who have incomplete hours at the end of the year will have the incomplete hours doubled for the following year to complete in addition to the 15 hours that are required each year.

Student Volunteer Forms are available in the front office and on Beehively. The students must complete the form for each volunteer assignment and have the supervisor at the volunteer location sign and date the form. **It is the responsibility of the student to turn in the form to their homeroom teacher as they complete the hours for that trimester. Parents are not allowed to complete or turn in student volunteer form for the student.**

Students should keep a copy of each form for their records. The teacher will post/inform students each trimester of the completed hours.

Telephone Calls at School

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

Cell Phones

Sacred Heart School discourages student possession of cell phones and any other devices that connect to the internet (Smart watches, e-readers, etc) on campus. However, if a student must bring a cell phone to school, he/she must place it in classroom storage for safe-keeping for the entire school day. It will be returned at the end of the school day. The cell phone is to be off (not vibrate mode) during school hours (7:45 am to the end of the day, 3:00 pm).

Any time a student is found using a cell phone or music device, or with the item on or out, he/she will receive a yellow slip and the item will be confiscated. On the first offense, the student will be given a yellow slip and may reclaim the item at the end of the school day. On the second offense, the student will be given a yellow slip, the parent must pick up the item, and a "Cell Phone Contract" will be signed by the student and parent describing the consequences for further violations. **Inadvertent or accidental ringing of a cell phone will result in a one-time warning. Subsequent incidents of this nature will be counted as a first offense in the above policy.**

These items are the most commonly lost or stolen items at school, and we cannot and will not be responsible for such items. We strongly recommend that you keep all valuable items at home.

This policy will also be in place for students that attend after school care, Extension.

Textbooks

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

Tuition Fees

Tuition collection is managed by FACTS tuition collection services. Tuition may be paid in full, by semester, or on a monthly plan. All families are required to have a FACTS account unless the tuition will be paid in full. FACTS will charge a one time processing fee each year for monthly and semester tuition payments. Semester and monthly payments will be directly withdrawn from a checking or savings account on the 5th or 20th of each month from August through May. Families who are delinquent 2 or more monthly payments may be asked to leave the school. Additional payments may be made through FACTS throughout the school year. Tuition and fees paid by cash will be assessed a \$25 processing fee for each payment made.

There is a \$400 Registration fee due for each student enrolling in February. A late fee of \$100 will be charged for payments made after the registration deadline.

There is a \$350 Building and Maintenance fee due by May 20. A late fee of \$100 will be charged for payments made after the deadline.

The tuition scales are as follows:

Transitional Kindergarten: \$4,800.00
Kindergarten- Grade 8: \$5,800.00

Returned Checks

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

Financial Obligations

Families having a balance from the previous school and /or have not paid registration and building and maintenance fees are notified in June. Students will not be allowed to register for the following school year until all fees and tuition are current. The first tuition payment is due in August. Payment must be paid no later than the 20th. If a student(s) transfers to another school during the calendar year, *tuition in full will be due through trimester's end on the day of departure*.

Tuition Assistance

Families in need of tuition assistance must apply through FACTS. The link is available on the school's website. Assistance is not available to families who owe a balance or have not paid registration and building and maintenance fees. Assistance is granted according to need and available funds. Full scholarships are not available; only partial assistance is available. Families must have met all financial obligations and provide ALL required documentation. Families who receive tuition assistance and choose to pay their tuition in full do not receive the \$50 discount.

Returning Students

Families who wish to return for the upcoming school year must turn in the Tuition Contract and pay the registration fees by the designated date in February. Late fees will apply after the due date. Acceptance is not automatic; the principal reserves the right to accept or reject applications for the new academic year.

Visitors (Please see COVID Addendum)

It is imperative that the school knows exactly who is on campus in the event of an emergency or disaster.
All visitors must register in the front office.

Volunteers: Fingerprint Policy, Virtus & Safe Driver Online Training

In keeping with the November 1, 1998, directive of the State of California, all volunteers must be fingerprinted if working with students of Sacred Heart School. Volunteers may also be required to present a certificate that they have been found free of communicable tuberculosis within the last 4 years. As per Diocesan requirements, all volunteers must also complete the Virtus online and Safe Driver online training course and provide the front office a copy of the certificate of completion before they are eligible to volunteer. **Volunteers must register in the front office and will be issued a diocesan issue badge.** This badge must be worn while on campus and must be returned to the front office when leaving campus. **Non-enrolled children are not permitted on campus while a parent is volunteering without prior**

approval. Parents who remain on campus after morning assembly must register with the front office or leave 5 minutes after assembly ends.

Withdrawal

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

Any parent who chooses to leave Sacred Heart School at any time, with negative feelings toward the school, staff, or parish, may relinquish the right of returning to Sacred Heart School. They will be encouraged and welcomed to attend another diocesan school.