

# Parent and Student Handbook

## 2017-2018



**Sacred Heart School**

**2255 Monroe Ave., Red Bluff, CA 96080-2199**

**Phone: (530) 527-6727**

**Fax: (530) 527-5026**

**[www.shsredbluff.org](http://www.shsredbluff.org)**



## Table of Contents

Mission Statement .....	5
Philosophy .....	5
SCHOOL-WIDE LEARNING EXPECTATIONS .....	6
WCEA/WASC ACCREDITATION .....	6
DAILY TIME SCHEDULE .....	7
POLICY REFERENCE.....	7
2000 ADMINISTRATION: DIOCESE.....	7
2550 APPEAL PROCESS FOR RECONCILIATION.....	7
3120 TUITION .....	7
5100 ADMISSIONS.....	8
5110 NON-DISCRIMINATION POLICY .....	8
5120 ADMISSION POLICIES .....	8
5123 CONDITIONAL / PROBATIONARY ADMISSION .....	8
5125 ADMISSION POLICIES - FINANCIAL .....	8
5130 AGES OF ADMISSION .....	8
5140 DOCUMENTATION REQUIREMENTS .....	9
5145 MEDICAL CHECKUPS .....	9
SCREENING TESTS.....	9
5147 IMMUNIZATIONS .....	9
SB 277 Vaccine Bill: .....	9
5200 ATTENDANCE .....	10
5210 ATTENDANCE RECORDS .....	10
5220 ABSENCES.....	10
5230 TARDINESS .....	10
5240 EXCESSIVE ABSENCES / TARDINESS.....	11
5250 EARLY DISMISSAL OF STUDENTS.....	11
5300 STUDENT PROGRESS / PARENT REPORTING.....	11
5310 GRADING.....	11
5320 PROMOTION .....	12
5330 EIGHTH GRADE GRADUATION .....	12
5335 EXCLUSION FROM PROMOTION / GRADUATION .....	12
5340 REPORTING TO PARENTS.....	12
5400 STUDENT RECORDS .....	12
5410 CUMULATIVE RECORDS.....	13
5415 ACCESS TO STUDENT FILES.....	13
5500 WELFARE OF STUDENTS.....	13
5510 SUPERVISION OF STUDENTS .....	13

5520 CUSTODY OF MINORS.....	13
5530 ACCIDENTS .....	13
5540 ILLNESS AT SCHOOL.....	13
DRUGS AND MEDICINE .....	14
5555 SERIOUS ALLERGIC REACTIONS.....	14
5560 CHILD ABUSE.....	14
5570 PART-TIME EMPLOYMENT .....	14
5580 SOCIAL EVENTS - DANCES .....	14
5585 STUDENT PARTIES OUTSIDE OF SCHOOL TIME.....	15
5600 DISCIPLINE .....	15
5610 PROCESS FOR CONFLICT RESOLUTION - STUDENT .....	16
REGULATIONS .....	16
5620 DISCIPLINARY PROCEDURES .....	17
5630 DETENTION.....	17
5640 PROBATION .....	17
5650 SUSPENSION .....	18
5660 EXPULSION .....	19
REGULATIONS FOR EXPULSION .....	19
5670 VANDALISM .....	19
5690 HARASSMENT .....	20
5700 OFFENSIVE CONDUCT BY PARENTS, GRANDPARENTS, GUARDIANS, ETC.....	21
5800 STUDENT INSURANCE.....	21
5810 STUDENT ACCIDENT INSURANCE .....	21
5820 STUDENT ACCIDENT REPORTS .....	21
5900 EMERGENCY PROCEDURES.....	21
5910 STUDENT THREATS.....	22
6300 INSTRUCTIONAL MATERIAL AND SERVICES.....	22
6330 ASSESSMENT .....	22
6340 ATHLETIC PROGRAM.....	22
SPECIAL ATHLETIC POLICIES .....	23
6400 OTHER INSTRUCTIONAL.....	24
6420 HOMEWORK.....	24
6430 COMPUTERS, E-READERS, TABLETS, and INTERNET USE.....	24
6500 EXTRACURRICULAR ACTIVITIES .....	24
6510 FIELD TRIPS .....	24
GENERAL INFORMATION.....	25
COMMUNICATION .....	26
CHRISTIAN SERVICE HOURS .....	26

STUDENT ACTIVITIES.....	26
EXTENDED CARE .....	26
IN-SERVICE DAYS .....	26
SNACKS AND LUNCH.....	26
LUNCH PROGRAM .....	27
PARKING LOT SAFETY .....	27
DISMISSAL .....	28
PICTURES.....	28
PARENT CLUB .....	28
CATHOLIC SCHOOL ADVISORY COMMISSION (CSAC) .....	29
FINGERPRINT CLEARANCE .....	28
VEHICLE INSURANCE.....	28
VISITING THE SCHOOL .....	29
SACRED HEART SCHOOL DRESS CODE.....	29
STUDENT UNIFORM - BOYS .....	29
BOYS 'DRESS' UNIFORM .....	30
STUDENT UNIFORM - GIRLS .....	30
GIRLS 'DRESS' UNIFORM .....	31
STUDENT UNIFORM CODE, BOYS & GIRLS .....	32
P.E. UNIFORM .....	32
APPEARANCE & HYGIENE.....	33
FREE DRESS.....	33
NICE FRESS DRESS .....	34
DENNIS UNIFORM .....	34
BLANK PAGE .....	35
HANDBOOK ACKNOWLEDGEMENT .....	36

# Sacred Heart School

## Parent and Student Handbook

### Mission Statement

Sacred Heart School, a ministry of Sacred Heart Parish, provides a comprehensive Catholic education to children in transitional-kindergarten through eighth grades in Red Bluff and surrounding communities. We foster the growth of each student as a sacred individual in a safe environment that promotes Gospel values, Catholic traditions, and academic excellence.

### Philosophy

Sacred Heart School, in cooperation with the family and the Church community, strives to create a Catholic atmosphere where each student is encouraged to develop his or her uniqueness. It is recognized that parents are the primary educators and teachers are the facilitators of learning. Our goal is to ensure that our school exists as an extension of the family, where the students, parents, and teachers work together to enrich the Sacred Heart community.

It is our belief that a child who develops spiritually and academically will grow to be a respectful, responsible, and confident contributor to society.

“Their fellowship helps them grow in their commitment of service to God, one another, the Church, and the general community.” (*To Teach As Jesus Did*, p. 107)

## SCHOOL-WIDE LEARNING EXPECTATIONS

A graduate of Sacred Heart School is:

### SPIRITUAL

- Knows Christ
- Serves others

### ACADEMIC

- Thinks critically
- Makes progress through the Diocesan standards
- Communicates effectively

### RESPECTFUL

- Cares for the environment
- Appreciates diversity
- Makes healthy choices

### RESPONSIBLE

- Takes pride in his/her work
- Owns his/her choices

### CONFIDENT

- Perseveres
- Leads and/or cooperates
- Takes initiative

## WCEA/WASC ACCREDITATION

### **June 30, 2021**

The Western Association of Schools (WASC) announced the action taken by the Accrediting Commission for Schools granting Sacred Heart Parish School a six-year term of accreditation, expiring on June 30, 2021. This action was taken upon recommendation of the Western Catholic Education Association Elementary Commission (WCEA) after its careful study of the Visiting Committee Report of 2015. Sacred Heart Parish School is doubly accredited by both WASC and WCEA.

## DAILY TIME SCHEDULE

### Morning Commencement:

- 7:55 A.M. - First Bell
- 8:00 A.M. - Tardy Bell

### Afternoon Dismissal:

- 2:55 P.M. - Bell / Announcements
- 3:00 P.M. - Dismissal (Mon-Thurs) and
- 12:30 P.M. – Minimum Day Dismissal (Fri)
- OR
- 2:20 P.M. – Early Release Day Dismissal (Fri)

### Morning Recess:

10:00- 10:15 A.M. All Classes

### Lunch Recess:

12:15 - 1:00 PM. - Grades TK through 8

## POLICY REFERENCE

### 2000 ADMINISTRATION: DIOCESE

“Under the leadership of the Ordinary and his priests, planning and implementing the educational mission of the Church involves the entire Catholic Community.” (*To Teach as Jesus Did*, #139)  
“Jesus must be translated from the ideal into the real. The Gospel Spirit should be evident in a Christian way of thought and life which permeates all facets of the education climate.” (*The Religious Dimension of Education in a Catholic School*, p. 13)

### 2550 APPEAL PROCESS FOR RECONCILIATION

To achieve an equitable and just resolution to an administrative decision which may arise out of an interpretation or application of a Diocesan and/or local school policy regarding, but not limited to, student enrollment or parent/guardian dissatisfaction, the process established by the Catholic School Department must be followed. (See Dispute Resolution Process)

### 3120 TUITION

1. Catholic Schools of the North Sacramento Valley (CSONSV) has established tuition rates for Sacred Heart School (SHS) that are based on the actual cost per pupil (i.e., the total cost of operating the school divided by the official enrollment).
2. Families may opt for an increased tuition rate if they choose not to volunteer as parent participants.
3. Payment options are provided in the Tuition Contract. Sacred Heart School reports to major credit agencies.
4. Provisions can be made for families facing a change in their financial situation and thus their ability to pay tuition. Please contact the principal if your family is in need.
5. Both parish and Diocesan support may be used to assure that needy students will be included in the enrollment process.
6. In the unlikely event that a student must transfer before the end of the school year, tuition rates will be pro-rated on a trimester basis.



**5100 ADMISSIONS**

5110 NON-DISCRIMINATION POLICY

The Catholic Schools in the Diocese of Sacramento, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of Sacramento do not discriminate on the basis of race, color, and national and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Likewise, the Catholic Schools in the Diocese of Sacramento do not discriminate against any applicant for employment on the basis of sex, handicap, race, color, and/or ethnic origin.

5120 ADMISSION POLICIES

Sacred Heart School works with the parents in the faith formation of their children and continues the value development begun in the home. Acceptance to a Catholic school is a privilege, not a right. Parents have a right to apply to a Catholic school for admission of their child(ren), but the privilege of attending the Catholic school is contingent upon the parents’ acceptance of the school’s program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education in a Catholic school.

Admission to Sacred Heart School is based upon mutual acceptance by the parents and the school.

1. Parents’ application for admission of their child(ren) implies acceptance of the school’s program of faith formation and educational activities designed to help the learner grow and develop as a student and child of God, willingness to pay their portion of tuition and fees, and participation in the required school activities.
2. Sacred Heart School’s acceptance of a student implies that we will offer the child a structured program of faith formation and educational activities.

5123 CONDITIONAL / PROBATIONARY ADMISSION

Incoming children are admitted on a probationary basis for the first trimester. Students will be evaluated on their behavior, attitude, and whether a 2.00 or C average is maintained.

5125 ADMISSION POLICIES - FINANCIAL

Families who feel the need for financial assistance may contact the principal for financial aid information.

5130 AGES OF ADMISSION

In accordance with State Law and Diocesan regulations:

- DSB 5133 A child may be admitted to transitional- kindergarten who is four years of age on or before September 1 of the current year.
- DSB 5131 A child may be admitted to kindergarten who is five years of age on or before September 1 of the current year.
- DSB 5132 A child may be admitted to first grade who is six years of age on or before September 1 of the current year.

## 5140 DOCUMENTATION REQUIREMENTS

DSB 5140 At the time of initial registration, the school shall require parents to provide the school with copies of the student's birth certificate, baptismal certificate, social security number, and health records, including an up-to-date immunization record.

## 5145 MEDICAL CHECKUPS

It is required by the State that "on and after July 1, 1975 each child upon enrollment in the first grade, present satisfactory evidence to the school office that he/she has received specified health screening and evaluation services within the previous two years." A child must have proof of a recent physical examination during the 18 months prior to entrance into the first grade.

## SCREENING TESTS

In the interests of the students' health, the school provides certain health services. In the course of the year, each student may participate in the following health examinations:

- Hearing in Grades K, 2, 5, 8 (and all new students)
- Vision for all students

## 5147 IMMUNIZATIONS

Rubella immunization is now required for male and female pupils under age 13 who were previously exempted because they were already enrolled in a California school at kindergarten level or above as of January 1, 1980, when they transfer to, enter or attend a school at the seventh and ninth grade levels.

Those who do not meet the rubella requirements should be notified that they will be prohibited from further attendance if they do not come into legal compliance (Health and Safety Code, Section 3389).

As of August 1, 1997, the Hepatitis B vaccine (3 doses) is required for kindergarten entry. As of July 1, 2001, the Varicella (chicken pox) immunization is also required for kindergarten entry.

As of September 2011, a TDAP booster is required for all 7<sup>th</sup> and 8<sup>th</sup> graders.

## **SB 277 Vaccine Bill:**

Starting with the 2016-17 school year a school will have to treat them as follows:

- **If the pupil is in any grade from kindergarten (including transitional kindergarten) to 6th grade**, the pupil could enroll or continue enrollment without proof of immunization until he or she completed 6th grade. Proof of immunization would be required before the child could advance to 7th grade.
- **If the pupil is in 7th through 12th grade**, he or she could enroll or continue enrollment through high school graduation without providing proof of immunization.

## 5200 ATTENDANCE

Regular attendance is a critical factor in a child's academic progress. The school program is developed day by day. Irregular attendance and tardiness disrupt the learning sequence, lessen the child's interest, and hinder his/her progress. Parents who permit absences and tardiness place an unnecessary handicap on their child.

### 5210 ATTENDANCE RECORDS

DSB 5210 All teachers will keep and maintain an accurate record of daily attendance for each student.

### 5220 ABSENCES

1. Absences relating to illness are the only absences that may be legally excused. A note from the parent/guardian or doctor must be sent to the office when the student returns to school. Homework may be made up if absence is due to illness. If your child is ill, please check online for school assignments. A student has the number of days they are out ill plus one to make up their schoolwork.
2. Call the office before 9:00 A.M. each day that your child is absent.
3. Written excuses are required for all students who have been absent or tardy. The excuse must be dated, give the reason for the absence or tardiness, be signed by the parent, and be presented to the office, where the student will be given an admission pass to class. **The written excuse is required even when the parent and school have communicated by telephone.**
4. When parents wish to take their child out of school for several days for personal reasons, the principal should discuss the student's progress with the parents and advise them of the effect the absence would have on the pupil's work. The principal is advised to keep on file a record of the recommendation made to the parents at the time the request was submitted. The final decision is the responsibility of the parents.
5. The school is not under any obligation to provide tutoring, make-up work, or special testing schedules for any absence for personal reasons. The principal has final and absolute discretion to determine the conditions and terms governing such absences.

### 5230 TARDINESS

A student is tardy if he or she arrives after 8:00 A.M. If the student arrives after morning recess, he/she is marked absent one-half day. Medical appointments are excused. A tardy will become excused when the student presents a signed doctor's note immediately upon arrival at school. If a student leaves the school for lunch with his/her parent, and returns to the school after the lunch period is over, he/she will be marked tardy for afternoon classes. Students must be signed back in at the office by the accompanying adult with the time of return to school. **All students must be present for the morning prayer and Pledge of Allegiance assembly at 8:00 A.M.** Special recognition is given to students who demonstrate good attendance and arrive to school on time each day.

## 5240 EXCESSIVE ABSENCES / TARDINESS

Excessive absences (10 per trimester) and excessive tardiness (more than 7 per trimester) will necessitate a parent conference with the administrator to correct the situation. If the tardiness continues, the student will be detained to make up the work. A student may be expelled for unauthorized absences and/or continued tardiness.

## 5250 EARLY DISMISSAL OF STUDENTS

Students are expected to remain in school until the regular dismissal time. However, for a good reason, students may be permitted early dismissal from school upon the written request of the parents and the approval of the principal. These students must obtain a permit from the office to leave school. *No student may be excused from school or dismissed early without the knowledge and permission of the principal.*

## 5300 STUDENT PROGRESS / PARENT REPORTING

### 5310 GRADING

Sacred Heart School uses a standards-based report card and a trimester grading period system (usually twelve weeks). Academic marks are based on scholastic achievement and mastery of standards. An Honor Roll award program exists for students in grades 5-8. Students with a GPA (grade point average) of 3.00-3.49 receive the Honor Roll Award; students with a GPA of 3.50 and above receive the Principal's Honor Roll Award. Honor Roll awards are presented at the end of each trimester grading period.

The standard Grade Point Average (GPA) code is as follows:

A = 4.00	B = 3.00-3.32	C = 2.00-2.32	D = 1.00-1.32
A- = 3.67-3.99	B- = 2.67-2.99	C- = 1.67-1.99	D- = .67-1.99
B+ = 3.33-3.66	C+ = 2.33-2.66	D+ = 1.33-1.66	F = .00- .66

A uniform grading code is used throughout the Catholic School Department of the Diocese of Sacramento:

A	=	93 -100%	D+	=	67 - 69%
A-	=	90 - 92%	D	=	63 - 66%
B+	=	87 - 89%	D-	=	60 - 62%
B	=	83 - 86%	F	=	0 - 59%
B-	=	80 - 82%			
C+	=	77 - 79%			
C	=	73 - 76%			
C-	=	70 - 72%			

## 5320 PROMOTION

Students satisfactorily completing a grade level's work and who are correspondingly mature shall be promoted to the next grade. Parents shall be kept informed about the progress or lack of progress of their child/ren. Parents are expected to check their child/ren's progress weekly at our online grading website.

## 5330 EIGHTH GRADE GRADUATION

Graduation exercises shall not take place earlier than the weekend preceding the closure of school. Typically graduation activities include: Wills and Prophecies Party, Baccalaureate Mass, Honor Awards, and the Commencement Exercise.

## 5335 EXCLUSION FROM PROMOTION / GRADUATION

Parents of a student in danger of not being promoted or of not graduating must be notified as early as possible in the school year, but not later than the end of the second trimester.

Reasons for excluding a student from promotion/graduation may include, but are not limited to:

- Student academic progress
- Student conduct
- Parent conduct
- Nonpayment of tuition or other fees

## 5340 REPORTING TO PARENTS

Report cards shall provide parent(s) with tangible evidence of various aspects of student growth and development. To effect closer cooperation between home and school, parent-teacher conferences for all parents are held after the end of the first trimester.

Conferences may be held at other times by appointment only. Please call the office if you would like to schedule an additional conference. **Impromptu conferences should not be held while teachers are on yard duty or in the hallways or classroom where other children or adults are present.**

Parents and students may access regular grade progress on the school's online grade program. The teachers and principal perform a formal grade review at the midpoint of each trimester. If any grade is a C- or below, a progress report will be sent to the parent/guardian. Families should use this information as notice that the student is in danger of receiving a failing report card grade. Parents may need to help their child improve his/her study, organization, or time management skills.

## 5400 STUDENT RECORDS

### 5410 CUMULATIVE RECORDS

The principal of the school is responsible for the collection, maintenance, and dissemination of pupil records and for the education of the staff about student record policies.

## 5415 ACCESS TO STUDENT FILES

Parents shall have access to all permanent records maintained by the school related to their child/ren. Parents should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where records may be inspected. A school staff member must be present to interpret the records if necessary.

## 5500 WELFARE OF STUDENTS

### 5510 SUPERVISION OF STUDENTS

The principal is responsible for adequate supervision of students during the entire time they are present on school premises and under the control of school personnel. All faculty members share this responsibility with the principal.

No student or students may be present in a classroom without a teacher physically present and in a position to observe all students present. Paid/volunteer aides may supervise the students during lunch and recess periods.

Students are never to be sent on errands outside the school campus. They may be released from school only at the verified request of the parent or guardian.

### 5520 CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

### 5530 ACCIDENTS

All accidents happening on school property or during school activities must be reported to the principal on the day of the accident. Accident insurance forms must be filled out on the day of the accident by the principal or administrative secretary and given to the parents of the student; a copy is sent to the Catholic School Department, and a copy is retained on file. All records pertaining to an accident are kept for a minimum of two years.

### 5540 ILLNESS AT SCHOOL

Students who become ill will be sent to the office. If they are too ill to remain in school or Extended Care, the parents shall be notified and asked to take the child home. A student who is running a fever or has vomited is considered too ill to remain and will be required to go home. Students who have had a fever in the preceding 12 hours, or are too ill to go outdoors, should not be sent to school. Students who are too ill to attend school may not attend or participate in school-related extra-curricular activities on the same day.

All students must have a current emergency card on file with the school (5420). No emergency card will be accepted without **two contact names** in addition to the legal guardian. Should your child become ill or have an accident, the school personnel will phone you or your designated emergency contacts if you cannot be reached. If a critical situation should occur, both 911 and the parent will be called. This action does not obligate the principal or school to assume financial responsibility for treatment of the student (DSB 5440).

## DRUGS AND MEDICINE

The school **may not furnish** any medications to students. The school may **administer** medication. All medication must be brought to the school office; it will be kept in the sick room, to which the child will come at the designated time. At no time can **any** medication be in the child's possession.

To administer any medication the school must have the following:

1. The medicine in the original container with the child's name on it
2. A written statement from the parent/guardian
3. A written statement from the physician detailing the method, amount, and schedule by which such medication is to be taken
4. (*#s 2 and 3 may be met by completing the Parent Authorization for Medication form available in the school office*)

The school will make every effort to administer the medication in a timely fashion, but the variable schedule of the school's office staff means that some medication administration may be delayed or missed. Should this situation occur, parent(s) will be notified promptly.

## 5555 SERIOUS ALLERGIC REACTIONS

It is the policy of the Diocese of Sacramento Catholic School Department (CSD) to require that each school take steps to identify and implement reasonable accommodations for students who experience serious allergic reactions during regular school hours. The school, family, and at-risk student each have responsibility, which is clearly outlined in the CSD Administrative Handbook (DSB 5555.)

## 5560 CHILD ABUSE

All instructional staff and administrative staff shall immediately report any cases of suspected child abuse to Child Protective Services or the police/sheriff department. Written notification of suspected child abuse will be sent to Child Protective Services within 36 hours of the initial report.

## 5570 PART-TIME EMPLOYMENT

Schools shall adhere to Minor's Work Regulations - Industrial Welfare Commission and Fair Labor Standard Act. The student should obtain a *Request for Work Permit and Statement of Intent to Employ a Minor* form.

## 5580 SOCIAL EVENTS - DANCES

Elementary schools (grades 1 through 8) of the Diocese may sponsor social events/dances for their students under their auspices. A principal and his/her appointed designees shall have the option to hold such an event and, in so doing, must strictly observe Diocesan minimum guidelines for social events/dances. Elementary schools shall not permit any other outside sponsors to hold dances for the school's students on their premises. Diocesan guidelines may be found in the Administrative Handbook.

## 5585 STUDENT PARTIES OUTSIDE OF SCHOOL TIME

The responsibility of mixed parties or dances outside of school hours belongs to parents. The school should do all in its power to acquaint parents with the problems, academic and moral, that could accompany this type of recreation, but it is not within the authority of the school to forbid such activities.

Please be sensitive to all the details of parties and other gatherings outside of school. Social exclusion is as harmful to those being asked to participate in exclusivity as it is to those who are excluded. **Party invitations may be handed out at school only if there is an invitation for each child in the class.** It is important to realize that while these are outside events, their impact on our school environment can be considerable.

## 5600 DISCIPLINE

Students in Catholic schools are expected to act at all times in such a fashion that their behavior will reflect favorably on the individual student, the school, and the Church. All students must recognize their individual responsibilities and obligations and discharge them in accordance with the school regulations in a Christian manner. Positive discipline stresses honesty, cooperation, respect, responsibility, and obedience. Therefore, we ask that all students:

- Be honest in all dealings with fellow students.
- Cooperate positively with fellow students, teachers, substitutes, and all school personnel.
- Comply promptly with the directions of school personnel.
- Be courteous, attentive, and respectful when students, teachers, substitutes, administrators, or visitors address individual classes or the assembled student body.

We ask for students' cooperation in observing the following rules. As a result of infractions, a lowered conduct grade will be given and appropriate disciplinary action will be taken.

- Always be in the correct school uniform.
- Stay out of the office area during recess times.
- Play approved games only. If in doubt, check with the yard supervisors.
- Leave electronic devices at home, which include but are not limited to mp3 players, video games, CD players, headphones, cell phones, and electronic tablets. Parents are to call the office if they need to communicate with their child during the school day. These exclusions includes the Extended Care program, unless it is to be used under the direction of a teacher.
- Do not bring toys (including trading or playing cards) to school, except when requested by the classroom teacher. This includes any toy or object that can be used as a weapon, including, but not limited to, pocketknives, air guns, water pistols, paintball guns, slingshots, etc.
- Walk at all times in the classrooms and hallways.
- Play only in designated areas of the playground and field.
- NEVER play in the bathrooms.
- Never leave the school grounds without permission during school hours.
- Enter the classroom only with permission of the class teacher/substitute or the principal.
- Refrain from excessive talking during instructional time.



- Avoid disruptive behavior, including physical injury or harm to persons or property or threat or attempt of the same.
- Line up quietly after the bell rings and enter the classroom quietly.
- Do not chew gum anywhere on the school grounds.
- Do not use rude, discourteous, or foul language.
- Respect and care for personal and school property.
- Follow directions.
- Refrain from public displays of affection.
- Show respect toward all school personnel.
- Do not cheat or commit plagiarism on homework assignments, projects, tests, or written assignments.

#### 5610 PROCESS FOR CONFLICT RESOLUTION - STUDENT

When a serious conflict between school authority and an individual student and his/her family occurs, a conflict resolution process shall be followed to ensure the rights of all.

#### REGULATIONS

An attempt should be made by the parties involved to solve differences of opinion or conflict at the lowest level. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

1. If a conflict arises between a teacher and a student, the teacher should arrange a conference with the student and parent(s). The principal must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
2. The next level of appeal is to the principal. The principal should consult with the pastor before setting up a conference for all parties involved, and the pastor will be invited to attend the conference. Every effort should be made at this level to be sure that all parties are able to present their cases.
3. After consultation with the Regional Director, it is the responsibility of the principal to render the final decision. The principal may also consult with her administrative team before reaching a final decision.
4. In the event that irreconcilable differences remain, an appeal may be made to the Catholic School Department. This appeal must be made within five working days and should follow the steps outlined in the Catholic School Department's Appeal Process for Reconciliation.
5. The school CSAC (Catholic School Advisory Commission) and Parent Club are NOT part of this appeal process.

## 5620 DISCIPLINARY PROCEDURES

Most discipline problems will be handled by the classroom teacher as they occur; however, ongoing problems will follow these steps:

1. Identified by the teacher as a discipline problem - minor discipline notice issued.
2. Detention issued – (or – go to step #3 at the discretion of the teacher)
3. Student in conference with teacher and principal (principal may call or contact parents to inform them).
4. Detention (if not already issued for the offense)
5. If problem continues, a conference with parents, student, teacher and principal is organized. Behavior contract agreed upon and put in place.
6. Student placed on Probation.

## 5630 DETENTION

A student may be detained after school hours for violations of class and school regulations according to the policies set forth in the school's handbook (DSB 5640). Parents will be sent a discipline notice one day previous to the detention. This notification must be signed by the parent and returned to the teacher. Detention takes place after school for one hour. Students must be picked up at the end of detention. Detention is a piece in the Sacred Heart Progressive Discipline approach, but also may be used as a first step for the following infractions:

1. Not following the directions of an adult
2. Disrespect toward an adult
3. Being in un-assigned or non-approved areas without permission.
4. Vulgar or profane language
5. Inappropriate use of technology
6. Teasing, bullying other students.

## 5640 PROBATION

The principal may place a student on probation as a disciplinary measure for conduct that does not warrant more serious action.

1. A conference with parents, student, and principal must be held;
2. A written statement must be given to the parents outlining the reason for probation, the length of the probationary period, and the conditions necessary for termination of probation.

A Disciplinary Probationary period shall be for the remainder of the current quarter and the following quarter and can be deemed necessary at the discretion of school administration at any time. Further infractions during a probationary period will warrant suspension and/or expulsion. Notice of probationary status will be given to the student's parent/guardian in writing.

## 5650 SUSPENSION

Suspension is a disciplinary action to be used at the discretion of the principal. Ordinarily, suspension should not exceed more than five consecutive school days. A student may be placed on suspension for serious misconduct on campus or off campus during school-related activities, or for non-school-related activities if such conduct reflects adversely on the school. Immediate suspension is imposed if there is a real threat of danger to the health and safety of others. The principal may remove the offending student from the classroom, the yard, etc. and must contact the parents as soon as possible. Any academic work missed by the student due to the suspension may not be made up.

The following conduct may, at the discretion of the Principal subject a student to suspension or expulsion:

1. Serious disobedience, insubordination or disrespect for authority;
2. Language or behavior which is immoral, profane, vulgar, or obscene;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance;
4. Possession or use of tobacco/Vaping materials;
5. Injury or harm to persons or property or serious threat of same including fighting and aggressive physical contact;
6. Sale of any material on school grounds without proper authorization;
7. Assault with, or possession, of a weapon capable of inflicting injury;
8. Theft or dishonestly;
9. Lying;
10. Harassment (See Policy);
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Academic dishonesty;
13. Sexting, harassment, or any other inappropriate behavior on social media at school or elsewhere;
14. Conduct at school or elsewhere, which would reflect adversely on Sacred Heart Parish School or the Catholic Church;
15. Refusal to meet terms of individual agreements between student and administration;

Suspension is the cessation of all school activity for the student during a designated period of time. Suspension also results in probation. Parents/guardian will be informed of suspension and disciplinary probation in writing. Parents/Guardians are required to make an appointment to speak with the principal prior to the return of the student. Students who are placed on suspension are not to be on or about the school grounds. They will not be allowed to participate in or attend any school-related activity at any time during the period of suspension. Suspension is for a serious offense against the good conduct policies of the school and community.

Academic consequences of suspension:

- Homework assignments missed during suspension cannot be made up for credit.
- Exams missed during suspension must be made up within the time frame stated in the individual teacher's classroom policy, and the student will receive credit.
- Any research papers due during the suspension time will be accepted for credit on or before the assigned due date.

Extracurricular impact of suspension:

A student who has been suspended for three or more days is immediately disqualified from participating in any extracurricular activities or sports for 5 school days for each day of suspension. (Three days suspension = 15 days of ineligibility) Student Council officers and Class officers shall forfeit his/her office.

In accordance with Student Council By-Laws students suspended for 1 or more days are not eligible to run for a Student Council office for the following year.

## 5660 EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good. Ordinarily, an expulsion is the result of continued disciplinary offenses that have not been remedied by lesser disciplinary actions such as detention or suspension. Immediate expulsion could result from a violation of a criminal law, actions so outrageous as to shock the conscience or behavior of the community, or a threat to the health, welfare, or safety of the school community.

## REGULATIONS FOR EXPULSION

When expulsion is necessary, the following procedures must be taken:

1. The parent or guardian is warned in writing about the offending behavior and school sanctions for same, not less than twice, except in serious situations.
2. A conference is held with the parent, student, teacher(s), and principal to inform the parents that final action is being considered unless there is immediate change of behavior. The pastor should be notified of the facts and the impending conference and given the opportunity to attend and to receive a report.
3. If improvement is not forthcoming, a decision will be given at a second conference attended by the parents, principal, pastor, and teacher(s). If the parents fail to attend this conference without reason, the pastor, principal, and teacher(s) will make whatever decision is necessary.

Any disagreement will be referred to the Catholic School Department in writing.

4. A written record of the steps leading to the expulsion must be filed in the principal's file.
5. Full credit will be given for all work accomplished by the student up to the moment of expulsion.
6. Notice of an expulsion must be given to the Catholic School Department within seven days of such action.

## 5670 VANDALISM

Students and their parent(s) shall be liable for all damage to equipment or school property caused by the student.

## 5690 HARASSMENT

Sacred Heart School affirms the Christian dignity of every person and the right of each person to be treated with respect and is committed to providing a learning environment that is free from harassment. Harassment of or by any student is prohibited.

Every school within the Diocese of Sacramento will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his/her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment. Part of any investigation into a charge of harassment will be to determine if the incident was a mistake, or something more serious.

Harassment is unacceptable conduct that is deliberate, severe, and repeated. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile, offensive, or intimidating due to, but not limited to, an individual's race, religion, color, national origin, physical or mental ability, or gender. Harassment can occur any time during school, school-related activities, and outside the school. It can also occur on social media. It includes, but is not limited to, verbal harassment, physical harassment, visual harassment, and sexual harassment.

Any individual seeing or hearing about any incident of harassment is encouraged to follow the procedures below. If harassment stems from the principal, the person being harassed is to contact the pastor.

The following procedures are to be followed for filing and investigating a harassment claim:

1. Persons who feel aggrieved because of conduct that constitutes harassment should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
2. If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or a member of the school staff, who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the entire process.
3. The individual(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
4. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations.
5. Once the facts of the case have been gathered, the principal, in consultation with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
6. Any party involved who is not in agreement with the decision has the right to the Appeal Process For Reconciliation found at the beginning of this Handbook.

If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

## **5700 OFFENSIVE CONDUCT BY PARENTS, GRANDPARENTS, GUARDIANS, ETC.**

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics...an environment permeated with the Gospel spirit of love and freedom.” (*The Religious Dimension of Education in a Catholic School*, P25, The Congregation for Catholic Education, 1988)

Parents, grandparents, guardians, etc. who choose to send their children/grandchildren/wards to a Catholic school agree, by their choice of the Catholic school, to support the faith formation and learning environment of the school. They also agree that their children will be fully involved in the religious formation and worship activities of the school.

Parents, grandparents, guardians, etc. whose school-related conduct, in the eyes of the principal, does not support the development of “an environment permeated with the Gospel spirit of love and freedom” may be asked to withdraw their children from the Catholic school.

## **5800 STUDENT INSURANCE**

### **5810 STUDENT ACCIDENT INSURANCE**

Every student is covered under the diocesan school insurance program. Coverage includes the time the student is on campus during regular school hours and extended day, on the school grounds during the school day, and participating in or watching any school-sponsored activity. Myers-Stevens is a secondary pay plan designed to defray any out-of-pocket expense to parents. Other primary insurance must be billed first. Please read carefully. Additional policies are available.

### **5820 STUDENT ACCIDENT REPORTS**

Accident insurance forms *must* be filled out on the day of the accident by the principal or administrative secretary and given to the parents of the student; a copy is sent to the Catholic School Department and a copy is retained on file. All records pertaining to an accident are kept for a minimum of two (2) years.

## **5900 EMERGENCY PROCEDURES**

Sacred Heart School is committed to providing emergency care to the best of its ability to all students, teachers, and support staff in the event of any emergency or disaster.

A school emergency is defined as any situation whereby the safety of school personnel is jeopardized or the school day is interrupted by an act of nature or willful act of violence on the part of a person(s).

The specific roles and responsibilities of all personnel who may be involved in the plan are detailed in our Emergency Crisis Plan. A map indicating the area where parents may collect their children in case of an emergency is at the end of this Handbook.

## 5910 STUDENT THREATS

Sacred Heart School will treat student threats to inflict harm to self, to others, or to destroy property very seriously.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or their designee.
- If the threat is judged credible and serious, appropriate law enforcement officials will be notified.
- All threats will be reviewed and investigated in a prompt, confidential, and thorough manner.

Threats that are substantiated may result in disciplinary actions, up to and including dismissal.

Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated.

## 6300 INSTRUCTIONAL MATERIAL AND SERVICES

### 6330 ASSESSMENT

A comprehensive testing program provides a diagnostic tool for instruction and longitudinal data of student progress through grade levels. The STAR program of assessment, based on the California Common Core State Standards in English Language Arts and Math, is given to students four times throughout the school year.

A variety of other assessments are used to monitor student academic growth and mastery of grade level content standards throughout the academic year.

### 6340 ATHLETIC PROGRAM

It is the policy of Sacred Heart School that the students participating in inter-scholastic athletics are provided the opportunity to learn through competition. Students who develop attitudes of good sportsmanship and fair play will develop school pride and school spirit and will learn the value of teamwork through their involvement in the athletic program. Those who participate in the athletic program are representatives of our school. Their conduct and sportsmanship should be exemplary. Participation in the inter-scholastic program is considered a privilege and must be earned through satisfactory performance academically and good citizenship.

The following eligibility rules apply to all students participating on an athletic team at Sacred Heart School:

1. Any athlete who voluntarily terminates his/her involvement after three weeks of participation in a sport or activity is automatically ineligible to take part in the following sport or related activity of that school year.
2. Parents sometimes believe it is necessary to pull their child off a sport for various reasons. It is highly recommended that when this measure is being considered, the parent discuss the problem with the coach and Athletic Director ahead of time. Hopefully, alternative methods can be initiated. Total withdrawal from the activity should be avoided if at all possible.
3. Athletes are required to be good students academically. All students involved in athletic teams are required to maintain a 2.00 or "C" average in their subjects and have no "F" grade on their report card or progress reports. Grade point average for eligibility will be based on all subjects, including P.E.

- a. Eligibility will be reviewed weekly and at the mid-trimester (progress report) and end of trimester (report cards) by the Athletic Director. Any student not carrying a 2.00 average in his/her subjects will be eligible to remain on the team for practice purposes, but will not be eligible to travel with, suit up, or participate with the team in any of the games. All students who have not met the eligibility requirements will be assessed weekly, after the last day of the week, during the remainder of the grading period for academic progress. If a participant is receiving a "D" in any class, he/she will be given one week to bring this "D" up to a passing grade. Then he/she will be ruled eligible to participate in the activity during the week immediately following (Monday-Friday).
  - b. Students who are missing (5) or more assignments in classes that accept late/missing work may be deemed ineligible for practice/play until the assignments are completed.
  - c. Because of the difficulties associated with forming teams, students who are ineligible at the beginning of any sport may be deemed ineligible for that entire season. This determination is at the discretion of the Athletic Director and principal.
  - d. The Diocesan grading system (see page 5 of this Handbook) will be used to determine student eligibility. Students receiving an "F" on their report card are automatically ineligible for the next trimester.
  - e. Students working below grade level are given special consideration. Please contact the principal regarding special eligibility.
5. Along with being a good student academically, athletes are also required to be good citizens. Any student receiving a majority of "1's" in the Character Development portion of the trimester report card is ineligible to participate in athletics for the **duration of the next trimester**. Any suspensions from school automatically make the student ineligible for the next game or activity; depending on the nature and amount of the suspensions during the trimester, the individual(s) may also be ruled ineligible from participation in any activity for the next trimester.
6. Should any student wish to appeal his/her ineligibility ruling, he/she may address his/her appeal to the Athletic Director and the principal, who will have the final decision.

## SPECIAL ATHLETIC POLICIES

- Team members may attend all school-sponsored athletic events. Other students must be under the direct supervision of a parent or other adult and will be asked to leave if necessary due to their conduct.
- Every athlete who is not picked up by the end of practice will be sent to Extended Care. **NO EXCEPTIONS.**
- Any student athlete leaving Sacred Heart campus directly to a school sponsored athletic event off campus may only be transported/driven by their legal parent/guardian with the following exception:
- A note on file from the student athlete's legal parent/guardian stating their consent for another party to transport/drive their child to the athletic event.
- Said party has met Diocesan requirements including: criminal background clearance (i.e., fingerprint clearance), TB immunization, Shield the Vulnerable certification, a valid driver's license and proper automobile insurance on file with the school.



- In order to provide funding for tournaments, referees, scorekeepers, etc., a non-refundable Sports Participation Fee is required each year. Parents of athletes may participate in athletics volunteer hours (In addition to parent hours already required by school) intended to specifically support the sports program in order to be refunded. Hours cannot be transferred to other parties and must be complete. Responsibilities for both athletes and parents are outlined in the annual Sports Participation contract. Students and parents are obliged to follow the rules and regulations outlined in the annual sports contract.
- All fees as well as a completed and signed Sports Contract, and Diocese of Sacramento Doctor's Medical Release form must be on file with the school before a student may participate in any practice or game.

## **6400 OTHER INSTRUCTIONAL**

### 6420 HOMEWORK

The purpose of homework is to reinforce learning that has taken place at the school and to foster habits of independent study.

The amount of homework varies according to the grade level of each child. The homework assigned may be that of completing the day's assignment or it may be some particular individual activity. Students in the upper grades usually have some homework each evening. Recommended homework times are: Grades 1 and 2: 20-30 minutes; Grades 3 and 4: 30-45 minutes; Grades 5 and 6: 45-60 minutes; and Grades 7 and 8: 60-120 minutes.

### 6430 COMPUTERS, E-READERS, TABLETS, and INTERNET USE

The purpose of providing access to the school-wide computer network and the Internet is to support classroom instruction and educational research. Student use of the school computer network and the Internet must be in support of teacher-directed activities and consistent with our School wide Learning Expectations.

Internet access is available to teachers and students in the classroom, computer lab, and library. TK through 3rd grade students have limited access to the Internet. All students in 4-8 grades are required to read and sign the Internet Use contract. The Internet Acceptable Use Policy and Contract is sent home in the first week of school. All school computers have Internet blocking software that is in compliance with the federal e-rate. Consequences for serious misuse will be consistent with the school discipline policy.

Students are encouraged to leave their tablets, such as iPads, Kindle Fires, and Nook Tablets, at home. If a student brings one to school, it is to be used only under the direction of a teacher, and it must remain in his/her backpack unless the teacher gives the student permission to use it. The web application must remain off during school hours, which includes the Extended Care program.

## **6500 EXTRACURRICULAR ACTIVITIES**

### 6510 FIELD TRIPS

Field trips shall be for educational purposes only and are to be planned by the teacher and administrator with the assistance and cooperation of the classroom parents. No field trips are to be taken without prior written approval of the principal.

- Adult chaperones and/or drivers must comply with Diocesan requirements prior to supervising or driving on the field trip. They must be 25 years old, have received criminal background clearance (i.e., fingerprint clearance), completed the Diocese of Sacramento's "Shield the Vulnerable" online course, TB immunization, possess a valid driver's license, and have met the Diocesan minimum automobile insurance policy requirements.
- Teachers may not drive members of their class on a field trip. If two or more classes are going on a field trip together, none of the teachers may be field trip drivers. The classroom teacher(s) whose students are participating in the field trip must be free of direct supervision of students in order to oversee the entire group activity. Teachers may act as drivers and/or chaperones for their own children when their child is in another grade/school and the teacher has taken a leave of absence from his/her teaching responsibilities to be a driver/chaperone.
- Students' siblings may not attend field trips. Drivers should be free from direct supervision of their own children in order to oversee the group of students they are driving.
- Adults who are chaperones/drivers for field trips are expected to conduct themselves in exemplary fashion while on the field trip. At no time may they partake of alcoholic beverages or illegal drugs. Drivers and chaperones who are taking a prescription or an over-the-counter medication should insure that the medication does not interfere with their supervisory capability.
- All drivers of field trips must follow the exact written itinerary of the field trip notice and may not deviate from the route. Upon arrival, drivers must remain with the students they transported.
- No videos or video games may be used within the vehicle while transporting students on a field trip.
- All field trips must comply with Diocesan regulations.
- If a parent is driving his/her child only on the field trip, and is not returning to the school when the trip is completed, the parent must sign a special form indicating this.
- Students will be required to wear uniforms on all field trips unless otherwise specified on the Field Trip permission form.

## **GENERAL INFORMATION**

### COMMUNICATION

Communication between parents and faculty is a necessary component of any school. Please contact your child's teacher as soon as you have a concern or compliment. All teachers have email addresses, which can be found in the Beehively and School Speak directory and school web site, to aid communication.

Sacred Heart School uses an online program called Beehively and School Speak for school-to-parent communication. It includes school-wide announcements, calendar events, special event information, and messages from the principal and faculty/staff members. It also provides you access to your child's academic progress (assignments, test scores, grades). You must register with Beehively and School Speak to receive this online access to our school and your child's classroom. To register, please go to the school's website ([www.shsredbluff.org](http://www.shsredbluff.org)) and click on the Beehively tab at the top of the front page of the web site.

This process is crucial to our continuing goal of communicating with families. If you are not receiving updates and/or emergency alerts please let us know. Most computers, tablet devices and smart-phones have the ability to utilize our communication software. If you are unable to receive digital communications please request paper forms of the announcements from the office we will be happy to oblige.

### CHRISTIAN SERVICE HOURS

Sacred Heart School requires each student in grades K-8 to complete one hour per grade level for Christian Community Service hours. These hours must be completed outside of the regular school day. The hours are recorded and signed by the student and an adult on a "Christian Service Hours" report form and turned in each year by the first Friday in May.

### STUDENT ACTIVITIES

Students who participate in extracurricular activities such as Student Council, Club Live, special performances, etc. will be asked to follow eligibility rules. All students involved in extracurricular activities are required to be good citizens in school and maintain a 2.00 or "C" average in their subjects. Any student who voluntarily terminates his/her involvement after three weeks of participation in an activity is automatically ineligible to take part in the following related activity of that school year.

### EXTENDED CARE

Sacred Heart offers extended care Monday-Friday from 7:00-7:40 A.M., and 12:30-5:30 P.M. or 2:20-5:30 P.M. It is available on all school days. Families are charged a fee for their child/ren's use of this program after school dismissal and all day on in-service days. Sign-ups are required for in-service days, and a minimum of 10 students will be necessary to provide Extended Care services. Families who choose to use Extended Care must complete an Extended Care contract.

### IN-SERVICE DAYS

Teacher Professional Development Days (TPDD) (previously known as 'Faculty in-service days') are taken as directed by the Diocese for professional development. The Diocese has mandated five TPDD during this school year. Extended Care services are provided on these days if a minimum of ten students is signed up.

### SNACKS AND LUNCH

An online feature to purchase lunches from home will be available through [www.Boonli.com](http://www.Boonli.com) (previously known as 'Orderlunches.com'). It's easy to use: parents can login with their student, select their favorite meals, enter payment, print a calendar confirmation and they're done! Information about how to order is on Beehively and on School Speak.

\*\*\* Lunches will not be provided during the first two weeks of school.

### STUDENT COUNCIL SNACK BAR

A snack bar is available to students during morning recess, sponsored by the Student Council. All money raised from sales at the snack bar goes to the Student Council. All snacks are sold for \$1. A "snack card" may be purchased in the office for \$10; payment will be tracked on the card. Information about how to order through Boonli is on Beehively and School Speak and a link is on the school website.

## LUNCH PROGRAM

The school offers a hot lunch option every Monday through Friday. A variety of different local restaurants and businesses provide lunch for students on specific days.

**Pre-payment is expected for any of the lunch programs. No in house charging is allowed.**

Parents are encouraged to provide a healthy lunch on those days when a hot lunch is not available or if their child/ren are not ordering a hot lunch. We are a soda free campus so please encourage water and juices.

Parents may take their children to lunch if they have obtained a permit from the office to leave the school. They are asked to return punctually. Parents may also come to the school to have lunch with their child/ren, but must first sign in at the office.

Snacks may be eaten during the morning recess period. In keeping with our School-wide Learning Expectation (SLE) to develop students who make lifelong healthy choices, we encourage parents to provide wholesome snacks for their child/ren for the morning recess.

## PARKING LOT SAFETY

Certain precautions must be followed in order to ensure the safety of all our children:

1. Enter the parking lot at the north gate and proceed at a speed no greater than 5 mph.
2. If you plan to use the "loop" (yellow loading zone area):
  - Drive along the curb in an orderly line. If you are the first vehicle, pull all the way up to the space in front of the crosswalk.
  - Follow the vehicle in front of yours carefully without leaving large gaps. The space between vehicles should be minimal but safe.
  - Children should unload on the **curbside only**.
  - Remain in your vehicle. If you plan to assist your children in and out of your vehicle, please use the parking stalls and keep the curbside loading zone open for children who are able to enter/exit the vehicle without assistance.
  - Ensure your child remains in the vehicle until you are at the curb.
  - Please drive courteously and allow the process to flow smoothly.
3. If you plan to park your car:
  - **NEVER LEAVE YOUR CAR WHILE ON THE YELLOW CURB.**
  - When you do park in the center spaces, ALWAYS WALK YOUR CHILD and USE THE CROSSWALK.
4. Children are never allowed to cross the parking lot without adult supervision.
5. **Children may not be dropped off or picked up on the street.**

## DISMISSAL

Because Sacred Heart School becomes liable for the safety and well being of the students as soon as they arrive at school, children will only be released into the care of persons authorized by the parent/guardian. Students who walk home must have a note on file in the office. Students must be picked up by 3:15 P.M. (2:35 P.M. on Fridays). Any student who has not been picked up will be sent to Extended Care and charged the regular fee.

## PICTURES

School pictures will be taken in the fall and distributed before Christmas. Free Dress may be worn. Candid or organized photos may be taken of students and/or adults at other times throughout the school year (i.e. yearbook, *Red Bluff Daily News*). If a parent/guardian does not want their child photographed for outside-of-school use, they should complete and sign the school's "Photograph Non-Consent" form posted on the school's website.

## PARENT CLUB

The Parent Club of Sacred Heart School is vital to the operation of the school. In addition to providing funds for the operation of the school, the Parent Club also provides parents with activities at which people can get to know each other. As a Sacred Heart School parent, you are automatically a member of the Parent Club. Each family should attend the monthly Parent Club meetings and support its special events; it is mandatory that parents attend at least one Parent Club Meeting per trimester. The Parent Club meets on the first Tuesday of each month. Officers are determined in the spring of the proceeding year.

## CSAC (CATHOLIC SCHOOL ADVISORY COMMISSION)

The Catholic School Advisory Commission (CSAC) advises the principal regarding school site-specific matters and fosters school community and culture. Members serve for a limited term at the discretion of the principal. The CSAC meets once a month. Any parent who would like to address the CSAC may contact the principal to be put on the agenda.

## FINGERPRINT CLEARANCE

Any volunteer who potentially can be alone with a student at any time must complete a criminal background clearance procedure (i.e., fingerprint clearance). Diocesan live scan fingerprint forms must be used and are available in the office. In addition, all volunteers who will be with students must complete the Shield the Vulnerable child protection online certification program sponsored by the Diocese. The forms for this program are also available in the school office.

## VEHICLE INSURANCE

Parents who provide rides for field trips must have enough seat belts in their car for each passenger and must carry liability limits in amounts no less than \$100,000 individual/\$300,000 cumulative each loss or occurrence bodily injury, \$50,000 property damage, \$5,000 per person medical, and \$100,000 uninsured motorist insurance.

Vehicle license plate numbers, copies of the automobile insurance company's declaration page, and copies of parents' driver's licenses must be provided and are kept on file in the office. Teachers are not allowed to use their cars for transportation, except in emergencies or if listed as a contact on the emergency card of the child.

VISITING THE SCHOOL

**For the safety of all children, the law states that ANY person who enters the school must first check in with the office and receive a visitor badge.** When requesting a teacher conference, please call the office or email the teacher to make an appointment. Students who attend other schools are not allowed to visit Sacred Heart on school days without prior approval of administration.

**SACRED HEART SCHOOL DRESS CODE**

All students are required to wear the Sacred Heart School uniform from the first day of school until the last week of school. Blue Birds, 4-H, Boy Scouts, and Girl Scouts may wear their uniform on their meeting day or during their week. All students must wear dress uniform to school Masses (usually every Wednesday) and at the direction of the principal. **Items with an asterisk (\*) must be purchased from Dennis Uniforms or obtained in the uniform closet.**

**Student Uniform - Boys**

- Pants:** Grades TK-5: Navy blue pants
- Shorts:** Grades TK-5: Navy blue shorts
- Shirt:** Grades TK-5: White dress shirt with pointed collar (short or long sleeve) with **white buttons** and **no color piping in the collar**

**OR**

Gray (light or medium gray) or White polo shirt (short or long sleeve) with **no color piping in the collar**

- Pants:** Grades 6-8: **Navy blue** (only with white polo shirt)  
**Khaki** pants (only with navy blue polo shirt)
- Shirt:** Grades 6-8: Navy blue polo (with khaki pants/shorts) or white polo (with navy blue pants/shorts.)

**NO TURTLENECK SHIRTS ARE ALLOWED.**

- Sweater:** Grades TK-8: Navy blue V-neck cardigan  
**No other sweaters are allowed in the classroom.**

- Vest:** Grades TK-8: Navy blue V-neck sweater vest
- Sweatshirt:** Grades TK-6: Navy blue SHS sweatshirt when worn over a uniform shirt. (They can be purchased through Dennis Uniforms or ordered through the school each fall.)

**OR**

Navy blue, white, or grey SHS spirit sweatshirt when worn over a uniform shirt. (They can be purchased through the school.)

**No other sweatshirts will be allowed in the classroom.**

- Grades 7-8: Navy blue SHS sweatshirt when worn over a uniform shirt. (They can be purchased through Dennis Uniforms or ordered through the school each fall.)

**OR**

Navy blue, white, or grey SHS spirit sweatshirt when worn over a uniform shirt. (They can be purchased through the school.)

**OR**

Hooded SHS class sweatshirt, usually black. (They can be purchased through the school.)

***No other sweatshirts will be allowed in the classroom.***

- Jacket:** Grades TK-8: \* SHS Polartec Jacket  
Grades TK-8: White dress shirt tucked into belted uniform long pants.  
Uniform sweatshirts and cardigans are acceptable on dress uniform days. (No tying around the waist).

**Boys Dress Uniform** 'Dress' uniform = Mass days (every Wed for grades 1-8, 2x/month for K and TK and other days designated as a 'Dress' uniform day)

White dress Shirt, tucked in. Pants must have a belt. Ties are no longer required. Sweatshirts and sweaters may be worn on Mass days, but no tying of the sweatshirt or sweater around the waste.

**Student Uniform - Girls**

- Jumper:** Grades TK-4: \* Uniform plaid jumper  
It is suggested that shorts be worn under jumpers; they may not hang lower than the jumper. Jumpers may not be shorter than 3" above mid-knee.

- Skirt:** Grades 5-8: \* Uniform plaid skirt  
It is suggested that shorts may be worn under skirts; they may not hang lower than the skirt. Skirts may not be shorter than 3" above mid-knee.

- Pants:** Grades TK-8: Navy blue pants

- Shorts:** Grades TK-8: Navy blue shorts

- Skorts:** Grades TK-8: Navy skort with tabs

- Blouse:** Grades TK-4: White Peter Pan collared (rounded collar) blouse only with jumper.  
White polo shirt (short or long sleeve) with **white buttons** and **no color piping in the collar** may be worn with pants, shorts, and skorts.

**NO TURTLENECK SHIRTS ARE ALLOWED.**

- Blouse:** Grades 5-8: White button-down oxford (short or long sleeve) with white buttons and **no color piping in the collar**. Must be worn tucked in.

**OR**

White polo shirt (short or long sleeve) with **white buttons** and **no color piping in the collar**. May be tucked in or worn out.

- Shirt:** Grades 6-8: Navy blue polo with khaki pants/shorts OR white polo with navy blue pants/shorts.

- Sweater:** Grades TK-8: Navy blue V-neck cardigan

***No other sweaters are allowed in the classroom.***

- Vest:** Grades TK-8: Navy blue V-neck sweater vest
- Sweatshirt:** Grades TK-6: Navy blue SHS sweatshirt when worn over a uniform shirt. (They can be purchased through Dennis Uniforms or ordered through the school each fall.)
- OR**
- Navy blue, white, or grey SHS spirit sweatshirt when worn over a uniform shirt. (They can be purchased through the school.)
- No other sweatshirts will be allowed in the classroom.***
- Sweatshirt:** Grades 7-8: Navy blue SHS sweatshirt when worn over a uniform shirt. (They can be purchased through Dennis Uniforms or ordered through the school each fall.)
- OR**
- Navy blue, white, or grey SHS spirit sweatshirt when worn over a uniform shirt. (They can be purchased through the school.)
- OR**
- Hooded SHS class sweatshirt, usually black. (They can be purchased through the school.)
- No other sweatshirts will be allowed in the classroom.***
- Jacket:** Grades TK-8: \* SHS Polartec Jacket
- Girls 'Dress' Uniform**
- 'Dress' uniform = Mass days (every Wed for grades 1-8, 2x/month for K and TK and other days designated as a 'Dress' uniform day)
- Grades TK-4: Jumpers with white Peter Pan collared blouse only. Uniform sweatshirts and cardigans are acceptable on dress uniform days.
- Grades 5-8: Skirt with white button-down oxford blouse (short or long sleeve) worn neatly tucked into skirt. Uniform sweatshirts and cardigans are acceptable on dress uniform days. (no tying around waist)
- Socks:** Grades TK-8: **SOLID WHITE**, above the shoe - can be ankle, knee or crew socks.
- Socks must be worn at all times.** No ruffles, lace, "no-shows," patterns, stripes, or insignias. Girls may wear white, black or navy blue opaque solid-color tights.



## Student Uniform Code - Boys and Girls

Grades 5-8: Ankle length leggings or leg warmers are allowed, but must be black or blue. No capris are allowed.

**Shoes:** Grades TK-8: Students have a choice of solid-colored black, white or navy tennis shoes with minimal markings, or rubber-soled oxfords, or MaryJanes. No high-visibility colors, patterns, plaids, checks, or light-ups are permitted. NO high tops, clogs, or sandals. Boots are allowed, but must fit snug to the foot. **This also applies to Free Dress days.** Shoelaces must match the shoe or be plain black or white.

When selecting a shoe for school, please keep safety in mind. Every student needs to be able to participate in recess play and P.E. without fear of injury. Do not purchase black-soled shoes that leave marks on the floor.

**Hat:** Grades TK-8: The SHS baseball cap may be worn outdoors for sun protection.

### P.E. Uniform

Grades 4-8: **Students must wear the P.E. uniform.** The uniform consists of a gray T-shirt and navy blue sport shorts. They are purchased through the school.

## Appearance and Hygiene

Wearing make-up, colored nail polish, or hair dye is not allowed at any school function.

Hair is to be clean, neat, and worn off the eyes and be of a style that does not draw undue attention to one's self. Hair should be appropriate and free of razor designs, Mohawks, and outlandish styles. Highlighted, colored, or decorated hair is not acceptable for any student. No hair extensions, feathers, tinsel, etc. are allowed.

Jewelry for girls is limited to one pair of post earrings, a watch, and one religious pendant. A charm bracelet with the Sacred Heart School charm may also be worn. Jewelry for boys is limited to a watch and one religious pendant.

A sweater, coat, or jacket may be worn outdoors; if it is not part of the SHS uniform, it must be removed once the student is back inside the school.

A baseball cap or beanie may be worn outside for sun protection or extremely cold weather. The SHS baseball cap or visor is allowed. Other baseball caps or beanies must be plain - no insignia, emblems, or designs. No other hats or scarves are allowed unless part of a school play, Halloween costume, or other school-related project. This also applies to Free Dress days.

Swimsuit tops and dark or multicolored bras may not be worn under uniform shirts.

Girls may wear navy, white, or uniform plaid hair accessories (scrunchies, bows, barrettes, headbands, etc.), not more than 2" wide. No other headband or scarf is allowed.

Christian modesty and good taste in dress and appearance are qualities that a young person learns from the instruction and example of his/her parents. Neatness in dress is required at all times. Oversized clothing is not allowed. When helping your child make choices about clothing for school, please keep in mind that the goal of the faculty and staff is to allow for flexibility but to also assure that each child feels part of the school family. If attention is drawn to a child, we encourage it to be because of his/her positive attitude, happy disposition, or attentiveness to the needs of others, and not because of physical appearance.

## Free Dress

Free Dress is given periodically throughout the year for such things as: Student recognition, Spirit Week activities, and special days with the approval of the principal. The following rules regarding free dress apply to all grades.

- Only clothing appropriate for school may be worn.
- Shorts and dresses may not be more than 3" above the mid-knee.
- Extremely tight or torn clothing is not acceptable.
- The following styles of tops or dresses are unacceptable: tank, halter, tight fitting, low cut, spaghetti straps, strapless.
- Dress slacks may be worn.
- Clothing with writing unacceptable for the atmosphere of a Catholic school is not allowed.
- Shoes of any color are allowed, but students may not wear sandals or clogs. Every student needs to be able to participate in recess or P.E. without fear of injury.
- *Students are not allowed to change into free dress clothes at the end of the school day prior to leaving campus (Scouts and athletics are exceptions).*

## **NICE Free Dress**

Special events (i.e., Elks Student of the Month, some field trips, etc.) require Nice Free Dress, which consists of a collared shirt and slacks for ALL boys and a dress or skirt (which complies with regular free dress regulations) for ALL girls. ABSOLUTELY NO BLUE JEANS. Dress shoes for boys and girls are encouraged, as are ties for boys.

## **DENNIS UNIFORM STORE**

Uniform requirements may be purchased at the Dennis Uniform store listed below. This store location is the only store that will have our school uniform in stock and also allows your student to try on the clothing for size and fit.

Our school code is: **WSCSHS**.

Visit the store in person or online: <http://www.dennisuniform.com>

Dennis Uniform (located near Hwy 50 and off Mather Field Road)

10266 Rockingham Drive, Suite 150

Sacramento, CA. 95827

(916) 361-6710

Store hours: (Store hours are subject to change)

Tues – Thurs: 10am – 5pm

Fri - Sat: 10am – 2pm

Sunday and Mondays – Closed

*The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at her discretion. The contents of this handbook are not conclusive and are subject to amendments. The school reserves the right to amend the handbook.*

Revised 6/2017

**THIS PAGE INTENTIONALLY LEFT BLANK**

After reading and discussing with your child/children the online 2017-2018 Parent and Student Handbook, please print out this page and sign below.

Students in grades K -8th are also required to sign.

*\*\*This acknowledgement needs to be returned to the school office no later than August 20, 2017.*

---

**Parent and Student Handbook 2017-2018**  
**Sacred Heart Parish School**  
**2255 Monroe Avenue, Red Bluff, CA 96080-2199**

---

Parent/Guardian Name

---

Parent/Guardian Signature

---

Date

---

Student Name

---

Student Signature

---

Student Name

---

Student Signature

---

Student Name

---

Student Signature