

**ELEMENTARY PARENT/STUDENT HANDBOOK**  
**SACRED HEART SCHOOL, VENTURA, CALIFORNIA**  
**2010-2011**

The purpose of this parent/student handbook is to clearly state school policies, which are consistent with Archdiocesan policies as stated in the Administrative Handbook. Some sections are formulated by the school and others are directly from the Archdiocese; the latter are included verbatim in the parent/student handbook and are distinguished by a different font. All school policies are reviewed annually to ensure that they remain consistent with updated Archdiocesan policies.

The principal reserves the right to amend the handbook at any time. Parents/guardians and students will be promptly notified in writing of any amendments.

Parents/guardians and students must sign a statement each year that acknowledges their agreement to be governed by the handbook and the right of the school to make amendments (Parent/Student Policies Agreement Form below).

**TABLE OF CONTENTS**

<b><u>TOPICS</u></b>	<b><u>PAGES</u></b>
<b>A. GENERAL INFORMATION</b>	
1. Mission Statement	4
2. Schoolwide Learning Expectations	4-5
3. Code of Christian Conduct	5-6
4. History of Sacred Heart School	6-7
5. Relationship to Parish	7
6. Consultative School Boards and Parent Organizations	7-8
7. School Organization, Staff Roles and Responsibilities	8
8. School Personnel	9
9. School mascot, map	10
10. School Schedule and calendar	11
11. Zero Tolerance/Safe Environment	11-17
12. Parent/Student Complaint Review Process	18

## **B. ADMISSION AND ATTENDANCE**

13. Guidelines for Admission	19
14. Non-Discrimination Policy	19-20
15. Inclusion procedures	20
16. Arrival/Dismissal Procedures	20-21
17. Absence, Tardiness & Truancy	21-22
18. Health, Medication Policy, Accident Procedures	22-23
19. Student Accident Insurance	23
20. Communications Procedures	24
21. Security Procedures	24-25
22. Parent/Guardian Right of Visitation/Custodial Issues	25
23. Extended Day Care Program	26
24. Work Permits	26
25. Privacy and Access to Records	27-28
26. Transfer of Records	28-29

## **C. ACADEMICS AND CO-CURRICULAR ACTIVITIES**

27. Curriculum Offerings	30
28. Religion Program	30
29. Homework	30-31
30. Grading	31-32
31. Honors and Awards	32
32. Testing and Assessment	33
33. Academic Probation/Retention/Transfer	33
34. Graduation Requirements	33
35. Educational Trips and Curricular Enrichment Programs	34
36. Athletics	34-35
37. Summer School	35

38. Electronics Communications Policy	35-40
39. Tutoring	41
40. Counseling Policy	41-42
41. Parent’s Authorization for Publication of Student Work/Pictures	43-44

**D. TUITION AND FEES**

42. Tuition and General Fees	45
43. Tuition Collection, Payment Plans, Automatic Deductions	45-46
44. Tuition Assistance	46
45. Parent Service and Fundraising Requirements	46
46. Costs/Fees for Field Trips, Sports, Etc.	46

**E. DRESS/UNIFORM CODE**

47. Dress/Uniform Code	47-50
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**F. DISCIPLINE**

48. Discipline	51
49. Maintenance of Effective Discipline	51
50. Disapproved Disciplinary Measures	51
51. Behavior Expectations	52-53
52. Consequences (Including Detention)	53
53. Suspensions and Expulsions	54-58
54. Harassment, Bullying, and Hazing Policy	58-60
55. Student Threats	60
56. School Searches	61-62

## **A. GENERAL INFORMATION**

### **MISSION STATEMENT**

We, the staff, students and parents of Sacred Heart School work together in order to create an atmosphere guided by Catholic values, principles, and challenges, personal relationships of respect, reverence, and support for every person with whom we come into contact, and a curriculum based on the skills and techniques essential to educate students in critical thinking and global living in today's society.

Education at Sacred Heart School is centered in Christ and is concerned with the development of the whole child. We are committed to helping students grow in trust and devotion to the Sacred Heart of Jesus as well as to growth in the spirit of prayer, service and leadership in the Christian community.

Sacred Heart School cooperates with and assists the parents or legal guardians, who are the primary educators of their children. Along with teaching Catholic dogma, doctrine, and morals, Sacred Heart School maintains a strong, innovative curriculum. It is our goal to promote a school atmosphere that is enlivened by Gospel values, intellectual proficiency and self-esteem.

### **SCHOOLWIDE LEARNING EXPECTATIONS (SLES)**

A. As maturing Catholics, Sacred Heart School graduates:

1. Understand the teachings of the Catholic faith.
2. Participate daily in various modes of prayer and/or liturgy.
3. Live their faith by identifying and responding to the needs of self and others.
4. Incorporate Gospel values when making moral and ethical decisions.

B. As life-long learners, Sacred Heart School graduates:

1. Listen for information.
2. Follow oral and written directions.
3. Read for knowledge and enjoyment.
4. Demonstrate comprehension orally and in written form.
5. Assess his/her own strengths and weaknesses.
6. Recognize, evaluate and use sources of information.
7. Retain and apply knowledge.
8. Evaluate and solve problems.
9. Communicate in an articulate and appropriate manner.
10. Practice time management and apply study skills.

August 2010

C. As socially-maturing individuals, Sacred Heart School graduates:

1. Accept and respect all of God's gifts.
2. Assume responsibility for their words and actions.
3. Show respect and concern for self and others.
4. Develop strategies for dealing with opportunities and challenges.
5. Demonstrate leadership qualities.

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/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 discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or

public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

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

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

### **HISTORY OF SACRED HEART SCHOOL**

Our school opened in September of 1980 with about 40 students in kindergarten and first grade classes under the guidance of our founding pastor, Monsignor Arnold Biedermann. In January of 1981 the Sisters of Notre Dame agreed to assume administration of the school. Sister Mary Francelia, SND remained principal until June 1997. Jean Marie Alden was hired as principal in 1997. Laura Lynn Tellez served as principal for the 2008-2009 school years. Christine Benner was hired as principal in 2009.

The school plant, in 1980, consisted of four classrooms and office facilities, which served the needs of the School of Religion as well. In 1983, a major building project was begun which added four classrooms, offices and faculty quarters to the existing buildings. Each September another grade was added until September of 1987 when classes finally ranged from kindergarten to the eighth grade. The final construction of Sacred Heart School was completed in the fall of 1988 and consisted of a permanent kindergarten, library, science lab, and computer room. With St. Jude School in Westlake, Sacred Heart School is one of the last constructed in the Archdiocese of Los Angeles.

Classes at Sacred Heart School are self-contained in grades kindergarten through grade five and departmentalized in grades six, seven and eight. Our teachers follow the California Standards in all academic subjects and teach Religion daily. The core curriculum is enriched by a well-stocked library, physical education classes, computer instruction, and special music and art appreciation programs. This year new computers were installed in the library and computer lab and the school network was updated. There are teacher assistants in grades kindergarten through third who work with students on academic tasks an average of three hours daily. There is also a math assistant for grades three through eight.

Our students attend Mass every Friday and participate in service projects for a variety of causes throughout the school year. There are many traditions the students enjoy such as The Saints Parade and Teddy Bear Day. Devotions to Mary and Saints imbibe in the students a truly 'Catholic Culture' which will make them bold witnesses in the society

upholding Christian values and principles. Students who graduate from Sacred Heart School attend local high schools with great success.

Sacred Heart School continues to realize the vision of Monsignor Biedermann, a vision of the school as a leaven in the parish, supplementing and supporting parents/guardians in the all-important role of educating the whole child.

### **RELATIONSHIP TO PARISH**

Sacred Heart School is a Catholic parish school under the jurisdiction of the Archdiocese of Los Angeles. The administrator of the parish, Father Cyprian Carlo, is the ex-officio chief administrative officer of the school, who carries out the policies of the Archdiocesan Advisory Board and, on points not covered by Archdiocesan policy, determines policies appropriate to the needs of the school. The principal, Christine Benner, is responsible for the immediate direction and supervision of the school program. Sacred Heart School strives to be a leaven in the parish, supplementing and supporting parents/guardians in the all-important role of educating the whole child. Currently the school serves approximately 220 students from Sacred Heart Church and surrounding parishes.

### **CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS**

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

#### **Parent Organizations**

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

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws.

August 2010

## **Consultative School Boards**

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

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

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board.

### **SCHOOL ORGANIZATION, STAFF ROLES AND RESPONSIBILITIES**

Sacred Heart School exists to educate our students in a Catholic environment. We follow the academic and religious directives of the Archdiocese of Los Angeles.

# Sacred Heart School

2010/2011

Administrator	Rev. Cyprian Carlo
Principal	Christine Benner
Office Manager	Michele Hahn
Athletic Director	Marlene Petersen
Health Chairperson	Marlene Petersen
Scrip Chairperson	Shaune Ramirez

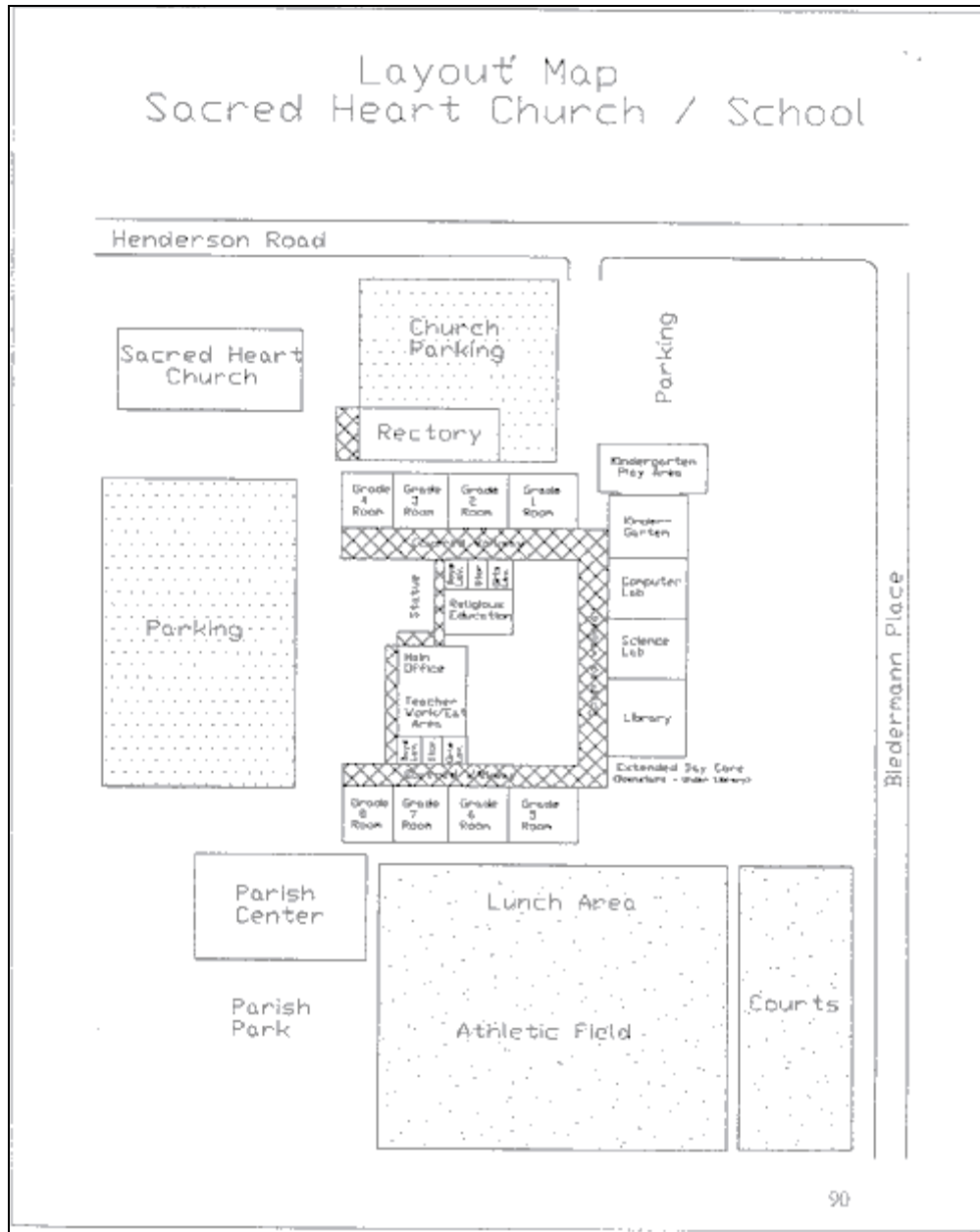
Kindergarten	Carol Brown
Grade 1	Heidi Manning
Grade 2	Christina Danforth
Grade 3	Priscilla Espinosa-Kaiserman
Grade 4	Sharon Redmond
Grade 5	Elizabeth Carney
Grade 6 – Religion/Social Studies	Allyson Clemmensen
Grade 7 – English/Literature	Sarah Gaither
Grade 8 – Science/Math	Mary Dwyer
Music	Joel Doswell
Music Programs	Elaine Lyle
Physical Education	Marlene Petersen
Library	Anna Mora
Aides	Sherryl Keegan
	Margaret Wipper
	Therese Touchette
	Veronica Vazquez

August 2010

## SCHOOL MASCOT

The Sacred Heart school mascot is the Cardinal.

## SCHOOL MAP



August 2010

## SCHOOL SCHEDULE AND CALENDAR

### SCHEDULE

7:30 a.m.	Supervision Begins
7:50 a.m.	First Bell
7:55 a.m.	Morning Session Begins - Tardy Bell
10:00-10:15 a.m.	Morning Recess
11:45-12:25 p.m.	Lunch
12:30-2:45 p.m.	Afternoon Session
2:45 p.m.	Dismissal

\* Note: Kindergarten recess and lunch schedule may differ from times noted above. Dismissal for minimum days and faculty meetings will be at 12:00 p.m. Students should be picked up no later than 12:15 p.m. on these early dismissal days unless they are attending extended day care.

### CALENDAR

The school calendar is located in a separate file on the website; copies can be requested from the office.

### ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

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

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

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

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

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

### **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

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

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

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at 213 637 7460.

### **GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS**

*Revised August 20, 2007*

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

August 2010

**Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.

- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

**BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL  
YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR  
YOUTH**

*Revised August 20, 2007*

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

August 2010

## **Code of Conduct for Student Workers/Volunteers**

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.

August 2010

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

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

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

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

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

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

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

Signature of Parent/Guardian: \_\_\_\_\_

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

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

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

## **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

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

### **School Level**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

### **Department of Catholic Schools Level**

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

## **B. ADMISSION AND ATTENDANCE**

### **GUIDELINES FOR ADMISSION TO ELEMENTARY SCHOOLS**

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35.
- The recommended age for kindergarten students is five 5 years of age on or before September 1, but required by December 1.
- The recommended age for first grade students is six 6 years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.
- Each school shall establish procedures for admission and enrollment.

### **SCHOOL STUDENT NON-DISCRIMINATION POLICY**

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

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

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions

August 2010

concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

### **INCLUSION PROCEDURES**

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

### **ARRIVAL/DISMISSAL PROCEDURES**

Our number one concern is the safety of our students, their families and our staff. All parents/guardians and children are asked to abide by traffic laws and courtesy, and obey the teachers supervising the traffic and pedestrian flow.

#### **Morning Drop-off**

For the car-pool drop-off: Enter the west drive and follow the line for drop off. Students should be ready to exit and proceed to the courtyard. The parking lot in front of and behind the rectory and Biedermann Way are not drop-off areas. All drivers using these areas need to park and escort the students to the school courtyard. No student is allowed to walk through these lots unless accompanied by an adult.

#### **Afternoon Pick-up**

Students are required to stay together in the assigned area for their grade while waiting for their rides. Carpool cars queue up at the west end of the parking lot and proceed along the designated area to the pickup area. Students board the cars and the cars move forward at the direction of the adults on supervisory duty.

The parking lots in front of and behind the rectory are park and escort areas. Parents/guardians must accompany any child to the cars parked in these areas.

**Bicycles**

Students riding bicycles should have a permission note from parents/guardians on file in the office. All bicycles need to be locked into the racks during school time. The school cannot accept responsibility for the students' bicycles.

**Walkers**

Students walking to and from school should have a note from parents/guardians on file in the office.

**Permission to Leave School**

During the school hours students cannot leave the school grounds without permission at any time, for any reason. If it is necessary to leave school for a medical appointment or an emergency, students or parents/guardians must present a note signed by the parent/guardian to the classroom teacher or office prior to leaving or at the beginning of the school day. Parents/guardians must check students out in the office before leaving campus and check them back in if they return before the end of the school day.

**ABSENCE, TARDINESS & TRUANCY****Attendance**

Sacred Heart School is a closed campus. Once students are brought to, or arrive at school, they are not permitted to leave the school grounds until 2:45 p.m. unless there is reason for an earlier dismissal.

**Tardiness**

The first bell for school (7:50 a.m.) signals time to enter the classroom to prepare for the school day and a student who is not with his/her class at the second bell (7:55 a.m.) is considered tardy. If a child is late, he/she should go directly to the office where he/she will be given a late slip. Any child arriving at school after 8:30 will be marked half-day absent. Tardy students from grades six through eight will be sent to the library until classes switch at 8:30 a.m.

Continual issues with tardiness will be addressed by the principal.

**Absences/Medical Appointments**

If a student must be absent from school, please call the office (647-6174) between 7:30 and 9:00 a.m. each day of the absence or leave a message on the answering machine, or send in to the office a dated note upon the child's return to school. If you would like to pick up work for an absent student, please notify the teacher or office by 9:00 a.m.; this work may be collected from the office after school.

Tardy students from grades six through eight will be sent to the library until classes switch at 8:30 a.m.

August 2010

As much as possible, doctor and dental appointments should be made outside school hours. Medical appointments are counted as absences. If it is necessary for a child to be excused during school time, please send a note to the teacher informing him/her at what time you will pick up your child. Come to the school office, where your child will meet you. Do not go directly to the classroom. A parent, guardian or designated adult must sign the student out and then back into school for all appointments.

### **Making up work when absent**

As a general policy, all schoolwork and homework is due within one day for each day absent (two days absent = two days to make up assignments.) It is important that each student be prepared to make up any tests as soon as possible upon return.

If a student is absent for fifteen (15) or more days during a trimester grading period, official grades will be withheld, unless the work and tests are made up.

### **Long-Term Absences**

We discourage long-term absences, but in their event advance assignments will not be given. The assignments are to be made up within the specified number of days once the student has returned to school.

## **HEALTH, MEDICATION POLICY, ACCIDENT PROCEDURES**

### **Immunizations**

According to California State Law, no student may be admitted to Sacred Heart School unless he/she has been immunized against the following: Polio, (OVP or IPV) DtaP/DTP/DT/Td (diphtheria, tetanus, and {acellular} pertussis or (tetanus and diphtheria only) MMR (measles, mumps and rubella) Hepatitis B varicella (chickenpox). Please notify the health coordinator of any additional immunizations by sending a copy of the updated immunization record to the school office.

Please contact the office if you have any concerns about the administration of the above immunizations.

### **Physical examination**

According to California State Law, a doctor's physical examination must be completed within 18 months prior to the start of first grade. A "Report of Health Examination for School Entry" form must be completed by a physician and given to Sacred Heart School before entry into first grade. This form is available from your doctor's office or the school office.

**Medications**

The California State Education Code requires that only medication prescribed by a health care provider may be taken during school hours. If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an “Administration of Medication during School Hours” form must be requested from the school office. The physician/health care provider will write directions on the form. It must be signed and dated. Medications must be delivered by the parent/guardian to the health office coordinator in the original labeled bottle, together with the medication form signed by the health care provider and the parent/guardian. Students carrying inhalers must have a physician /health care provider's release on file stating that he/she may have it with him/her while at school or at a school activity. Only under these conditions may any medicine be given at school.

**Illness**

If a child becomes ill during the school day, he/she will be sent to the school office by the teacher. The office personnel will decide if the parents/guardians are to be called and the child sent home. Children may not be sent home alone.

**Child Abuse**

The law requires teachers, principals, nurses, and all other professional people in education to report cases of suspected child abuse and neglect to the Social Service Bureau. Failure to do so can result in court action.

**STUDENT ACCIDENT INSURANCE**

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

## COMMUNICATIONS PROCEDURES

Sacred Heart School will communicate with school families in a variety of ways: via the website ([www.sacredheartschoolventura.org](http://www.sacredheartschoolventura.org)), emails, weekly parent newsletters, school calendar, parent/teacher conferences, Iowa Basic Skills Test parent reports, teacher bulletins, work packets, progress reports, report cards, academic fairs and programs, awards and recognition ceremonies.

The teacher, principal and pastor are willing to meet with parents/guardians, and/or students regarding any concerns. The substance of these meetings is confidential. However, if the issue involves any parish or school personnel, that individual has the right to be present so that he or she can respond to the concerns. Likewise, concerns shared in writing will be shared immediately with the individual. If at any time you wish to discuss your child's welfare, please observe the following channels of communication:

teacher                  principal                  pastor

Approach your child's teacher first by setting up an appointment through the school office. If repeated conferences with your child's teacher prove unsuccessful, then request a conference with the principal. The pastor would be the last person approached. Sacred Heart School wishes to work together with you, the parents/guardians, to provide the best possible school climate for your child.

### **Appointments & Office Business**

Office Hours: 7:30 a.m. to 4:00 p.m.

Principal and Teachers: By appointment only

### **Appointment with the Principal**

Please phone the school office for an appointment.

### **Appointment with Teachers**

Academic and discipline problems are handled primarily by the teachers who are always ready to discuss your child's progress. Please call the school office to schedule appointments, or send a note in an envelope directly to the teacher. Please specify the nature of your appointment so that the teacher may properly prepare for your meeting. Except in an emergency, please allow sufficient notice when an appointment must be made or canceled.

## SECURITY PROCEDURES

Sacred Heart School is a CLOSED CAMPUS. Students are required to be on campus during the entire school day; no exceptions will be made.

Sacred Heart School conducts regular emergency drills (fire, earthquake, lockdown) and has a plan in place for handling any emergency situation.

### **Emergency Procedure Information**

The school's primary role in an emergency is to care for the safety and welfare of children during the school hours. We will keep students in the school environment until they can be safely reunited with their families.

In the case of an emergency the school staff will instruct students in emergency procedures. Every effort will be made to use appropriate procedures during an emergency. Students should be aware of the person or persons designated by their parents to care for them in the event that their parents/guardians are unavailable.

### **Possible School Closure**

In the event of a possible school closure, there are several avenues of information. You can check KKZZ AM 1590 or KVEN AM 1450 for announcements, visit the school website [www.sacredheartschoolventura.org](http://www.sacredheartschoolventura.org), check your personal email or call the school for messages on the answering machine (647-6174). In the absence of any information, school is in session.

### **Emergency Cards**

Each family attending school must have a completed emergency card on file. Please notify the school when any changes occur.

## **PARENT/GUARDIAN RIGHT OF VISITATION, CUSTODIAL ISSUES**

Sacred Heart School is a closed campus. All visitors to the campus must first sign in at the school office and obtain a visitor's badge.

### **Non-custodial Parent**

A parent who does not have legal custody of his/her child, but has the right of visitation, may visit, subject to the school's parental visitation policy, unless the school has received a legal order prohibiting such a visit. If a parent without visitation rights attempts to visit a student at school, the principal will inform the custodial parent/guardian.

### **Child in Foster Care**

When a parent whose child is in a foster home makes a request to visit with the child at school, the school will inform the agency which is responsible for placing the child in the foster home. It is preferable that the principal and the parents work out a mutually agreeable alternative to interrupting the student's schedule at school.

### **Custodial Issues**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

## **EXTENDED DAY CARE PROGRAM**

The principal is the administrator responsible for the managerial aspects of the extended day care program, including financial management, and the recruitment, employment and, if required, termination of supervising personnel. Staff members will maintain records regarding family information, emergency contacts, arrivals, and departures.

The program is available before school from 6:30 a.m. and after school from dismissal until 6:00 p.m. Information and fees for both of these programs are available in the school office. Both extended day care programs are held at the school.

Archdiocesan student insurance covers students during the time of the program.

Any students not picked up by 3:00 p.m. will be signed into the extended day care program and may be picked up from there. Families will be billed at the hourly rate.

## **WORK PERMITS**

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

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

A copy of the signed work permit must be kept in the student's file.

## **PRIVACY AND ACCESS TO RECORDS**

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

### **Pupil Records**

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

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

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

### **Directory Information**

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards

received, and the most recent previous public or private school attended by the pupil.

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

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

### **Verbal/Written Confidences**

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

## **TRANSFER OF RECORDS**

### **Student Transfers Withdrawals and Graduation**

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

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation

should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

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

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

### **Damaged or Loaned Property**

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

## C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

### CURRICULUM OFFERINGS

As part of the Archdiocese of Los Angeles, Department of Catholic Schools, Sacred Heart School follows the California standards. Our teaching is grounded in the school's Mission Statement and Philosophy and the Schoolwide Learning Expectations (SLEs). The benchmarks and standards for each area of the curriculum may be found on the Department of Catholic Schools website at [www.la-archdiocese.org](http://www.la-archdiocese.org).

### RELIGION PROGRAM

#### **Religious Instruction**

All children attending Sacred Heart School participate in daily religious instruction, pray and attend various religious functions. Through the daily religion lessons and liturgical functions, we strive to provide children with opportunities for deepening their religious experience.

#### **Sacrament Preparation**

It is the privilege of Sacred Heart School to prepare children for the sacraments of Reconciliation and First Eucharist during the second grade year. Students in any grade who have not been baptized or received the sacraments can be prepared for the reception of these sacraments during the school year, receiving them during Mass on the First Friday of May.

#### **Student/Religious Activities**

Students are encouraged to participate as altar servers (grades 4-8) and to take an active role in Eucharistic liturgies during school masses. Throughout the school year there are opportunities for paraliturgies, such as the Living Rosary, Stations of the Cross, etc. and students have an opportunity to participate in the Sacrament of Reconciliation during Advent and Lent.

### HOMEWORK

The ordinary period of time for homework is as follows:

Grades 1 and 2 - Approximately half an hour

Grades 3 - 6 - Approximately 1 hour

Grades 7 and 8 - Approximately 2 hours

Any student who is unable to do his/her homework on time should present a written note from the parents/guardians to his/her teacher and arrangements will be made to make up the work.

On weekends students may use the time for reading, studying and working on long-range assignments. Please check your child's homework assignment book and review the assignments when they are completed.

### **Academic notices**

Academic notices for missing/incomplete/unacceptable quality work will be sent home for a parent/guardian signature and should be returned to school the next day. If necessary, an after-school detention will be assigned and the academic notice will indicate the date and time of the detention.

### **Incomplete work**

We expect all work to be completed each trimester in order for students to receive a grade in each subject area. In the absence of the required work, an incomplete will show on the progress report or report card. When the work is completed, turned in, and recorded by the teacher(s), the appropriate grade(s) will be placed on the progress report or report card. A student may not be promoted to the next grade until all work has been turned in to the teacher(s).

## **GRADING**

The following percentages and letter grades will be used:

### **Kindergarten**

E	Exceeds expectations
M	Meets expectations
SP	Showing progress towards expectations
N	Not making appropriate progress
NI	Not introduced

### **Grades 1-2**

O	Outstanding
G	Good
S	Satisfactory
NI	Needs improvement

### **Grades 3-8**

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

In general, the letter grades for grades 3-8 indicate the following:

Grade A

Quality of all work is outstanding/superior. This student completes all assignments and shows enthusiasm in the subject, participates frequently in class, uses the knowledge, and completes extra work at ability or above ability level. A is not a common grade.

Grade B

Student demonstrates high quality of work and a good mastery of the subject in all assignments. All work is completed and there is good participation in class.

Grade C

Most assignments are completed. Work is done in an acceptable and neat manner. The student has satisfactory knowledge of the subject. The student, however, has not gone beyond the expected assignment. All work is average; however, this does not mean that the student cannot do A or B work.

Grade D

Student is below average in his/her grasp of the subject. Only the minimum of work is completed; there is negligence in assignments, class work and participation, as well as poor results in tests and quizzes.

Grade F

Quality or quantity of work is so far below what is expected of the class that it cannot be considered adequate for passing the subject. An F indicates poor achievement and poor effort. It is the policy at Sacred Heart School that in all subjects where a student is putting forth reasonable effort and trying to work to the best of their ability, he/she will be passed with a D.

Academic grades are based on achievement including class work, homework, following directions, class participation, ability to use knowledge and neatness. The grade indicates the performance of that individual and not necessarily his/her capability.

## **HONORS AND AWARDS**

### **Student Recognition**

Each trimester students in the middle school (grades 6-8) will be recognized for academic excellence and will be awarded the Sacred Heart School Academic Excellence Award. An average of 93% or higher in the core subjects (Religion, Language, Literature, Vocabulary, Social Studies, Math and Science) will be required.

## **TESTING AND ASSESSMENT**

Class-based assessments in each subject validate daily learning in a variety of learning styles and settings.

The Iowa Test of Basic Skills is administered to all students in Grades 2 - 8 in the fall of each year. The testing covers reading, math, language arts, science, social studies and study skills. The results of this test are used by teachers and administrators to assess student strengths and weaknesses and to plan curriculum based on this knowledge.

The Assessment of Catholic Religious Education (ACRE) test is administered to all students in Grade 5 (Level 1) and Grade 8 (Level 2) in January. These assessments evaluate student knowledge, perceptions, attitudes and practices of the Catholic faith.

Please avoid medical appointments or vacations during these testing periods.

## **ACADEMIC PROBATION/RETENTION/TRANSFER**

### **Retention, Promotion and Academic Probation**

The decision to retain a pupil in the present grade is based upon a consideration of the overall welfare of the pupil. Parents will be notified of possible retention by the end of the first trimester. The professional decision to retain a student is the decision of the school.

A student will not be promoted to the next grade at the end of the school year until all work has been completed, turned in and graded by the teacher(s).

Students placed on academic probation must have a tracking form completed daily until such time as the student is removed from academic probation.

## **GRADUATION REQUIREMENTS**

Eighth graders will graduate from Sacred Heart School upon completion of the eighth grade level academics and other expectations.

## **EDUCATIONAL TRIPS AND CURRICULAR ENRICHMENT PROGRAMS**

Curricular enrichment programs (assemblies) and educational trips (field trips) are scheduled by the teachers, have specific educational or cultural goals and are directly related to the curriculum. Sacred Heart School may plan field trips for one or more days including overnight field trips for the middle school grades. As a general guideline, there will be a minimum of three and a maximum of four field trips for each class each year. Parents/guardians serve as helpers/chaperones on field trips and for this reason should not bring under school-aged children with them. Educational trip monies are non-refundable.

The field trip policies which follow apply to class trips, school group trips and trips for school sport teams. All field trips, whether day or overnight must be approved by the principal. Every educational trip away from campus requires a signed, written permission form from the parents/guardians and these forms must be in the possession of the supervising adults during the trip. Verbal permission is not sufficient. Transportation may be by personal car, chartered bus, van, or boat. School employees and parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license, and current and valid California automobile insurance. Each personal car must have individual seat belts for each student. Seatbelt laws must be observed. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file at the school. The driver's insurance is the primary carrier in case of accident. Personal liability is the responsibility of the parent driver. All participants should have appropriate identification and travel documents. State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. At least one adult chaperone should be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.

## **ATHLETICS**

The sports program is for grades 6, 7 and 8, with preference given to students in grades 7 and 8. Boys are offered flag football and basketball. Girls are offered volleyball and basketball. To help defray the cost of equipment and referees, a fee per participant will be charged for each sport.

Student athletes must be picked up promptly after practice or they will be signed in at extended day care.

Transportation to and from games is the responsibility of the coach or team parent.

Participation in after school sports is open to students who qualify on a weekly basis. If a student works below a C average or does not display good citizenship, participation in sports will be curtailed for the following week(s).

### **SUMMER SCHOOL**

Sacred Heart School does not offer summer school at this time.

### **ELECTRONIC COMMUNICATIONS POLICY**

#### **1. Systems, Devices and Materials**

- **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
- **Electronic communications devices** include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

#### **2. Electronic Communications Systems, Devices and Materials and Users Covered**

- All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;

- All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

### 3. **Ownership and Control of Communications**

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise

harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are “ON.”

- Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

#### 4. **Guidelines for E-mail correspondence and other electronic communications**

- All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- E-mail and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web

**must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.

- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. **Prohibited Practices:**

Users of parish, school or archdiocesan electronic communication systems, devices or materials **and** users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for

- the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post chain letters or engage in “spamming” (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
  - Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
  - Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
  - Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
  - Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others’ passwords, trespass on others’ folders, work or files.
  - Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
  - Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user’s job duties or assignment by a responsible person.
  - Introduce a virus, attempt to breach system security or tamper with a system.
  - Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
  - Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.

- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.

**6. Consequences of violations of electronic communications policy**

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

**Sacred Heart School policy**

Students must keep their electronic communication devices in their backpacks during the school day and they must be turned off. Cell phones are not to be used by students for any reason at any time during the school day under normal circumstances.

Teachers will confiscate student cell phones if they are used during the school day and a parent/guardian must come to the school office to pick up the phone. In the event of a second offense that student’s cell phone must be kept in the school office during the day for one month. In the event of a third offense the student is no longer allowed to have a cell phone at school for the remainder of that school year.

Students may use their cell phones 15 minutes after any dismissal but may not use them at extended day care.

All teachers have a school email address

(i.e. [firstgrade@sacredheartschoolventura.org](mailto:firstgrade@sacredheartschoolventura.org)) and encourage communication through this means. To facilitate communication parents are asked to provide an email address to the school office.

**TUTORING**

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

- Teachers at Sacred Heart School may not be paid for tutoring students attending Sacred Heart School.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

### COUNSELING POLICY

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

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

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the

person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high school, college and university catalogs and information sessions.

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

**PARENT'S AUTHORIZATION TO USE CHILD'S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES**

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***This section to be completed by Archdiocese/School/Parish***

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

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The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

***This section to be completed by Parent/Legal Guardian:***

I, \_\_\_\_\_ (name), am the parent or legal guardian of \_\_\_\_\_ (child's name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

**Please initial the applicable boxes**

Image/visual likeness:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Voice:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
Name:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Work:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees,

agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:

Date:

Print Name:

Relationship to Child:

Address:

Telephone:

Name of Child:

Age:

## **D. TUITION AND FEES**

### **TUITION AND GENERAL FEES**

As Sacred Heart School is an Archdiocesan school, our financial stability is dependent upon tuition and fees.

### **TUITION COLLECTION, PAYMENT PLANS, AUTOMATIC DEDUCTIONS**

Sacred Heart School contracts with the FACTS Tuition Management Company for tuition collection/management. Tuition options are either to pay the entire amount at enrollment or to pay through the FACTS Tuition Management Program. Forms are available in the school office to enroll with the FACTS program.

**2010-2011**

## **Tuition Schedule and Payment Plan**

A registration fee of \$100.00 is due at the time of registration. This fee is non-refundable and not applied to the tuition account.

Number of students per family	One Child	Two Children	Three Children
Yearly Tuition	\$3735.00	\$6725.00	\$8965.00
Book Fee	155.00	155.00	155.00
		155.00	155.00
			155.00
Technology Fee	50.00	50.00	50.00
Total	\$3940.00	\$7085.00	\$9480.00

12 monthly payments June 2010-May 2011	\$328.33	\$590.42	\$790.00
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Payment in Full	One Child	Two Children	Three Children
Includes 1% discount Must be paid by 6/1/10	\$3902.65	\$7017.75	\$9390.35

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### TUITION ASSISTANCE

Sacred Heart School requires each family to generate additional monies through the purchase of gift cards/scrip and support of other fundraisers. Details regarding this program are outlined in the Gift Card/Scrip Newsletter. Each family must generate \$300.00 profit through the purchase of scrip or pay the difference.

### PARENT SERVICE AND FUNDRAISING REQUIREMENTS

Families are required to contribute service hours for the school. Each family is required to give a minimum of 12 hours per trimester. A payment of \$10.00 is given for each uncompleted hour. Four hours may be carried over from trimester to trimester. Further, each family is expected to generate \$300 in profit for our Scrip program.

#### **Negotiated Tuition:**

Negotiated tuition is applied for (usually in January) by requesting and completing a Confidential Application and submitting the required documentation. The application will be reviewed by the pastor and principal and forwarded to the Education Foundation of the Archdiocese of Los Angeles.

### COSTS/FEES FOR FIELD TRIPS, SPORTS, ETC.

At times throughout the school year, activities may be planned, such as field trips, which require extra fees to be paid. As stated under Athletics, participation in the sports program also requires a fee to offset the cost of the sports program.

## **E. DRESS/UNIFORM CODE**

Sacred Heart School uniforms are to be purchased from either Dennis Uniform ([www.dennisuniform.com](http://www.dennisuniform.com)) or Proforma ([www.sacredheart.proformacolorpress.com](http://www.sacredheart.proformacolorpress.com)).

Parents/guardians and students are expected to adhere to the uniform code. If there is a disagreement or question about something not specifically mentioned in the handbook the principal will make the final decision. Emphasis will be placed on good taste, neatness, cleanliness, and modesty.

If a student frequently disregards the uniform code, then the parents/guardians will be contacted.

Failure to follow the uniform code may result in the suspension of a student.

<b>Garment</b>	<b>Definition/ Requirement</b>	<b>Girls Applicable Grades</b>	<b>Boys Applicable Grades</b>
Jumper	Dennis Uniform Co. Hamilton plaid jumper should not be more than 3 inches above the middle of the knee. Red, blue or black shorts must be worn under jumper at all times.	K - 5	Not Applicable
Skirt	Hamilton plaid skirts should not be more than 3 inches above the middle of the knee. Red, blue or black shorts must be worn under the skirt at all times.	5, 6, 7, 8	Not Applicable
Skort	Hamilton plaid or blue skort should not be shorter than 3 inches above the middle of the knee.	K - 8	Not Applicable
Pants/Slacks	Dennis Uniform navy blue twill. Pants may not be worn low on hips.	K - 8	K - 8
Shorts	Dennis Uniform shorts navy blue twill. Shorts may not be worn low on hips.	K - 8	K - 8
Blouse/Polo Shirts/ Turtlenecks	All blouses and polo shirts must be purchased from Proforma. Collars should be visible above the neckline at all times. Only plain white may be worn under the blouse/polo shirt and may not be visible.	K - 8	K - 8
Jackets	All jackets must come from Proforma.	K - 8	K - 8
Vest/cardigan	All vests and cardigans must come from Proforma.	K - 8	K - 8

August 2010

<b>Garment</b>	<b>Definition/ Requirement</b>	<b>Girls Applicable Grades</b>	<b>Boys Applicable Grades</b>
Sweatshirt	The official red or navy school sweatshirts must be purchased from Proforma. Sweatshirts must fit and be in good condition.	K - 8	K - 8
	Eighth grade class sweatshirts are purchased from Proforma. Sweatshirts must fit and be in good condition.	8 only	8 only
Socks	Visible plain white, red, blue and black socks must be worn at all times.	K - 8	K - 8
Tights	White, red navy, blue and black tights are an option. No leggings allowed.	K - 8	Not applicable
Shoes	Predominantly solid color white, red, navy blue, black, gray or brown shoes. Laces should be colored the same as above. No lights, add-ons, platforms. Laced shoes are inappropriate for students who cannot tie them.	K - 8	K - 8
PE Uniforms	PE shorts, sweatpants and shirts must be from Proforma and are required for PE classes. Standard athletic shoes must be worn on PE days.	K - 8	K - 8
Belt	Belts are optional. These must be a solid navy blue, black or brown—canvas or dress material. No exaggerated lengths. Buckles should be simple, free of design.	K - 8	K - 8
Jewelry	Small stud lobe earrings, a simple watch (without sound), are the only jewelry allowed. No other jewelry: rings, bracelets, necklaces, etc. are allowed.	K - 4	Not Applicable
	A simple watch (without sound) is the only jewelry allowed. No rings, bracelets, necklaces, chains etc.	No applicable	K - 4
	Small stud lobe earrings (max 2 per ear), a simple watch (without sound), one ring and a simple crucifix/cross or religious medal are the only jewelry allowed.	5, 6, 7, 8	Not Applicable
	One simple watch (without sound), one ring and a simple crucifix/cross or religious medal is the only jewelry allowed. Earrings are not allowed.	Not Applicable	5, 6, 7, 8
Head Coverings	Proforma hats and beanies may be worn outdoors. No other head coverings allowed.	K - 8	K - 8
Grooming	Students must be neat and clean at all times.	K - 8	K - 8

<b>Garment</b>	<b>Definition/ Requirement</b>	<b>Girls Applicable Grades</b>	<b>Boys Applicable Grades</b>
	Extreme hairstyles are not permitted. Hair must be a natural color.		
Hair	Very simple barrettes, scrunchies or hair bands (solid color-red, navy, brown, black, white, school plaid) are allowed.	K - 8	Not applicable
Hair	Hair must be cut in such a way as to be even in length, worn above the eyebrows, and may not touch the shirt collar. No facial hair.	Not applicable	K - 8
Make-up	Make-up may not be worn. Only clear nail polish is allowed. Only eighth grade girls are allowed subtle mascara.	K - 8	Not applicable

### **DRESS CODE FOR NON-UNIFORM DAYS**

Free dress is a privilege granted to students at different times during the year. Free dress clothing must be neat, clean and modest. The school will require that parents bring an appropriate change of clothes to school if a student is inappropriately dressed.

<b>Garments</b>	<b>Girls</b>	<b>Boys</b>
Tops, shirts	Students may not wear cut-offs, tank tops, halter-tops, short-waist tops. T-shirts with inappropriate cartoon characters, slogans, or commercial advertisements are not allowed. Oversized shirts may not be worn.	Students may not wear tank tops, short-waist tops. T-shirts with inappropriate cartoon characters, slogans, or commercial advertisements are not allowed. Oversized shirts may not be worn.
Dresses, Skirts	Dresses, skirts, or skorts that are not too short and appropriate for school.	Not applicable
Slacks, pants, shorts	Jeans (no tears/holes), cords, pants, and shorts all fit appropriately for a school setting. Students may not wear cut-offs. Oversized pants or shorts may not be worn. "Court" shorts, sweatpants and leggings may not be worn.	Jeans (no tears/holes), cords, pants, and shorts all fit appropriately for a school setting. Students may not wear cut-offs. Oversized pants or walking shorts may not be worn. "Court" shorts and sweatpants may not be worn.
Shoes	Durable, comfortable shoes should be worn. Flip-flops and strapless sandals are not allowed.	Durable, comfortable shoes should be worn. Flip-flops and strapless sandals are not allowed.

<b>Garments</b>	<b>Girls</b>	<b>Boys</b>
Head Coverings	Appropriate hats are allowed but may not be worn inside the classroom.	Appropriate hats are allowed but may not be worn inside the classroom.

### **Scouting and Club Uniforms**

Tiger Cubs, Cub Scouts, Boys Scouts, Daisy Scouts, Brownies, Girl Scouts, Blue Birds, and Camp Fire Girls may wear their official uniforms on their meeting day.

## **F. DISCIPLINE**

### **DISCIPLINE**

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

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

### **MAINTENANCE OF EFFECTIVE DISCIPLINE**

Effective discipline is maintained when there is

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

### **DISAPPROVED DISCIPLINARY MEASURES**

The following disciplinary measures are forbidden:

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

## **BEHAVIOR EXPECTATIONS**

Each member of Sacred Heart School is expected to treat every other person with respect and courtesy and deserves to be treated in like manner. It is important that a child knows that his/her parents/guardians support the decisions made at school.

Our discipline program is based on the following:

1. Every teacher has the right to teach
2. Every child has the right to learn
3. Every child has the right to have his/her rights and feelings respected
4. Every child has the right for the school to provide a consistent plan of action, which promotes positive reinforcement for acceptable behavior and a system of consequences for inappropriate actions/behaviors as well as opportunities for students to make amends for inappropriate actions and behaviors.

### **School and Classroom Rules**

The school, along with the faculty and staff, has set up rules for safe, effective organization and administration. Individual teachers establish and communicate the classroom rules to the students and parents/guardians. These rules include but are not limited to the following:

#### **Classroom Rules**

1. Respect all others in words and actions.
2. Complete all work neatly and on time.
3. Follow directions.
4. Have all needed materials.
5. Help to keep the classroom clean and in good order.

#### **Playground Rules**

1. Walk to and from play areas.
2. Respect all others in words and actions.
3. Never leave school property without permission.
4. Play safely on the field, courts and play structure.
5. Keep grounds clean and free of litter.

#### **We do not allow students to bring the following items to school:**

- Gum (before, during or after school)
- Glass Bottles
- Electronic games

**We discourage students from bringing the following items to school:**

- Cameras
- Cell phones
- I pods, MP3 players, etc.
- Skateboards/Rollerblades
- Personal sports equipment

**CONSEQUENCES (INCLUDING DETENTION)**

Teachers and staff members are responsible for directing and monitoring student behavior and students must follow their directions. Severe misbehavior will result in a student being taken to the principal and his/her parents being notified immediately.

**Behavior Notices**

These notices may be issued for, but are not limited to, the following:

- Disobeying classroom/playground rules
- Using disrespectful words/gestures
- Damaging student or school property
- Disrupting class
- Failing to follow dress/uniform code
- Cheating, copying work, forging signatures

Behavior notices will be sent home for a parent/guardian signature and should be returned to school the next day. If necessary, an after-school detention will be assigned and the behavior notice will indicate the date and time of the detention.

**DETENTION**

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

## SUSPENSIONS AND EXPULSIONS

### **SUSPENSION**

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

### **EXPULSION**

#### **Reasons for Expulsion**

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

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises

- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

### **Procedure for Expulsion**

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

## Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the supervisor at the Department of Catholic Schools.

Name of Student:  
Offense or situation:  
Date:  
Parents notified by: \_\_\_\_\_ Date  
Remarks:

First Meeting:  
Place:  
Time:  
Persons present:  
Remarks:  
Signature(s):

Second Meeting:  
Place:  
Time:  
Persons present:  
Remarks:  
Outcome:  
Signature(s):

## Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.

- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

### **Time of Expulsion**

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

### **Reporting of Expulsions**

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor.
- The County Office of Education shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

### **Right to Make Exceptions**

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

## Home Study

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

## **HARASSMENT, BULLYING AND HAZING POLICY**

Sacred Heart School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

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

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

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

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

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

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

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct him/herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

### **STUDENT THREATS**

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

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

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

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

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

## SCHOOL SEARCHES

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

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

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

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

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

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

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.