



SACRED HEART PARISH SCHOOL

**670 College Street
Hollister, CA 95023**

**-Family Handbook-
(Preschool — Grade 8)**

2011-2012

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| School Office | 637 - 4157 |
| School Fax | 637 - 4164 |
| School Extended Care Program | 637 - 5116 |
| School Extended Care Fax | 638 - 3235 |
| Pastoral Office | 637 - 9212 |

www.sacredheartschool.org

Parents and Guardians,

I am truly excited at the endeavor of another year to lead the students and staff of Sacred Heart Parish School. As a parent and educator, I have the opportunity and challenge of seeing every situation from multiple perspectives and I strive to make decisions in the best interest of our students, staff and families I am humbled by the responsibility I have to shape and influence young lives. I pray for God's grace that He will light the way.

Dear Heavenly Father,

Please watch over our students as they begin their new year of schooling. Guide them in the classroom that they may gain the knowledge and develop the skills You have given to them to create a brighter future. A future where we are always praising and glorifying Your name through our works.

Please guide them outside of the classroom as well. Give them the courage and strength to follow in Your footsteps and to live by Your Word. Do not let them fall into peer pressure; but rather, fill them with the confidence we can only find in Your love and let them be a guiding light to their classmates and friends.

Lord, please watch over our teachers this year too. They are the potters who mold the clay of our future. Give them the wisdom and the strength to be a perfect example of You and Your love.

May their words and teachings come from You, Lord, and may they touch the heart of each and every student. Let our teachers lead their students to know who You are.

In Jesus' name we pray, Amen.

In His service,

Mrs. Jurevich



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SCHOOL STAFF

The administrator of the school is the principal who works under the supervision of the Diocesan Superintendent of Schools and Canonical Administrator, Miss Kathleen Radecke.

Administration

Principal

Mrs. Gayla Jurevich

Bookkeeper

Mrs. Diane Gibbs

Teachers

Preschool

Mrs. Susan Higgins

Pre-Kindergarten

Mrs. Linda Sanchez

Kindergarten

Mrs. Cynthia Ito

Kindergarten

Mrs. Lisa Vela

Grade 1

Mrs. Jenny Arbizu

Grade 1

Mrs. Julie Canez

Grade 2

Mrs. Felicia Andrade

Grade 3

Miss Michelle Stevens

Grade 4

Miss Kellie Dotson

Grade 5

Mr. Karson Klauer

Grade 6 Homeroom

Mrs. Tracy Maiwald

Grade 7 Homeroom

Mrs. Suzanne Connors

Grade 8 Homeroom

Mrs. Cathy Mottau

Technology

Miss Michele Tiller

PE - K-5

Mrs. Bridget Christenson

PE - 6 -8; Athletic Director

Mrs. Terri Canez

Religion 6-8, 6 Homeroom

Miss Marilyn Westphal

K-8 music

Mrs. Catherine Olivas

Instructional Aides

Mrs. Anna Basarich , Mrs. Annette Guenther, Mrs. Jeanne Gonzales, Miss Carly Picha

School Extension Program

Director

Miss Michele Tiller

Staff

Miss Carly Picha

Office Staff

Registrar / Admissions

Mrs. Terri Picha

General office duties

Mrs. Joanne Soza

Maintenance Staff

Maintenance

Jesus Esqueda



HISTORY OF SACRED HEART PARISH SCHOOL

Sacred Heart Parish was established in December 1877. The rectory was completed in 1878. On August 8, 1891, the Sisters of Charity opened a boarding and day school. The building was a three-story structure with dormitories and kitchens. By the end of the century, there were 147 students.

Father Patrick O'Connor became pastor in 1924. The Sisters approached him regarding funds for a new school. The bishop authorized Father O'Connor to build the school, and a parish committee led by Dr. J. M. O'Donnell set out to raise the money. On March 17, 1927, ground was broken for the new school. In September 1929, there were 135 enrolled in Sacred Heart Elementary School and 31 in Serra High. In June of 1930, the Sisters of Charity relinquished their Hollister foundation. The school re-opened in September 1930 under the auspices of the Sisters of St. Mary of Namur. In 1937, Serra High School was discontinued.

In 1955, when Monsignor Patrick O'Reilley was pastor, three classrooms and a library were added to the school. In 1962, O'Reilley Youth Center was completed for use as a kitchen, meeting room and gymnasium. Sacred Heart continued to grow with the addition of six more classrooms. The most recent addition to the campus was an 'early childhood center' dedicated in September 1999.

Regretfully, the Sisters of St. Mary are no longer able to staff the school. Their legacy lives on in the memories and lives of the many alumni who continue to treasure their friendship, presence and tradition.

MISSION STATEMENT

Sacred Heart Parish School, a Catholic Elementary School within San Benito County serves students preschool through eighth grade. We are committed to teaching the gospel message of Christ, building community based on Jesus' command to love one another, and serving through prayer, worship, and social action.

We provide an environment within which students receive training in our Catholic tradition. We strive to develop competent and compassionate graduates through spiritual, academic and extracurricular programs. Students are empowered with leadership skills, values, and character traits to enrich personal living and develop as responsible, mature, faith-filled citizens.

PHILOSOPHY

Sacred Heart Parish School, with the support of parents, dedicates itself to teach the Gospel message, to build a faith community, and to serve through prayer and social action. SHPS provides an environment where students can develop into well-rounded, educated Christian citizens.

VISION FOR STUDENTS

The students are taught to value and practice the following essential components of a Sacred Heart Parish School education. We believe that by aligning school goals and activities with this vision, the following characteristics can be attained by our graduates:

- 1) Active Catholic Christian citizens who are able to:
 - Exhibit an understanding of the beliefs and traditions of the Catholic Church;
 - Understand the value of having God in their life and being able to share his love with others;
 - Recognize underlying Christian principles when studying social, historical and political issues;
 - Respect and appreciate that other people, cultures and nature are a part of God's creation.

- 2) Life-long learners who are able to:
 - Understand and apply basic educational fundamentals to the best of their individual learning ability;
 - Set realistic goals for themselves, reflect on them, and revise them as they proceed through life;
 - Develop and utilize strong study habits and skills;
 - Use their skills to analyze and evaluate resources and information, utilizing technology.

- 3) Responsible citizens who are able to:
 - Value themselves and others as an important part of an evolving community;
 - Be involved in their school, community and world, with a sense of global awareness;
 - Display respect for self, others and the environment;
 - Appreciate cultural diversity.

OUR BELIEF

We believe that in sending your child to Sacred Heart an informed decision has been made; therefore, we believe in your support of our philosophy of education and its expression in the day-to-day school and classroom programs.

We believe that the education of children is a joint venture of family and school; therefore, we assume your support of our policies and decisions and/or your willingness to communicate with us directly and humanely whenever concerns or questions arise.

We believe that both parents and teachers are the most significant role models for students, and the relationship between the two needs to model one of respect and caring. We believe that parents and staff agree that what is promoted or allowed at home and what is permissible or encouraged at school are consistent.

HOW PARENTS CAN HELP

Take an active interest in your child's work and life at school by:

- Getting to know your child's classmates and teachers by making plans in advance to spend some volunteer time driving for a field trip, helping out in the classroom, tutoring, etc.;
- Encouraging creative projects, independent inquiry and independent thinking;
- Ensure that your child/children are reading or being read to every night;
- Be alert to difficulties your child may be having in the classroom or on the playground, and notify the teacher as soon as a concern arises;
- Post the school calendar in a place where it is easily visible, and check it regularly;
- Carefully read each issue of The Pulse so that you will be aware of school activities, minimum days, athletics, special events, student achievements and free dress days;
- Give your child all the time and support they may need for special projects and assignments ... but let the final product be their own;
- Communicate regularly with your child's teacher, by phone, via email, in person or through the assignment book;
- Be active in the parent groups;
- Attend Parent Awareness Nights to learn strategies for different needs. Service hours will be given for attendance.

ABSENCES/TARDIES

Absences.

1. If your child is going to be absent, you must call the school office before 9:00am. State the child's name, classroom teacher and reason for the absence. Excused absences are: verified illness, bereavement, verified dental, medical or optometrist appointments. Absences from school for reasons other than those listed will be considered unexcused.
2. If a student does not arrive at school before 11:00am or leaves school before 12:00pm, they will be marked one half day absent.
3. If your child is absent and you would like their work for the day, you MUST request from the office by 10:30am. Work may be picked up in the school office between 3:15 and 3:30pm. Students who are absent will receive two days for each one day absent to complete missing assignments.
4. If you verbally arrange your child's absence with the teacher or office, a written note is required for the absence to be excused. PREARRANGED (excused) ABSENCES will not be granted during exam time or special school activities. Parents/guardians MUST REQUEST the schoolwork for prearranged absences IN WRITING AT LEAST ONE WEEK PRIOR TO THE ABSENCE. When a student is absent 13 days during a calendar year, a letter will be sent home notifying the Parents/guardians. More than 17 absences in a year may result in retention.
5. If an absence involves a contagious disease, the school needs a written excuse from a doctor.
6. Students must be in attendance at school for at least half of the day (3 hours on a regular day or 2 hours on a minimum day), in order to participate in any "after school" event, including sports and dances. This policy is waived if the student was attending a funeral or had a family emergency.
7. Teachers reserve the right to lower grades by 10% per day on work not completed by the stipulated deadline.
8. In the case of excessive absence and/or a series of incomplete assignments, the school reserves the right to use a "pass/fail" or "credit/non-credit" grading system rather than the standard Diocesan grading system.

Tardy.

1. Any student not in their classroom by 7:50am is considered tardy;
2. Students unable to arrive in their classroom by 7:50am must report to the office to receive a tardy slip. They will not be admitted to class without one;
3. When three unexcused tardies are received in a single trimester, a detention will be given. Only tardies related to personal injury, illness, medical/dentist appointment or a funeral are considered 'excused'. After three (3) 'unexcused' tardies, students in Grades 1 — 8 will be required to serve a detention. Each additional unexcused tardy will result in another detention. Detention times are from 3:00-3:30PM.
4. Students receiving nine (9) or more 'unexcused' tardies in a trimester will be billed \$50.00 per group of incidents.

Junior High Tardiness. Junior High students will be counted tardy in each class for which they do not arrive on time. If a student receives three unexcused tardies in a subject in one trimester, the student will serve a detention. For each unexcused tardy thereafter, another detention will be served. A record of this action will be placed in the student's file.

ACCREDITATION

Sacred Heart Parish School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA). This accreditation process recognizes and confirms:

- i. professional standards of curriculum, instruction and care for each student are being maintained and advanced in the school;
- ii. the school has clearly-defined and age-appropriate educational goals and objectives which are being substantially achieved; and
- iii. the school is a viable educational enterprise with the human, fiscal and physical resources to continue its services into the future.

ADMISSIONS

Admission Process.

Step 1 – Apply. To begin the Admission process at Sacred Heart Parish School, a new student must complete and submit to the Registrar the following documents for the school year for which they are applying:

- Completed Family Application;
- Completed Registration Form;
- Payment of the non-refundable Registration Fee;
- Admission Contract signed;
- Student's most recent report card;
- Copies of birth, baptismal and First Communion certificates for Catholic students; birth certificates for non-Catholic students;
- Teacher Report

Step 2 – Teacher Evaluation. Upon completion of the Family Interview, a Teacher Evaluation will be scheduled for the incoming student. During the Teacher Evaluation, a teacher may inquire as to a student's spiritual and social maturity as well as administer academic testing. The purpose of the Teacher Evaluation is for placement purposes as well as to identify any grade level differentiations with the current Sacred Heart Parish School standards of excellence.

Step 3 – Submission to Principal. Upon completion of the Teacher Evaluation, the entire admission package for the incoming student will be submitted to the Principal for a determination regarding admission.

Third Trimester Admissions

No admissions will be made once the 3rd trimester of the current school year has begun.

Admission Requirements for Students.

1. Students entering pre-kindergarten must be four (4) years old by December 1 and be developmentally ready for the program offered. A teacher interview and testing may be necessary to determine if the student is ready.
2. Students entering kindergarten must be five (5) years old by December 1 and be developmentally ready for the program offered. A teacher interview and testing will be necessary to determine if the student is ready.
3. A child entering first grade must have reached the age of six (6) years by December 1, of the fall in which the student enters first grade.
4. If a child has successfully completed the previous year, the student will proceed to the next grade level. New students will be assessed individually so that they can be challenged with curriculum appropriate to their needs and abilities.
5. The child must understand that his parents/guardians have delegated their authority to Sacred Heart Parish School while the child is in school. He is therefore subject to the instruction and discipline of the teachers and staff while at school.
6. Students must demonstrate a grade level capability of academic subjects at Sacred Heart Parish School as indicated by school records, standardized tests and teacher evaluation.
7. Student's family must regularly attend a local church.
8. Students must give evidence of a desire for a Christian education and be willing to submit to the standards and regulations of the school.

9. Students must be in good standing with their previous school in conduct and academics.
10. For Junior High students, the student must clearly articulate their belief in God and foundationally understand biblical principles.
11. Medical requirements for students must be met according to the standards set forth by the State of California including all immunizations and TB tests.
12. Students must take an academic examination prior to acceptance and score a minimum percentage on this exam to be eligible for admission.

Admission Requirements for Parents/guardians

1. Parents/guardians must sign and thereby agree to abide by the Admission Contract.
2. Parents/guardians must be willing to cooperate with the policies of the Sacred Heart Parish School Administration. This is most important in the areas of discipline, spiritual maturity and academics. Parental non-compliance or interference with school policy is grounds for student expulsion.

Sacred Heart Parish School reserves the right to refuse admission to any student whose educational needs cannot be met by Sacred Heart Parish School. We reserve the right to deny admission to any individual/family who we feel will not benefit from our educational program based on past academic achievement, does not support the Statement of Faith or whose lifestyle is not in harmony with the stated Christian philosophy and purpose of Sacred Heart Parish School.

Continuation Requirements for Enrolled Students:

- Satisfactory academic progress commensurate with ability and grade level.
- Satisfactory patterns of attendance/punctuality.
- Behavior patterns which are not a disruptive influence in the school, classroom or playground.
- Updated immunization and health records.
- Financial accounts current to 30 days (including Parent Service Hours).
- Registration fee paid (non-refundable unless the school determines the child may not continue.)
- Consistent parent support of/cooperation with school personnel, policies and procedures.

New Student Probation.

It is Sacred Heart's policy that all new students admitted to Sacred Heart will be automatically placed on Academic probation as defined herein this Handbook, excepting inclusion in extra-curricular activities. This probation period will initially apply for the one trimester. A decision will be made by the Principal, homeroom and Junior High teachers



(if applicable) whether the probation will be lifted, or whether the student will be dismissed from Sacred Heart.

Non-Discrimination Policy.

Sacred Heart Parish School, in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. Sacred Heart does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs. While Sacred Heart Parish School does not discriminate against students with special needs, a full range of services may not be available.

ARRIVAL PROCEDURES

Adult supervision is not available before 7:30am; PK-8 students should not be dropped off at school before 7:30am as supervision is not available until 7:30am.

Pre-K and Kindergarten students go directly to their classrooms upon arrival. Students in Grades 1-8 gather on the playground (fair weather) or in the gym (inclement weather) under teacher supervision. Students are not allowed to enter/play in the hallways or bathrooms before school.

All students must be in their homeroom by **7:50 am** daily for attendance, flag salute and morning prayer.

Drivers are to enter the drop-off lane in the area designated by the cones. *Please* do not park in 'cone zone'. Please understand that there is no "express" lane. Please stay in line with the other parents/guardians.

ATHLETICS

Athletic Standards. Athletics is an earned privilege and not a right. In addition to meeting a certain level of skill achievement and team play, student athletes must meet and maintain the following levels of character and academic achievement.

- All students at Sacred Heart will be classified as either eligible or ineligible for athletics and activities each semester. To be eligible, a student must maintain a 2.0 GPA and maintain a 74% in Religious Studies on his/her report card.
- All students must have a physical examination by his/her personal physician, at his/her expense, before participation in any practice session sponsored by the school.
- If a student is classified as eligible, he/she is allowed to try out, practice and participate. Any student who fails to maintain grade eligibility for any weekly grading period will be placed on probation for a period of one week.

- Athletes must remember that they take on a difficult academic challenge simply because of the many hours involved with the team. They must plan accordingly, take initiative and be personally responsible. Students who have academic or disciplinary obligations must fulfill them before attending practices. Detentions or suspensions conflicting with games/practices take precedence over athletic/extracurricular events.
- Generally, a student who does not attend school the day of the extracurricular activity will not participate in the activity that day.
- Should a student not meet the above "Standard" he/she will be classified as ineligible.

Athletics offered. Sacred Heart offers the following athletics opportunities for students in 6th through 8th grade:

| GIRLS | BOYS |
|------------------------------------|---------------|
| Volleyball | Flag football |
| Basketball | Basketball |
| Soccer | Soccer |
| Track (Co-Ed) & Volleyball (Co-Ed) | |

Event Supervision and Sportsmanship. Home volleyball and basketball games are held in the Sacred Heart Parish School Gymnasium. Home soccer games are held at the Vet's Park soccer field. Parents/guardians, or a consenting adult, must supervise K-8 children who are attending games. Students must stay in the gymnasium area except to use restrooms/water fountain. For the safety of the students in lower grades, if they leave the gymnasium or soccer field area they should be supervised by an adult. Courteous, respectful behavior is expected of all Sacred Heart Parish School students, and the discipline policy is still in effect during school sponsored events. Sacred Heart Parish School reserves the right to ask those who do not comply with these guidelines to leave the premises.

Coaching Staff. For the safety and welfare of our students, it is mandatory that any and all coaches at Sacred Heart Parish School are fingerprinted and adhere to the volunteer guidelines. In addition to the volunteer guidelines, it is imperative coaches remain with students until all have been picked-up by a parent or guardian. Coaches are required to maintain a roster of student players along with parent/guardian contact information.

AFTER SCHOOL CARE

Extended Care is offered only to Sacred Heart families and students. Students aged 5 years and older are eligible to attend from 3:00 to 6:00pm. Extended care follows the current school calendar. The following are the current rates:

| | |
|-------------|-----------------|
| One student | \$4.00 per hour |
|-------------|-----------------|



| | |
|----------------|-----------------|
| Two students | \$6.00 per hour |
| Three students | \$8.00 per hour |
| | |

Note: If a student who is in after school care has a cell phone in order to “touch base” with their Parent/Guardian, please do not call your child before 4:00 pm. There is also a \$1.00 per minute late fee starting at 6:01pm.

ANY UNATTENDED CHILD WHO IS A REGISTERED STUDENT OF SACRED HEART PARISH SCHOOL WILL BE SIGNED INTO THE PROGRAM IF THEY ARE ON THE SCHOOL PREMISES AFTER 3:15 (12:15 ON MINIMUM DAYS).

Program expectations:

1. The discipline policy in this Family Handbook is also applicable to the Extended Care Program. In addition, students are required to help clean up the Extended Care areas and to assist with keeping the environment orderly.
2. State law requires that a child who becomes ill should be separated from classmates until someone comes for them. The Extended Care program cannot accommodate sick children. Therefore, as during the school day, parents will be called should illness or injury occur.
3. Students who have been taken from school for Scouts, birthday parties or any other non-school activity may not be returned to the school that day and re-enter the Extended Care program.
4. No child is allowed to leave the premises with a minor (anyone under 21) or alone unless parents write a note to the principal releasing the school from any liability for accident or injury that should occur.

Student Responsibilities

1. Students are expected to report to the Extended Care area promptly.
2. Students need to be signed in by the Extended Care staff upon arrival.
3. Students who are enrolled in after-school activities or the sports program must sign into Extended Care while **awaiting** their activity and / or when their activity ends. Students may not remain on the school property unless supervised.
4. It is the student’s responsibility to have with them all materials necessary to complete homework assignments. The Extended Care staff has limited access to classrooms. Students cannot return to class for forgotten assignments or materials.

Parental Responsibilities

1. Parents must pick up their children by 6:00 pm sharp.
2. Parents, or others authorized to pick the child up, are responsible for signing the student's 'time sheet' and noting the correct pick-up time on it. (If the time of pick-up is not noted you will be billed for the maximum hours for that day.)
3. Parents wishing a child to be picked up by someone other than the persons listed on the emergency card must **write or fax** a signed / dated note stating the name of the person and the date / time they will pick up the child.

A telephone call or verbal message cannot be accepted under any circumstances. (It is the responsibility of the parent/guardian to inform the 'alternate' that he/she will be expected to show a picture ID/driver's license to the Extended Care staff prior to release of the student.)

BOARD OF DIRECTORS

Governance. Pursuant to the Sacred Heart governing By-Laws and Constitution, the governing body of Sacred Heart will be the Board of Limited Jurisdiction. The school board is autonomous and self-perpetuating. The Sacred Heart Parish School board consists of committees overseen by board members. Board member qualifications include spiritual qualities set forth in I Timothy 3. The principal/administrator, falls under board authority. In addition to the foregoing, the Board of Limited Jurisdiction operates in accordance with the Sacred Heart Board Policy Manual Handbook and reference should be made to therein for operating details.

CELEBRATIONS OF FAITH

Prayer. Each school day begins and ends with prayer. Opportunities for prayer are also offered at other times throughout the school day. Prayers by grade level can be found on the school website. It is our endeavor to not only teach traditional prayers but assist students in developing their abilities for spontaneous prayer. Individual homerooms prepare prayer services and liturgies or to celebrate a particular event or feast such as Advent or the Epiphany. Students prepare special programs for Christmas and during Holy Week as well reenacting the Stations of the Cross.

Sacraments. Parents who wish their children to receive any sacrament should contact the Religious Education Director at the parish office (637-9212). The First Reconciliation and First Eucharist Programs are parent/child formation programs administered by the Parish and coordinated within the classroom.

Mass is celebrated by the school community approximately once each month and each grade level celebrates Mass bi-weekly. These celebrations take place during the school day and are held either at Sacred Heart Church or St. Benedict. Students in grades 6 through 8 are assigned faith partners in grades K-2 to provide a role model for



practicing our faith. Parents are encouraged to attend school liturgies, especially if their child's class has prepared the liturgy.

Throughout the school year, grades 2 — 8 will be assigned to prepare several school day liturgies or para-liturgies and at least one weekend Children's Mass. Parents are encouraged to come with their children on their assigned day. Children's Liturgies at St. Benedict Church are usually the second weekend of the month.

CHOIR

Under the supervision of the Choir Director, the school choir leads singing for both school and parish events. They also serve the local community by singing for the senior Christmas luncheon and the Hospice Tree Lighting ceremony.

CHILD ABUSE POLICY

The State of California requires Sacred Heart to report allegations of suspected child abuse to the proper governmental authority when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with Parents/guardians regarding the well being of their children, the administration is placed between the parent and the state, acting on behalf of the parent and in accordance with state law. It is the school's policy not to contact Parents/guardians in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. Mandated reporters who report suspected child abuse cases have absolute immunity, both civilly and criminally, for making such reports.

COMMUNICATION

Sacred Heart believes that the Bible teaches that parents/guardians have the ultimate responsibility of educating their children. Parents/guardians are requested to address concerns by written communication, including email, to the teacher or a scheduled appointment with the teacher. Pre-arranged parental visits are encouraged and should be arranged through the school office. Sacred Heart seeks to keep parents/guardians informed through: Parent Association (PASS), regular teacher newsletters (K-5), weekly newsletters, email "blasts" distribution, Parent Teacher Conferences, correspondence, Progress Reports, Trimester Report Cards and parental contacts by teacher if problems need to be addressed.

| Staff | Position | Email Address |
|---------------------|-------------------------------------|---|
| Rev. Rudy Ruiz | Pastoral Staff | Father Rudy |
| Mrs. Gayla Jurevich | Principal | gjurevich@sacredheartschool.org |
| Mrs. Diane Gibbs | Business Office | dgibbs@sacredheartschool.org |
| Mrs. T. Picha | Main Office, Registrar / Admissions | tpicha@sacredheartschool.org |
| Mrs. J. Soza | Main Office | jsoza@sacredheartschool.org |
| Mrs. C. Mottau | Teacher, Grade 8 | cmottau@sacredheartschool.org |
| Mrs. S. Connors | Teacher, Grade 7 | sconnors@sacredheartschool.org |
| Mrs. T. Maiwald | Teacher, Grade 6 | tyoung@sacredheartschool.org |
| Mr. K. Klauer | Teacher, Grade 5 | kklauer@sacredheartschool.org |
| Miss K. Dotson | Teacher, Grade 4 | kdotson@sacredheartschool.org |
| Miss M. Stevens | Teacher, Grade 3 | mstevens@sacredheartschool.org |
| Mrs. F. Andrade | Teacher, Grade 2 | fandrade@sacredheartschool.org |
| Mrs. J. Arbizu | Teacher, Grade 1 | jarbizu@sacredheartschool.org |
| Mrs. J. Canez | Teacher, Grade 1 | jcanez@sacredheartschool.org |
| Mrs. C. Ito | Teacher, Kindergarten | cito@sacredheartschool.org |
| Mrs. L. Vela | Teacher, Kindergarten | lvela@sacredheartschool.org |
| Mrs. L. Sanchez | Teacher, Pre-Kindergarten | lsanchez@sacredheartschool.org |
| Mrs. S. Higgins | Teacher, Preschool | shiggins@sacredheartschool.org |
| Miss M. Tiller | Technology Coordinator | mtiller@sacredheartschool.org |
| Mrs. C. Olivas | Teacher, K-8 Music | colivas@sacredheartschool.org |
| Miss M. Westphal | Teacher, Religion 6-8 | mwestphal@sacredheartschool.org |
| Mrs. T. Canez | Athletics Director; PE Grades 6-8 | tcanez@sacredheartschool.org |
| Mrs. B. Christenson | Teacher, Grades K-5 PE | bchristenson@sacredheartschool.org |

For the safety of all students and a higher quality of communication, parents are asked to not engage teachers in conversation while they are supervising recess, lunch or traffic duty or when they are preparing for the day.

During the school year, a parent may request an appointment to discuss his/her child's progress with the teacher(s). Please telephone or send a note giving at least 24 hours courtesy notice in advance to request a conference. Parents are asked to confer with the child's teacher first if a concern arises. If the situation is not resolved, the principal may be included.

The Pulse - Weekly Newsletter

Sacred Heart Parish School makes every effort to keep parents informed about events and activities. The weekly school newsletter "**The Pulse**" is distributed electronically, if the family would prefer a hard copy to be sent home make your request through the school office.

Assignment Books. Assignment books are another tool for communicating with parents. Please be sure to sign the book each night to indicate to the teacher that you have seen the assignments. Teachers should also check these daily for any notes.

When parents are away from home. When parents are away from home, the school must be notified in writing who is responsible for the child, who will be picking the child up from school, and whether the child will remain at home or temporarily staying at another address.

CUSTODY ARRANGEMENTS

In order to assure that the parents' rights as well as those of the child are understood and respected, the school will request a copy of the court order which states the legal custodian of the child. The parent with physical custody will receive all correspondence and reports concerning the child. If the child's other parent also requests such information in writing, copies will be sent.

COMPUTER, TECHNOLOGY AND INTERNET ACCEPTABLE USE GUIDELINES

The availability of computers and the internet at Sacred Heart offers our students a wealth of educational opportunities. While we realize that computer technology and the internet play important roles as tools in today's society, we are also aware that this availability raises issues of safety and appropriate use. While it is important that students know of the Internet's capabilities, they must also know how to use it as responsible Christians. Sacred Heart Parish School utilizes Internet filtering software designed to block inappropriate Internet web sites; however, we understand that it is impossible for Sacred Heart Parish School to completely restrict access to all controversial materials. The guidelines below recognize the need to safeguard our students and school while enriching our curriculum and protecting our equipment. All rules are applicable to all uses of computers and related technologies. With this in mind, all students of Sacred Heart must abide by and act responsibility concerning the following Computer Technology/Internet issues:

Students shall abide by the following policies:

1. Students will have access to the Internet with the supervision of the teacher.
2. Students will use the computer for educational purposes only.
3. For security and safety, students will not provide any personal information via email or the Internet. This includes: full name, address, phone number, credit card numbers, and especially Social Security Number.
4. Students will not use chat rooms or social networking websites such as Facebook or MySpace.
5. Students will not disrupt any network or website by "hacking" or disseminating destructive code.
6. Students shall not use email to send untruthful, unlawful, threatening, or obscene information.
7. Students will not use proxy servers to circumvent filtering software.

Students will not be allowed to freely "Surf" the internet. In the event that a student intentionally disregards the computer technology policies that student(s) will be immediately suspended from the technology center and subsequent disciplinary actions will be taken in accordance with established school policies, including but not limited to school suspension or expulsion, depending on the nature of the offense.

While our intent is to make internet access available to further educational goals and objectives, we are also committed to foster in the students a sense of responsibility in this endeavor. The use of the network and Internet by students is a "privilege", not a "right". Any misuse of this privilege will result in the loss of access.

Students, teachers, or administrators with school access to the internet and computer network, **will not** permit the following:

- Damaging computers, computer systems, or computer networks
- Going to unauthorized Web sites
- Downloading without authorization
- Intentionally wasting limited resources
- Printing without authorization
- Using another's password
- Trespassing in another's folder, work, or files
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Employing the network for commercial purposes

Finally, SHPS teachers may share lesson plans, homework, and grades, under password protection, on SHPS' unique Parents Web (RenWeb) service. Parents are reminded to logon and check their student's progress throughout the terms. All teachers assign and post grades to RenWeb at different times. If you see grades in RenWeb for some teachers but not others, this is normal function of the way teachers assign and post grades. The number and frequency of assignments varies in each course and by each teacher.

CURRICULUM

The curriculum used at Sacred Heart is carefully selected from a variety of Christian and secular publishers including Benziger, Loyola Press, Harcourt Brace, Holt Science and Technology, Houghton Mifflin, Open Court, Saxon and St. Mary's Press. We believe academic excellence is a worthy goal. Following the traditional classroom approach, great emphasis is placed on the basic fundamentals of education. A strong, phonics-based reading program and a solid, traditional mathematics program provide an excellent foundation for advanced work.

Teachers follow the curriculum guidelines of the Diocese of Monterey, which is based on California State Frameworks and National Standards. The curriculum for Grades PK-8 includes Literature/Reading, Language Arts, Math, Science, Social Studies, Religion, Music, Art, Technology and Physical Education.

DISCIPLINE POLICY

Purpose. One of the most important lessons a Christian can learn is self-discipline. While it does not appear as a subject, it is the foundation of the whole educational structure. It is the key to good conduct and proper consideration for other people and the training develops self-control, character, orderliness and efficiency. Perhaps the most important aspect to our discipline system is the partnership between home and school. Mutual support is crucial. Therefore, the Sacred Heart administration stands ready to assist in the achievement of these goals establishing a variety of rules, procedures and expectations.

Goals of the Sacred Heart Discipline Policy include the five (5) "R's":

Respect for God and His Word: Students are expected to follow the modeling of Christ.

Respect for Authority: Students are expected to communicate and respond with courtesy to teachers, other staff, volunteers, guests and adults in word, deed and gesture. Students are expected to obey teachers and staff.

Respect for Others: Students are expected to communicate and respond with courtesy in both word and actions to each other. They are expected to respect the learning environment of others.

Respect for Property: Students are expected to properly use and care for the property of Sacred Heart, all school facilities, other classmates and their own property.

Respect for Learning: Students are expected to follow the school-wide/classroom rules as designated by the classroom teacher.

Classroom Discipline and Management of students. The primary responsibility of every teacher is to develop an atmosphere which is conducive to good behavior. Discipline that is both fair and firm is a reasonable expectation of both students and Parents/guardians. In dealing with the conduct of the students, the teacher will:

- Establish classroom rules by which the students will abide
- Be consistent in enforcing the rules daily
- Expect the same adherence to the rules by all students showing no favoritism
- Establish consequences for students that break the rules
- Establish that every student is responsible to the class for his/her behavior
- Promote entering and leaving the school building in a quiet, orderly fashion at all times
- Help students understand that any teacher or adult in charge has the responsibility to correct them

Grade Discipline Policy.

Grades 1-4

Students in Grades 1-4 receive "conduct referrals" for serious or repeated infractions of the code of student behavior. These written notices are intended to document and/or inform parents about unacceptable student behavior. They are not intended as a judgment of the student as a person. Conduct referrals have a cumulative as well as an immediate effect:

Grades 1 - 4: Each year

- Incidents 1-3: May include a 'time-out', detention, referral to the principal or removal from the classroom
- Incidents 4-6: Parent conference/Behavior Improvement contract created with input from student
- Incident 7: Disciplinary Probation

Grades 5-8

Students in Grades 5-8 receive "disciplinary referrals" for serious or repeated infractions of the code of student behavior. These referrals have a cumulative as well as an immediate effect:

Grades 5 - 8: Each Year

- Incidents 1 - 2: Thirty-minute detention arranged by the staff member issuing the referral.

- Incident 3: The homeroom teacher will telephone the student's parents to elicit extra support from home, and will meet with the student personally to review the disciplinary process.
- Incident 4: The homeroom teacher will set up a parent/student/teacher/principal conference to discuss/clarify behavioral expectations. The student will then be placed on disciplinary probation according to the terms of an individual Behavior Improvement Plan that he/she will take part in creating.

Detention. Students may receive a detention, at a school or school-sponsored activity or event, from any teacher or school official directly involved with the attitude or behavior.

Detentions are used as a disciplinary consequence. Students will be required to spend an assigned time (3:00-3:30PM) in a designated area completing an assignment as instructed. The detention schedule for the 2011 – 2012 academic year is **Monday, Wednesday and Friday from 3:00 to 3:30PM.**

Tardiness or not reporting for detention will result in an additional detention. Upon receiving a detention, the student will be given a Discipline Action Form to take home and have his/her parent sign. The student will then return the signed form to the teacher the following day. To have a detention postponed without penalty, the parent must send a written note asking that the detention be postponed. This written note must state the reason for needing the detention postponed. It must be dated and signed by the parent. Only one detention can be postponed due to medical reasons during a trimester period. The principal will be the final authority in granting the request.

If a student fails to serve the detention, the student will serve the original detention and a detention of equal value. Siblings of detention students may not be dropped off and left unsupervised during the detention.

Saturday Detention. Students who miss detention, or for whom detention has not been effective, may be required to serve additional detention time, in full uniform, on Saturday morning from 8:00AM- 11:00AM. A \$50.00 fee will be levied for students serving Saturday detention. An additional fee will be charged for students arriving late in excess of 10 minutes late to detention. The charge will appear on the student's financial statement following the assignment of the Saturday detention date.

In-School Suspension (ISS). When a student receives four (4) detentions per trimester, that detention becomes an ISS. The student will be isolated from the student body for the assigned number of school days. The student must complete the required assignments and will receive full credit for work turned in on time, late work will not be accepted. The student may not represent Sacred Heart in any extra-curricular activity/athletics.

Out of School Suspension (OSS). The student will not be allowed to attend school or any after-school activities during this period. A student may obtain assignments and other work missed during this period. The student must complete the required assignments and will receive full credit for work turned in on time, late work will not be accepted. When a student receives an OSS, a Behavioral Contract will be drawn up. The student's parents/guardians, teachers and principal must agree upon this contract before the student is able to return to class. Students who are suspended will not be eligible for the honor roll during the grading period in which this occurred. Numerous suspensions are an indication that the student may face possible expulsion.

Expulsion. Expulsion is defined as denying a student attendance at school, access to school property and attendance at all school functions for the remainder of the school year. Expulsion may occur as a result of a serious infraction, possession/use of drugs, alcohol, and gang related activity, or it may be necessary if a behavior, which caused a suspension, persists after the suspension period is over. The following procedures will be followed if a student faces possible expulsion:

1. In the case of such an offense, the matter will be referred by the teacher to the Principal of Sacred Heart concerning expulsion.
2. Sacred Heart Parish School has the authority to dismiss any student for non-compliance with the rules and regulations of the school.
3. If a student is expelled from Sacred Heart, the parents/guardians forfeit their full year's tuition.

Character Probation. There are times in which verbal reminders and initial consequences do not significantly change a student's behavior and/or attitude. Persistent negative or disruptive attitudes are usually evidence of a lack of character development in a given area, and a student may be placed on character probation as a result. The probationary period will depend upon the circumstances. During that time a student must demonstrate significant improvement in the character qualities in question in order to continue as a student at Sacred Heart.

A written contract will be drawn up detailing the expectations of the probation. If a student receives an Out of School Suspension for major disciplinary infractions, it will result in character probation. The student may be ineligible for extracurricular activities as determined by the staff and administration. If the student fails to demonstrate satisfactory improvements, the administrator may recommend the student be asked to withdraw from the school.

Academic Probation. Should a student be placed on Academic Probation, the terms of that probation will be determined and written by the Administration and the Teachers. Times when a student may be placed on Academic Probation include but are not limited to:

- All new students entering Sacred Heart Parish School are automatically placed on Academic Probation for the first trimester and;

- Any student in grades 6-8 whose grade point average falls below 1.67 or receives a grade of "F" on their report card, is placed on Academic Probation. Probation means that a student may not engage in extra-curricular activities (sports, dances, etc.) nor run for or remain on Student Council until the probation has been lifted.

Generally, Academic Probation will remain in effect for at least one trimester. Should a student fail to meet the terms of their Academic Probation, it may result in, mandatory tutoring (internal and/or external), class schedule changes or retention.

DISCIPLINE PROCEDURES

Purpose. Different offenses therefore, carry different penalties with an emphasis on justice. In assigning consequences, staff members will be as wise as possible in differentiating between childish irresponsibility and direct disobedience and/or defiance. The following levels of disciplinary action have been established by the administration of Sacred Heart Parish School:

Level One. The teacher or school official directly involved with the attitude or behavior is responsible for handling the discipline. Possible disciplinary consequences include, but are not limited to:

- Verbal reprimand or warning
- Loss of privilege
- Writing assignments
- After school/before school detention
- Parents/guardians contacted

A RECORD OF THIS ACTION WILL BE PLACED IN THE STUDENT'S FILE

Level Two. This offense in and of itself may be considered major or may involve a rather minor issue which has become a major one due to its expanding repeated occurrence, thus giving evidence of defiance or unmanageable behavior. Possible disciplinary consequences include, but are not limited to:

- After school/before school detention
- Parent conference
- Work detail at school
- In School Suspension
- Out of School Suspension
- Character Probation

A RECORD OF THIS ACTION WILL BE PLACED IN THE STUDENT'S FILE

Level Three. Repeat offenses will be referred to the Sacred Heart Parish School Administration. Possible disciplinary consequences include, but are not limited to the following:

- Suspension from extracurricular activities
- Character Probation
- In School/Out of School Suspension

- Recommendation for expulsion from school

A RECORD OF THIS ACTION WILL BE PLACED IN THE STUDENT'S FILE Level

Level Four. A major offense as outlined in this handbook may result in expulsion.

- Defiance or unmanageable behavior
- Scornful/mocking behavior
- Stealing/destruction of property
- Physical or verbal assault

Each of the above will be dealt with strongly and may result in expulsion. Some offenses due to their tremendous destructiveness must be handled with extreme measures. Therefore, the following shall result in automatic and immediate expulsion by the administrator.

- The possession or sale of alcohol, tobacco products, or drugs at school or school sponsored activities and events.
- The possession of firearms, threatened use or threatened possession of firearms, at school or school sponsored activities and events.
- Gang involvement, weapons, firearms.
- Belonging to a gang, wearing gang colors, or using gang symbols at school or school sponsored activities and events.

A RECORD OF THIS ACTION WILL BE PLACED IN THE STUDENT'S FILE

DISMISSAL PROCEDURES

Time of Dismissal. Grades 1-8 Sacred Heart dismissal is 3:00pm. Kindergarten dismissal is 2:45pm.

Dismissal Pick-Up Locations. To make dismissal as efficient as possible, Parents/guardians are required to use the following locations for pick-up of students:

Parents/guardians are to pickup students:

1. Front of school
2. Parking lot
3. Corner of College and Seventh Street

For the safety of your child, please do not direct your child to meet you in an unsupervised location.

Dismissal Procedures. For the safety of Sacred Heart students, we require parents/guardians to follow the Dismissal Procedures outlines below:

For the safety of all students and a higher quality of communication, parents are asked to not engage teachers in conversation while they are supervising recess, lunch or traffic duty (dismissal) or when they are preparing for the day.

- Parents/guardians conducting school business or making teacher contacts need to pick up their students prior to contacting staff.
- Students not picked up by 3:15pm will automatically be escorted to Extended Care (Keenan Hall) where the appropriate fee will be charged.
- Students can only be dismissed to their Parents/guardians or people listed on the emergency card. You MUST call the office if your child is going home with someone else.

Early Student Dismissal. A student may not leave the school grounds without being escorted by a parent/guardian or another adult designated by the parent/guardian. The parent/guardian should notify the school in writing whenever possible. If a student is to leave the school during school hours, the parent/guardian must pick up the student at the school office and sign him/her out. If returning on the same day, the parent/guardian must sign in at the school office. Parents/guardians should not go to the classroom.

DRESS CODE

As a Catholic Christian community, Sacred Heart Parish School believes that all people are made in the image and likeness of God. While dressing neatly shows respect for self and for those with whom we spend our days, it is not necessary to alter or greatly adorn our God-given image.

We believe that neatness in clothing and appearance of a student is important to promote an atmosphere of learning as well as personal dignity and respect. The dress code is intended to promote a sense of unity among the students and keep clothes, shoes and other aspects of appearance from being distractions. The uniqueness of each person is seen and valued by others in the SHPS community without it being displayed through clothing.

SHPS requires attire to conform to the written guidelines in this section. These guidelines are designed to be flexible enough to accommodate fit, affordability and access, while still maintaining an acceptable level of consistency and ease of enforcement. The uniform dress code is designed to promote simplicity, non-competition in dress and a focus on school rather than fashion.

Muenzer's is the official uniform provider to Sacred Heart Parish School. The dress code will be adhered to during school hours, including field trips, extended care and school functions, except under special circumstances or as announced. Specifics of the dress code are as follows:

Boys:

- **Polo uniform shirts** (long or short-sleeved) in red, white or gray with school logo or plain white. No emblems, pockets or contrasting stitching. Shirts must be long enough to stay tucked in at all times.

- **Turtleneck shirts** in white, gray and red only, NO ribbed, plain only.
- **Red uniform sweater/SHPS crewneck or fleece sweatshirt/hooded jacket:** Sweaters must be at waist length, no shorter, no longer. No contrast stitching or emblems other than approved SHPS logo wear. Sweatshirts and sweaters are to be worn over a uniform shirt. No hooded sweatshirts. No vests.

Girls:

- **Uniform plaid skirts (Gr 4-8), skorts, or jumpers (PS-3):** Acceptable skort style: must resemble a pair of shorts with a panel of fabric over the front. Skirts, skorts and jumpers can be **no shorter than 2"** above the knee. No calf-length skirts. Shirts are not required to be tucked.
 - **Polo uniform shirts** (long or short-sleeved) in red, white or gray with school logo or plain white. No emblems, pockets or contrasting stitching. Shirts must be long enough to stay tucked in at all times when worn with pants or shorts.
 - **Short-sleeved blouse:** in white only. No contrasting detailing or stitching.
 - **Turtleneck shirts** in white, gray and red only, NO ribbed, plain only.
 - **Red uniform sweater/SHPS crewneck or fleece sweatshirt/hooded jacket:** Sweaters must be at waist length, no shorter, no longer. No contrast stitching or emblems other than approved SHPS logo wear. Sweatshirts and sweaters are to be worn over a uniform shirt. No hooded sweatshirts. No vests.
-
- **Girls wearing jumpers or skirts may wear athletic shorts under their skirts if desired for PE. Spandex shorts are not appropriate for PE.**

Violations:

A warning note will be sent home upon first notice of a particular dress code violation. If the violation is not corrected within the time designated on the Warning, a First Infraction will be sent home and placed in the student's file and the student will receive a detention.

Additional Guidelines:

1. **Hair** - must be neatly groomed, combed and clean and your God given color. Students **may not** bleach, color, highlight or streak their hair. Hair **must not** be below the eyebrows in front. Boys – hair **must not** touch the collar in back and earlobes must be visible. Sideburns may not be below the ear.
2. **Undergarments** - Short sleeved undershirts may be worn in white only. No dark or visible undergarments.
3. **Piercing, jewelry and tattoos** - NO facial piercing or visible tattoos. Girls' earrings should be modest, no longer than ½", no dangling or hoop earrings. Boys – no earrings.
4. **Footwear** – Athletic shoes (scuff proof) are required. Acceptable colors are black, gray, red, white or navy blue only. No open-toe, open heel, high-heel, slip-

on boots or shoes.

5. **Belts** – Must be a solid black, brown or blue dress belt. For safety, belt buckles should be small in size. No inappropriate graphics or phrases will be allowed.
6. **Socks** – Black, gray, red, white or navy blue only. Tights in these colors are also acceptable for girls. Socks or tights are to be worn at all times. No leggings or footless tights. Low-cut white socks may have a sport emblem (Nike, Adidas.) in red, gray, navy or black. Other colored additions (i.e. colored band at top of sock) must be SHPS uniform color. **Socks must be visible above the shoe.**
7. **Sweatbands** - May be worn only during athletic activities
8. **Hats, scarves, bandanas** – Hats, scarves and bandanas are not to be worn during class time and must be of SHPS uniform color. Exceptions may be considered for religious or medical reasons. Headbands may not have attached scarf.
9. **Accessories** - must coordinate with the uniform colors (black, gray, red, white or navy blue only) and be removable during the school day.
10. **Make-up of any kind, colored nail polish or acrylic nails** - May NOT be worn.
11. **Outerwear** – on cold days, if necessary, non-uniform jackets may be worn over a uniform sweatshirt, sweater or jacket. These non-uniform jackets are for outside wear only and not allowed in the classroom. Only red uniform jackets, sweaters and sweatshirts may be worn at assemblies, in the classroom, on field trips and in church. No contrast stitching or emblems other than approved SHPS uniform wear.
12. **All clothing must be neat, clean, and free from holes, and size appropriate.** Tight or baggy oversized clothes are unacceptable.

Free dress day attire:

- All clothing should be in good repair, not excessively wrinkled, modest and suitable for a Christian school environment. No mini-skirts, short-shorts or tight-fitting jeans/pants.
- All shirts must have sleeves or caps at the shoulder and be long enough so that the top of the pant is covered (if shirt is not tucked in).
- Tight or baggy clothing is not acceptable.
- Clothing should be free from inappropriate graphics, language or inferences.
- Writing on the back of pants is not allowed.
- Items #1-#6 from “Additional Guidelines” must be followed on ‘free dress days’.
- ***Adult Volunteers** – Please abide by the guidelines stated in “Free Dress Day Attire” when coming to volunteer at the school.

- **Students dressed inappropriately on Free Dress days will receive a conduct/disciplinary referral and will be sent home to change.**

Enforcement:

- Students will be asked to remove any jewelry that does not meet guidelines.
- Students will be asked to remove make-up and nail polish immediately.
- For clothing infraction, the parent will be called to school for student to change.
- Hair colorings must be removed within seven days of notification. On or before the seventh day student must report to the office to clear the dress code violation prior to reporting to class.
- Until hair color is corrected student will not be allowed to return to school and will have a suspended status. (Please see OSS section of Family Handbook for details).

Violations:

A warning note will be sent home upon first notice of a particular dress code violation. If the violation is not corrected within the time designated on the Warning, a First Infraction will be sent home and placed in the student's file and the student will receive a detention.

DRUG/ALCOHOL ABUSE

Sacred Heart is a drug free and alcohol free school. The use or possession of alcohol or any illegal and mind altering drug by any student at any school sponsored event including normal school hours, athletic events, social events, concerts or plays, will result in expulsion from Sacred Heart Parish School. The use or possession of tobacco, weapons, fire arms, or gang related materials, in the above situations would also result in expulsion from Sacred Heart Parish School.

EMERGENCY CLOSINGS

For emergency closings, Parents/guardians are urged to tune in to one of the following radio stations: **KBAY FM94.5** or check the school's website at www.sacredheartschool.org. Parents/guardians are encouraged to have their own "emergency" plan worked out ahead of time with their children in the event of an emergency or unscheduled early school dismissal.

FIELD TRIPS

As part of the instructional program a field trip may be taken to enhance learning. A notice will be sent out prior to each field trip. Fees may be charged to cover expenses. No refunds will be given if student or parent/chaperone does not attend the field trip. If parents/guardians do not want their child to participate in a field trip, the student may be provided with an alternative educational activity at school.



For the safety of our children, all students participating on field trips must be buckled into a seat belt. SEAT BELTS MUST BE WORN AT ALL TIMES BY VOLUNTEERS, TEACHERS AND STUDENTS. Children under the age of 8 and/or 80 pounds or less MUST be secured in a booster seat. Children 12 years old and younger must sit in the back of the vehicle. CHILDREN WILL NOT BE DOUBLE BELTED IN CARS.

Annually all drivers must fill out a Volunteer Driver Application with a copy of auto insurance coverage, DMV printout and a copy of their current driver's license prior to be assigned as a field trip driver. If you are chaperoning, please abide by the Sacred Heart Chaperone Guidelines provided to you by the teacher which require all volunteers to be fingerprinted and have received a TB test for children attending Preschool.

FINANCIAL AID

General. The primary use of financial aid is to assist students who, without such aid, would be unable to attend Sacred Heart. Sacred Heart Parish School strives to make Catholic education available to enrolled families even if they cannot meet the full cost of tuition. To facilitate this goal, the School budgets a limited amount of money each year to assist families who actively participate. Funds are allocated based on demonstrated need and are disbursed directly to tuition accounts. To receive tuition assistance, families must regularly participate in their parish, maintain a current tuition account balance, and consistently complete annual service and fund-raising hours.

Tuition grants are designed to assist families financially and do not exceed more than half the cost of tuition. Therefore, tuition grants should not be regarded as the families' sole means of financing the Catholic education of their children.

The following process is followed annually in determining financial aid recipients:

1. families request an application packet from the school or download from the school website (www.sacredheartschool.org). The application and all required supporting documentation must be completed and mailed to the "Private School Aide Service" on or before **April 1** of each school year;
2. PSAS reviews all applications and determines need;
3. tuition assistance is for one year only. A new application must be made annually. Tuition assistance is allocated on a month-to-month basis. It will not continue if the family's required portion is not paid according to the payment schedule agreed upon.

Families who receive tuition assistance are still required to pay all fees and to perform their family service and fund-raising responsibilities. All matters relating to individual tuition assistance and financial accounts are held in the strictest confidence between the receiving family and the school administration. **Inquiries about tuition assistance should be directed to the bookkeeper.**

Probation and Suspension from Financial Aid. All members of an applicant family receiving financial aid at Sacred Heart are required to remain in good standing and meet all other obligations as required in the Family Handbook and Admission Contract throughout the school year. Students are placed on probation from the financial aid program if these responsibilities are not met. Suspension of financial aid will occur if obligations are not met by the end of the probation period.

To receive financial aid, a student must be in good standing and not receive academic, behavior or character probation, or suspension of any kind.

FIRE, EARTHQUAKE AND LOCKDOWN DRILLS

Fire, lockdown and earthquake drills are continually conducted for the safety of our students.

FORM OF PAYMENT

All payments sent to school such as milk, hot lunches, field trips, etc., must be paid for by check, money order or bank draft, unless otherwise stated by the teacher. All payments should be enclosed in one envelope for each of your child(ren) and not combined. The envelope should be sent to the office, clearly marked with the child's name and the purpose of the payment. Your child's teacher will not accept payment for any item other than book orders.

FUNDRAISING

As a non-profit, parochial school, Sacred Heart relies on only a few sources for income: tuition, donations and fundraising. We are not subsidized by the parish. In order to keep tuition lower than the actual cost of educating a student at Sacred Heart Parish School, our approach has been to give families the opportunity to subsidize the cost of education at Sacred Heart by raising funds, other than from their own pockets, by sponsoring two major fundraisers:

1. Fun Night (October);
2. Spring Fundraiser (February)

Other minor fundraising may occur from time to time but these efforts are optional for families and must be approved by Administration.

Should a family fail to satisfy these requirements per event, they will be considered to have violated the Admission Contract and the unmet amount will be considered an "Unsettled Indebtedness" (See Tuition, Fees and Policy Herein) and be processed accordingly.

Optional Fundraising. From time to time, departments, classrooms or other Sacred Heart Parish School groups will sponsor optional fundraising for specific projects such as mission opportunities, athletic uniforms, student council activities, etc. These fundraisers are optional for all families.

Fundraising Approval Policy. It is the express intent of the Sacred Heart Parish School Administration to require parents/guardians to only participate in the two major fundraisers, which are designed so parents/guardians may raise funds from sources other than their own personal funds. The Administration does not desire for families to feel taken advantage of while they are a part of our Sacred Heart Parish School family. Therefore, all fundraising which solicits funds from parents/guardians must be submitted in writing to Administration for approval prior to the first day of school. Requests will be



reviewed by a committee and considered in light of other events and the overall financial and strategic goals of Sacred Heart Parish School. If a fundraising opportunity is submitted after the start of the school year, other scheduled events will take priority and the event may be denied or scheduled for the following school year.

Type of Fundraising Permitted. As a general guideline, any fundraising efforts at Sacred Heart must directly benefit the school or an organized mission opportunity. Fundraising for individual people or families is generally not a permitted fundraising activity. This policy is consistent with the Sacred Heart Parish School approach to fundraising; with a family body reaching over 200 plus, there are many people in need and in these situations, Sacred Heart Parish School provides the opportunity for such families to apply for financial aid.

GRADING SYSTEM

Report Cards. Report cards are given out three times per year. For first through eighth grade student progress will be reported by report cards and conferences. Students in Preschool, Pre-K and Kindergarten are evaluated biannually on the basis of academic, social, physical and language development. The 'grading key' is listed on the report card.

Progress Reports. Progress reports will be sent home to the parents/guardians of each student in the middle of each trimester. Progress reports are a snapshot in time and provide an opportunity for students to raise their grades before the formal report card is issued. Any parent of a student with a behavior or academic concern should be notified at midterm or sooner. Students in grades 6 through 8 who receive grades of D or F on progress reports render themselves "ineligible" to participate in student council, social events, and sports activities. Students have approximately one week to turn in all missing or incomplete work *that is eligible for make-up* for grading, in reasonable and ample time for teachers to correct, grade and enter into Renweb, to meet the eligibility deadline set each trimester.

Grading System

Students in Grades 1-3 receive 'marks' (IN / G / VG, etc.) according to their performance on a skill-based continuum. These marks are not comparable to "letter" grades, but are designed to reflect whether or not a child is developmentally ready, able or willing to complete the task described.

Students in Grades 4 - 8 are graded according to the scale used by the Diocese of Monterey:

| Letter Grade | Numerical Grade | | Letter Grade | Numerical Grade |
|--------------|-----------------|--|--------------|-----------------|
| A | 97 - 100% | | C | 74 — 78% |
| A- | 94 — 96 % | | C- | 70 — 73% |
| B+ | 90 — 93% | | D+ | 68 — 69% |
| B | 86 — 89 % | | D | 65 — 67% |
| B- | 83 — 85% | | D- | 63 — 64% |
| C+ | 79 — 82% | | F | 62% or below |

GYMNASIUM RULES

Sacred Heart Parish School practices respect for its facility as it is considered a blessing from God. To insure the best practices of our facility as it is related to the gymnasium, the following rules shall apply:

1. Physical Education classes take precedent on the use of the gymnasium as well as Sacred Heart athletic events;
2. Teachers should be in different areas of the gymnasium when there is more than one class present;
3. All persons using the gymnasium for any reason should be certain to clean up any items from such use and no balls or other equipment should be left in the gymnasium;
4. All persons using the gymnasium are to wear athletic (non-marking) shoes only;
5. No food and/or drinks are allowed at any time in the gymnasium during school hours without the prior consent of the Athletic Director.

HEALTH AND WELLNESS

Student's learning and ability to achieve excellence in all they do is impacted directly by their Health and Wellness. Sacred Heart Parish School becomes the *loco parentis* once a student enrolls which means we step into the shoes of the parents/guardians while the student is attending Sacred Heart Parish School.

Helping our students take care of themselves is consistent with scripture, which tells us that our bodies are "temples" for the Holy Spirit and we must honor God with them (1 Cor 6:19-20). Therefore, we have set forth the following guidelines to minimize unhealthy lifestyles and to promote and educate our students about healthy choices:

1. All students who have been diagnosed by a practicing physician with severe allergies, asthma, rare diseases, diabetes or other life threatening conditions will be required to submit an action plan with the office;
2. When participating in field trips, a parent or their designated representative will accompany the high risk student as well as carry a first aid kit containing the medical supplies required for the high risk student. The teacher will not be specifically responsible for the high risk student as the teacher needs to manage the entire field trip nor will the teacher administer medications.
3. A first aid kit must be brought out during recess containing basic medical supplies and the office medicine cabinet must be consistently stocked with basic medical supplies. Any special medications will be properly labeled and supplied by the parent/guardian and given to the office. It is the parent's/guardian's responsibility to supply the school with any medications as well as providing the office with a Medication Self Administration Consent before medications can be administered at school.
4. **Fast-food, sodas, energy and sugar-filled drinks, candy, etc. are not healthy and present an "unfairness" in the learning environment. These items are not permitted for snack or lunch.** Exceptions may be made for class parties with prior arrangements with the teacher.

HOMEWORK ASSIGNMENT POLICY

Sacred Heart considers homework to be purposeful, directed and a reinforcement of classroom learning. With few exceptions, homework will not be assigned over these extended holidays: Christmas, Easter and Thanksgiving. For late assignments, faculty may take points off, give zeros, keep students in from recess, call parents/guardians or give detentions for chronic late, missing or incomplete assignments.

Homework is assigned daily in Grades 1 through 8. Long-range projects and assignments may be given from time to time as well. The purpose of homework is to reinforce and expand upon lessons taught in the classroom. In addition, it is designed to help develop responsibility, organizational skills and good study habits. Reading aloud or silently each night for a minimum of 20 minutes is expected every night and is included in the time guidelines below. Research overwhelmingly supports this practice as one of the top indicators of success in school and life.

Written assignments, while comprising the bulk of homework, are not the only criteria for nightly study and it is important to help students remember the following:

- Review is important. Older students should review class notes as part of the homework assignment. Doing so on a regular basis decreases "test anxiety;"
- Planning ahead for long-range assignments is integral to the homework process. Organizing tasks in advance, or one at a time, keeps a student from feeling overwhelmed as the due date for the project draws closer.

The amount of homework given nightly varies from grade to grade but general guidelines are:

- Grades 1-2 20-30 minutes
- Grades 3-5 45-60 minutes
- Grades 6-8 60-90 minutes

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Communicate with other teachers regarding student's progress
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their planners
- Help students work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students:

- Write down assignments in the "Sacred Heart Parish School Planner"
- Be sure all assignments are clear, don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability
- Produce quality work
- Make sure assignments are done according to the given instructions and completed on time

HONOR ROLL

Students in Grades 5-8 who distinguish themselves academically will be considered for inclusion on the Trimester Honor Roll. Specific criteria are as follows:

- grade-point-average of 3.10 - 3.39 (Second Honors) or 3.40 – 4.00 (First Honors);
- no marks of 5 in effort, conduct or homework
- no "incomplete" or "pass-fail" grades;
- no more than 7 absences or 10 tardies per trimester;

Students in Grades 5-8 may also earn Achievement Honors, an affirmation that their grades have improved substantially since the last grading period. Criteria for Achievement Honors is as follows:

- a student's grades must exceed the grades of the preceding trimester in at least two subjects;
- the student must have gone down no more than one-half step (e.g. B+ to B) in any one subject;
- the student may have no grades of F on the report card.

LOST AND FOUND

Clearly mark all belongings with student names. Sacred Heart Parish School assumes no responsibility for lost, misplaced or stolen items. Clothing found around the school is placed in the Lost and Found. Unclaimed articles are donated to St. Vincent de Paul or the Uniform Exchange.

Loss of textbooks, clothing and other essential items should be reported immediately to the homeroom teacher. Small items (jewelry, glasses, etc.), when found, should be turned in to the school office.

LUNCHES

Hot Lunch. Hot Lunch is currently offered by Sacred Heart Parish School Monday through Friday by the generosity of time and talent of parent volunteers. Students will receive a monthly opportunity to sign-up for hot lunch and pay the applicable costs. Hot Lunch is optional.

Bag Lunch. Bag lunches should be sent to school for lunch and classroom snacks. Please make sure the student's name is on their lunch box. Refrigeration is not available to students. Forgotten lunches are to be dropped off at the school office. Please DO NOT bring forgotten lunches directly to the classroom.

Milk. White milk is provided to students.

Other. Fast-food, sodas, energy and sugar-filled drinks, candy, etc. are not healthy and present an "unfairness" in the learning environment. These items

are not permitted for snack or lunch. Exceptions may be made for class parties with prior arrangements with the teacher.

Lunch Rules for Students. Students eat lunch in the lunch area under supervision. Students are expected to follow lunch area rules as explained by teachers and stated herein:

1. Each student will get his/her lunch and sit at a table;
2. Students will keep hands and feet to themselves. This includes bothering other students' possessions and lunches;
3. Students should clean up after themselves. This includes table, chair and floor;
4. When the student's area is completely clean, students will wait for the lunch area supervisor to excuse them;
5. Students may not share their food due to allergies and sanitation reasons;
6. Disruptive students will be given one warning and then moved to a table by themselves.
7. Continued non-compliance may result in lunch in the office;
8. The stage is off limits to all students, including preschoolers and student siblings.

Lunch area Rules for Supervisors. Volunteers supervising the lunch period should be advised of the following rules and procedures:

1. Lunch buckets are brought to the lunch area by the students;
2. Students are allowed to go to the garbage can one time when they have finished eating and have been dismissed;
3. Check to be sure that younger children are eating their sandwiches and fruit and not throwing them away;
4. Students are responsible to clean up after themselves, including the table, chair, and floor beneath them;
5. Students may converse quietly. If it becomes too noisy students are given a verbal warning. If the noise persists the whole lunch area is given two minutes of silence. This action may be repeated if necessary. If there is a significant lack of cooperation students may miss a portion of their recess;
6. Students may not share their food due to allergies and sanitation reasons;
7. Please abide by the dress code for volunteers.

MEDICAL INFORMATION

Physical/Dental Examinations. California State Code requires all students entering Preschool, Kindergarten and Fifth (5th) grade to have a complete physical with an up to date report of immunizations. All students entering Kindergarten, Second (2nd) grade and (6th) grade are required to have a dental examination. Students entering preschool and fifth grade must have proof of Hepatitis B immunizations.

All Sacred Heart students must submit a copy of their physical examination and immunizations.

Medication. In compliance with California State Law, the school does not have authorization to administer any prescription medication to students without written authorization from the Parents/guardians. The parent must complete the Medication Administration Form and have it on file in the school office. Medicine must be in the original container or prescription bottle, appropriately labeled by the pharmacist, physician, or manufacturer.

The physician must specify the medication, dosage, method of administration and schedule for any medication to be administered to a student. When changes occur for the medication, dosing, or dosing schedule changes, the school will require a new order from the physician and a new authorization signed by the parent or guardian. The physician's order and the parent authorization must be renewed annually. The school will not accept the directions on the medication container label as a substitute for the physician's written order.

Medications requiring an injection. In general, school staff will not administer medications that require an injection (such as insulin). Students must self-administer this medication or parents must come to the school office.

If the student is trained in testing his or her blood, or injecting him or herself with insulin, the student may do so in accordance with physician's orders. However, unless it is a medical emergency, the student must come to the school office to self-administer the medication.

If a student has a medical condition that required that he or she carry epinephrine in the form of an Epi-pen (e.g. food allergies), any staff member may use the student's Epi-pen in the case of a medical emergency.

Non prescription medication such as Tylenol, Benadryl or cough medicine may be administered following written authorization from the parents/guardians via the Diocesan Physician order and Parental Authorization to Administer Medication Form. Medication will be stored in the school office in a safe place. Only authorized Sacred Heart staff may administer medication.

Injuries. In the event of a serious injury, every effort will be made to contact the parent before a child is transported to the hospital. An ambulance may be ordered if deemed necessary by the principal or his/her designee before a parent can be reached. If the parent is not present if the student needs to be transported by ambulance, the principal or designated staff member will accompany the student to the hospital. If treatment at a hospital or doctor's office is required, the parent/guardian assumes full responsibility for costs incurred.

Minor first aid is administered in the school office. The School office will generally call to inform a parent/guardian of any minor mishaps resulting in non-serious injuries.

Accidents which occur during school hours are covered by school insurance if a family does not have primary coverage. Report accidents to the School Office and you will be provided with forms. All injuries that happen at school must be reported to the School Office within twenty-four hours so that appropriate paperwork can be completed.

Guidelines for Illness. Students who become ill during the school day must report to the school office. Parents/guardians will be notified. If a child is vomiting, has diarrhea, or has a fever of 100-degree Fahrenheit, the parent is required to pick up the child. If Parents/guardians cannot be reached, emergency phone numbers will be called. **Students MUST be fever free for 24 hours before returning to school.** The following diseases must be reported to the school. The San Benito County Health Department develops each policy.

1. Chicken Pox: All pox must have a dry scab and no new pox must have appeared for the last four days
2. Pink Eye: Eyes must be clear (no redness or secretions) or bring a doctor's note verifying that the child may return to school.
3. Ringworm: The child must be using a doctor-prescribed medication, and a bandage must cover the ring.
4. Strep Throat: We must have a doctor's note, or the child must be on an antibiotic for a minimum of 24 hours.
5. Measles, Mumps, Whooping Cough, Pneumonia, Pinworms and Scabies: Must be reported to the school office.
6. Lice: We must have either a doctor's note verifying that the child has been treated, or a dated receipt for the purchase of "Quell" which is a prescription shampoo from the doctor. All nits must be removed from the hair before the child will be admitted back into the classroom. The school office will check the child before being returned to the classroom.

PARENTAL REQUIREMENTS

Sacred Heart Parish School strives to meet the needs of the whole child and complement the role of the Parents/guardians as the primary educators of the child. This can only be accomplished when Parents/guardians are involved in their children's formal education. Upon acceptance of a child into Sacred Heart and each year thereafter, the Parent/Guardian must sign the Admission Contract and by doing so, thereby enters into a cooperative agreement with Sacred Heart Parish School (see current Sacred Heart Parish School Admission Contract for details). Enrollment of a student is contingent upon their parents/guardians upholding the terms of the Admission Contract. The terms of the current Admission Contract are hereby made a part of this handbook.



General Cooperation. In addition to the Admission Contract, Sacred Heart Parish School encourages Parents/guardians to:

1. Earnestly pray for Sacred Heart Parish School;
2. Take an active part in those events sponsored by the school;
3. Take an active role in PASS and Fundraisers;
4. Agree to pay the tuition and fees for services rendered through the school's educational program according to tuition payment policies;
5. Become involved with their child's overall education;
6. Support Sacred Heart in the administration of its discipline policy as set forth in the Family Handbook.

PARENT ASSOCIATION of SACRED HEART PARISH SCHOOL (PASS)

Purpose. The purpose of PASS is to bring parents/guardians together to support the spiritual and educational values of Sacred Heart Parish School. The main responsibility of PASS is to assist the principal by sponsoring activities to further develop Sacred Heart Parish School as a community of learners and believers. PASS provides opportunities for parents/guardians to become more involved in the school environment and to fulfill their role as the primary educators of their children.

PASS meets monthly and all parents/guardians are required to attend at least two of these meetings. Parents/guardians are strongly encouraged to become an active PASS member and encouraged to join at least one PASS committee. Volunteer hours are available through PASS committees to satisfy the 20-hour family service commitment.

PASS Officers are elected by the parent body and are to serve in accordance with the current Sacred Heart Parish School PASS manual. Parents/guardians currently in office are as follows:

| | |
|-----------------|----------------|
| Heidi Jumper | President |
| Adriana Ferry | Vice-President |
| Kathryn Bedolla | Treasurer |

PASS officers are elected in the spring, to serve a two year term of office. The officers serve staggered terms. President, Vice-President, Education Activities Director, Communications Coordinator, one Room Parent Coordinator, and one Community Support Activities Coordinator are elected together one year. The PASS Treasurer, Family Service Activities Director, Social Activities Director, one Room Parent Coordinator, and one Community Support Activities Coordinator are elected together the following year. Members-at-Large serve a one-year term and are elected each year. A faculty liaison also serves on the PASS Board.



PARKING

Drivers are requested NOT to park next to the school building. Please observe the traffic rules at all times.

PHONE NUMBER AND ADDRESS

Phone numbers or addresses of students and teachers will NOT be given out to the general public unless permission has been given to the office. Parents are asked to contact staff members during the school day (7:30 - 3:30). Please do not call faculty/staff members at home unless they indicate a desire for you to do so.

PHYSICAL EDUCATION EXCUSES

Students who are unable to participate in PE due to medical reasons need a note from home. The physical education teacher will review the request. A doctor's excuse must be provided if he/she is unable to participate for a period of 3 or more consecutive days. Students may be required to follow an alternate lesson plan during that time, which may include alternate activities and/or written work.

PHYSICAL EDUCATION UNIFORMS

For grades all grades, PE attire will be their regular school dress as well as non-marking gym shoes. All removable clothing should be marked with the child's name. Sacred Heart is not responsible for lost clothing items. Girls MUST wear shorts under skirts or jumpers.

PRE-SCHOOL PROGRAMS

Sacred Heart Parish School offers preschool for three year olds (two days/week, mornings), four year olds (three days/week, morning or five days/week afternoons) and Pre-Kindergarten for four year olds (five days/week, mornings). Classes are held at Sacred Heart Parish School. Daily schedules, and tuition information may be obtained from the Sacred Heart office at 831.637.4157.

PRIVACY NOTICE

Sacred Heart Parish School reserves the right to put family information in the annual roster for use by the school and to use student photos in the yearbook, on brochures, and on the SHPS website unless we are advised in writing to the contrary.

Student Records. Each student's record (CUM file) is kept secure in a locked file. Access to these files is limited to authorized staff with 'legitimate educational interest'. Student record information will never be given over the telephone.

The student's parents or legal guardians may have access to their student's CUM records. A written, dated and signed request must be submitted to the principal requesting access to the file. The school has 45 days to comply with requests, but will make every effort to comply in a timely manner. The review will take place in the principal's office with the principal present. Copies may be made at a cost of 10 cents per sheet.

The school will not permit access or release of records to any other person or agency without the written authorization of the parents / legal guardians. The exception would be records subpoenaed or requested by court order.

Personal Information Release. Addresses and phone numbers of students and parents will only be released to authorized persons for the purposes of conducting school business. Information will not be released for any other reason.

PROBLEM RESOLUTION

In an effort to keep Sacred Heart Parish School operating in righteousness and in accordance with Biblical standards, all Parents/guardians, faculty, staff, board members and students need to follow the Matthew 18 principle: "If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother." Matthew 18:15. If there is a conflict, these steps need to be followed:

- First, pray about it;
- Second, arrange a time to meet and privately discuss the problem with the individual (s) directly involved;
- Third, during the meeting, discuss the matter in a respectful and calm manner with a goal of reconciliation;
- Fourth, if an understanding has not been achieved, arrange a meeting with the next level in the chain of command, teacher/staff, and principal.

Consequences for not handling conflicts as stated above are at the discretion of Administration and may include probation, suspension or dismissal.

DO NOT: Gossip about the problem or slander the person;
Discuss the details of the problem while arranging a meeting;
Harbor bitterness;
Make the matter public by speaking in front of others, including our students.

As stated in the Admission Contract, parents/guardians will seek to resolve any problem with the person(s) involved without involving those outside of the situation. They will follow proper chain of command, (teacher, administrator) one step at a time, in seeking a solution.

PROMOTION

Students must maintain a 70% or above in all their subjects (GPA) for promotion. Absenteeism over 17 days could result in retention. Students in Preschool through Grade 8 are expected to make satisfactory progress in their studies and be promoted to the next grade each year. In some instances, a student's social or academic development may make outside tutoring necessary.

Every student must successfully complete a satisfactory level of class work and homework. Year-end failure in any two academic subjects can be reason for dismissal. The school can require tutoring or summer school attendance before the student is issued an enrollment agreement for the next grade.

A student in Grade 8 who fails any required course is not eligible for a diploma. However, a failure of this nature may be made up during the summer and students will receive their diploma upon successful completion of the required make-up work.

RECESS

A teacher/staff/volunteer must accompany students while they are on the playground. It is an absolute necessity that students be supervised at all times. Students should bring appropriate clothing (hats, jackets, etc.) for outdoor recess each day. All children shall be encouraged to play outside with the group whenever possible. Children who remain indoors must be under the supervision of an adult at all times.

Recess Rules

1. All students must go outside for recess unless they have a note from a parent or teacher. Students who need to be excused for an extended period of time require a doctor's note.
2. All students will play in the area behind the school.
3. Students are not allowed to retrieve balls without adult permission.
4. Students must have permission to enter the building/classrooms.
5. Students are not allowed to kick or throw balls against the building or fence.
6. Students are not allowed to push, shove, kick, or fight with other students.
7. Students are not allowed to use inappropriate language or be disrespectful to playground supervisors or other students. (Disrespect includes taunting another, arguing with authority, or mocking authority.)
8. One warning is given to a student for disobeying any of the above rules. If a student continues to disobey, that student will be told to quietly sit out for the rest of recess.

Playground Rules

1. Students will use playground equipment according to the rules
2. Students will stay within playground boundaries.
3. There will be no fighting among students.
4. Students will show respect for those in authority.

REGISTRATION PROCEDURE

Enrollment for current students will begin February 29, 2011. Open registration will begin March 16, 2011. Class sizes are limited. Current students may reserve placement for the following year by submission of a reservation form along with the non-refundable (early bird) reservation fee before February 28. New students applying to Sacred Heart Parish School must complete a new family packet which is available from the school office. Applications must be submitted with the application fee. A Family Interview will not be conducted until all required signed forms have been provided. Sacred Heart Parish School will notify the family of acceptance/denial by letter within 2-3 weeks of the Family Interview. Students may be enrolled on probationary status.

RENWEB

Obtain a RenWeb login and password. Provide the office with your email address. Once entered into the system you can use the link from the school website to create a New Parent Login. **Our school ID is: shps-ca**

Usage. All teachers assign and post grades to RenWeb at different times. If you see grades in RenWeb for some teachers but not others, this is a normal function of the way teachers assign and post grades. The number and frequency of assignments varies in each course and by each instructor.

Frequency. Teachers need time to grade assignments, projects, essays, and tests. Each day teachers are expected to have new material and lesson plans ready for class. Coaching, club sponsorship, and family commitments can also affect turnaround time, as well as a teacher's student load. Essays and research papers take longer to grade than a quiz. With that in mind, please be patient as it does take time to grade and post assignments. All teachers do their best to grade their students work and communicate their progress in a timely manner.

Grading system. Each teacher has his/her own grading system. Some teachers work on a straight points system while others weight the scores according to assignment categories (Homework, Quizzes, Tests, etc.). Some give grades for class participation while others do not accept late work. Our teachers inform all of their students at the beginning of the course of their expectations and grading scheme for the year. For this reason it is very important for a parent to read the grading philosophy contained in the class syllabus.

RETENTION POLICY

Sacred Heart believes that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. Retention will be recommended in certain circumstances. Absences in excess of 17 days in a school year may result in retention. Academic performance can also be a basis for retention. Report cards and midterm reports sent home throughout the year will be the means by which parents will be informed concerning their student's progress and grades. Students that fail one major subject (Literature, English, Math, Science, History and Religious Studies) over the course of a year, must receive tutoring from a Sacred Heart approved summer program and show evidence that required concepts have been learned.

The student will then be accepted on academic probation at the next grade level for nine weeks. Should the student obtain a "D" or higher in that subject at the end of academic probation, they will be taken off academic probation. However, should the student receive a failing grade of 62% or below, they must receive Sacred Heart approved after school tutoring and will remain on academic probation. Students in grades 1-8 who earn two or more grades 62% or below in major subjects (Literature, English, Math, Science, History and Religious Studies) by the third trimester progress report, may be retained at the current grade level.

SCRIP

Families purchase the scrip through our school's scrip program at face value. Sacred Heart Parish School keeps the difference between the discounted price and face value of the scrip, which helps us raise the much needed funds to subsidize tuition costs.

Scrip is "substitute money". When families purchase scrip, they receive negotiable certificates or cards that can be used like cash to purchase products or services from merchants who have issued them.

Scrip can be used to purchase anything from groceries, fuel, clothing, toys, and cosmetics to entertainment, electronics, home improvement, or household services.

Offering freedom of choice and versatility, scrip is also a great gift idea for anyone and any occasion. Nevertheless, what makes scrip a valuable and effective fundraising tool for our school is that our families use it to buy their favorite products and services.

Annual Period: May 1, 2011 through April 30, 2012 (For the 2011 - 2012 school year)

Requirement: Family \$5,000.00 Single Family and Pre-School families \$2,500.00



Qualifications: eScrip enrollment, Nob Hill Quality of Life Card, Gift cards sold on campus.

Definitions: eScrip participation requires you to enroll your Safeway, Debit, MasterCard, Visa and American Express cards on the internet with **www.escrip.com**.

We encourage you to ask family members and friends to sponsor you, however, you must report their name to the Scrip coordinator or school bookkeeper to apply to your account. **School E-scrip no. 138335084. Be aware you are required to re-activate your card annually with E-Scrip. Annual renewal deadline is November 1.** Your eScrip activity is recorded from March 1st through February 28th each year to qualify for your requirement.

Nob Hill Quality of Life Card which should be picked up on school campus in the accounting office. **IF** you or a family member has picked up a card at Nob Hill **you must** report the card number to the Scrip coordinator or the school bookkeeper to receive credit for their purchases. Annual time frame is May 1st through April 30th.

Gift Cards are a variety of national retailer cards available for purchase on school campus.

Sale days are Tuesdays and Thursdays from 7:30 AM to 8:30 AM and 2:00 PM to 3:00 PM.

Order forms are available daily in school office and on the school website with a list of participating merchants. Please check regularly as they change with the merchant's participation. You may pre-order by submitting the school order form along with your check. Your order will be filled as soon as possible pending availability.

NOTE: Currently fuel purchases from **Safeway** will **only** qualify for scrip if a gift card purchased from our school is used.

Reports will be given out in the months of November and January for tracking purposes.

STANDARDIZED TESTS

In order to evaluate the student's capability to learn and his/her progress, the school utilizes the ITBS Testing program mandated by the Diocese of Monterey and is given to all students in Grades 2 through 8. Testing takes place in the fall. Parents receive a printed report regarding their child's performance.

Three of the fundamental purposes for testing are (1) to identify students' areas of relative strength and weakness in subject areas, (2) to monitor year-to-year growth in the basic skills, and (3) to describe each student's developmental level within a test area. By administering the test at the beginning of the year, we are able to develop learning plans as needed.

As a nationwide test, the ITBS forms a comparison of students to their peers from all states, a result that is more accurate than many other tests.

The test is composed of six parts, which measures reading, language arts, mathematics, social studies, science and reference skills. By analyzing individual test results, teachers can evaluate the needs of a particular student.

In addition to evaluating individual students, we also use the results to help evaluate curriculum. If one class/grade shows a particular weakness, we will use that to help adjust course content in that area during this year **and** next year.

Student readiness is important. We do not administer any additional pre-tests or practice tests in addition to those provided; we do teach our children general test taking strategies. We ask parents to support our effort in preparing students for the test by making an extra effort to ensure children receive sufficient rest and eat a good breakfast everyday but particularly during our testing days.

SCHOOL WIDE HONOR CODE

As a Sacred Heart Parish School student,
I will show respect for myself, others and all things at all times.
I will contribute to the learning environment.
I will follow school and classroom procedures.
I will show integrity and honor in all my endeavors.
I will treat everyone I meet with kindness, and help others to grow in God's love.

STUDENT CONDUCT CODE (School Wide Rules)

As Sacred Heart students, our desire is to live by the standards set forth in the Bible. Accordingly, we ask that all students observe the following guidelines:

1. Students will respect and obey all faculty, staff, parent volunteers and church representatives.
2. Students will show reverence to the Bible, God's house and the American flag.
3. Students will show proper care of school playground equipment.
4. Cleanliness in work, action, speech, and dress is expected.
5. Students must exhibit orderly, courteous conduct in all areas of Sacred Heart Parish School and Church, as well as school sponsored functions.
6. Chewing gum is not permitted at any time on the school grounds during school hours, extended care or school events.
7. Running inside the buildings, halls or courtyard is not permitted.
8. Students are to address teachers and staff with respect using: "Mr., Mrs., Miss, and Ms."
9. Radios, tape players, CD/tape players, MP3 players, IPODs, electronic games and skateboard/scooters are not permitted at school AT ANY TIME. Students who choose to bring any such items to school will have it taken away and returned to the parent.
11. NO guns, knives or any other weapons, real or fake are allowed at school AT ANY TIME. If this occurs, Parents/guardians will be called immediately and further action can be taken.
12. Homework and other assignments are expected to be completed and turned in on time.
13. Restrooms are not to be used as a place to socialize with other students.
14. No pets are allowed in the Sacred Heart Parish School building.
15. No Heelies or skateboards are allowed in the Sacred Heart Parish School building.
16. Junior High students are not to use main building hallway for exit.
17. For cell phone requirements and restrictions, please review the Telephone Policy section of this handbook.

Junior High Preparedness. In addition to the foregoing, Junior High students must come to each class prepared as so required by each subject's teacher. A Junior High student will be counted unprepared in each class for which they do not have homework completed, or they do not come to class with the proper books and/or materials.

- Upon the repeated occurrence of being unprepared the student will receive a disciplinary notice form to take home, to be signed by his/her Parent/Guardian and returned to the teacher the next day. Failure to return the form the next day will result in detention.

- A RECORD OF THIS ACTION WILL BE PLACED IN THE STUDENT'S FILE



STUDENT COUNCIL

Eligibility. Students must have attended Sacred Heart Parish School the previous academic year (First grade is the exception) and must maintain satisfactory grades in academics and conduct. For intermediate and junior high grades, students must have earned a "C" average. Students are required to attend Class Representative Meetings every Wednesday morning at 7:30AM in Room 315.

Duties. Student Council will bring suggestions, opinions and requests of the class to the Student Council Representative meeting and to communicate back to the class the decisions and/or discussions during these meetings.

Assembly. Every Friday morning, PK-8 students gather in the gym for an all-school assembly. These assemblies are planned and implemented by Student Council and include prayer, the flag salute, announcements, awards, skits, singing, and a focus on character building, etc. Parents are invited to assembly if they are on campus.

Governance. Students can effect change in their school and community through this forum. The executive committee is made up of 5th through 8th grade students elected by their peers, and each grade has a representative.

STUDENT ORGANIZATIONS and EXTRACURRICULAR ACTIVITIES

Sacred Heart seeks to be a place where students can develop spiritually, academically, socially, physically, and emotionally, as well as to serve others. Therefore, Sacred Heart offers the following opportunities: Athletics, Service Projects teachers are asked to organize a minimum of one per semester. Additional ways of sharing the love of Christ are encouraged, Community Service Area Beautification Projects, Canned Food Collection, Leadership Development, MASS preparation by class or as an individual Host/Hostess school functions, Student Council, Choir, Speech Competition, Spelling Bee, Classroom Buddies, Science Fair, Chess Club, Spanish Enrichment, Christmas Program, Talent Show and Spirit Week.

STUDENT HARASSMENT POLICY

Sacred Heart Parish School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, which may include termination or expulsion. Students or employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the school administrator.

STUDENT WITHDRAWAL POLICY

Withdrawal of a student for any purpose other than family relocation may cause forfeiture of all tuition paid. In the case of relocation, tuition will be prorated. Tuition will not be refunded after the sixth week of the first trimester of school. If a child is expelled from Sacred Heart, no tuition is refunded. Records transfer will only be processed upon receipt of a signed withdrawal request and payment of processing fee.

TELEPHONE POLICY

The School office is open from 7:30AM-3:30PM daily. An answering machine will take your message at other times. Unless it is an emergency, neither students nor teachers will be called to the phone during school hours.

Students may not call home for forgotten homework, PE uniforms, etc. Students must have a pass from their teacher in order to use the office phone. Students are discouraged from bringing cell phones to school. If for some family reason a cell phone at school is an absolute necessity, students may keep one in their back-pack but must turn it 'off' during the school day.

The principal must be notified in writing from the parents of the presence of all cell phones by students as well as a brief explanation of its necessity. If a student is found to be displaying or using a cell phone on campus anytime except between 3:00PM and 3:30PM, the device will be given to the teacher, who will turn it in to the office. Parents/guardians will be notified that the cell phone is in the office and it must be picked up by the parent.

TEXTBOOKS/FINES

All textbooks remain the property of the school unless designated otherwise. Students are not to write in them, apply any type of adhesive tape or covering. Textbook covers (brown grocery bags) are required for all school owned texts to preserve the life of the books. Students are required to pay for any book(s) that are lost or damaged. If the text(s) is lost, or classified as a total loss, the student is required to pay the full replacement cost of the text(s). If the book(s) is damaged, a fine will be assessed for

damaged text(s) by the teacher. The teacher will fill out a textbook fine form describing the damage to the book, assessing the fine, and turn it in to the school office. A copy of the form will be given to the parent for their signature and a copy will be placed in the student's file. A student's records and report card will not be released until all fines and damages are paid to the school office.

TUITION, FEES and POLICY

Tuition rates. Families will note there are two tuition rates on the fee sheet: the STANDARD RATE and the PARISH RATE. The standard rate is the norm for enrolled families. The parish rate is a discount given to families actively involved in Sacred Heart/St. Benedict parish life. Not all families who qualify for the parish rate elect to accept it, but it is made available to them.

Tuition Assistance is available in a variety of ways. Either through funds raised for PASS or school fundraiser and through the SCRIP program. These monies are often placed directly in the operating budget to defray the cost of tuition.

The family plan provides additional subsidy to families with more than one child by means of percentage discounts for each additional student.

The Parish rate further subsidizes families with students enrolled in grades K-8 who are active parishioners. Criteria for the Parish rate includes:

- a) Being a registered parishioner;
- b) Attending Sunday liturgy as a family at least 40 Sundays (75%) of the year;
- c) Making regular contributions to the Sunday collection by use of the envelope system.

The Parish maintains a database, annually the Parish Office provides a listing of families who have met the above criteria.

Tuition Payment Plans. Parents select annually the Tuition Payment Plan on their Registration form. Sacred Heart offers the following payment plans for students:

- Pre-Payment Plan: Tuition is paid in full for the upcoming school year by September 30.
- Two installment Plan: Tuition is paid in two equal installments due in September and March.
- Four Payment Plan: Tuition is paid in four equal installments due in August, November, February and May.
- Ten payment plan: Ten equal installments beginning August and ending May.

Payments must be received through the FACTS tuition program by the tenth of each month.

Fees. In addition to tuition, certain costs related to educating the student and/or activities in which the student is involved apply. The following fees are currently in effect:

- **Registration Fee:** This fee is required to reserve a student's enrollment in a class for the upcoming school year. This fee is paid during Sacred Heart Parish School Registration and is non-refundable. The Registration Fee for the current school year is \$550.00 per student.
- **Sports Fee (when applicable):** This fee is necessary to cover the costs of sport supplies, uniforms, coaches, referees, etc. The Sports Fee is due for each sport on the date published by the Sacred Heart Athletic Director. The Sports Fee for the current school year is \$35.00 per student per sport.

Promise to Pay. Regardless of the tuition payment plan selected, payment is to be made in a timely manner and in accordance with the terms of the payment plan selected. As stated in the Admission Contract, families "acknowledge the current tuition rates and make a promise to pay tuition in accordance with the tuition payment plan indicated on the Registration Form".

Late Payment. All late payments of tuition or fees will be charged a \$50.00 late fee per family.

Non-Sufficient Funds. Should the school receive a non-sufficient funds (NSF) notice at any time, a Parent/Guardian must, for the remainder of the school year, tender all payment of monies due to Sacred Heart Parish School by money order or cashiers' check. A \$20.00 fee per NSF will be assessed to Parents/guardians accordingly.

Unsettled Indebtedness. Any student whose tuition has not been paid for the current trimester will not be allowed to return to school the following trimester until such indebtedness is paid in full. Sacred Heart Parish School shall take any measures deemed necessary to enforce this policy, including but not limited to, withholding student report cards, canceling conferences or permitting student to continue attending Sacred Heart Parish School. Moreover, as stated in the Admission Contract, "All financial obligations must be met before final grades are issued and re-enrollment is contingent upon fulfillment of all obligations".

Should there be any unsettled indebtedness to the school at the end of each trimester or end of school year, any and all students will automatically be removed from the current class list for the following school year. Such student(s) will be placed on the waiting list for their class until such time as their balance is paid. Please note a student will be granted re-enrollment only upon full payment of all indebtedness or unless otherwise agreed to by the Principal and Bookkeeper. Re-enrollment is based on availability in a class at the time of full payment and is not guaranteed. In addition, no degree is conferred, nor credits given, nor transcript issued, nor letters of honorable



dismissal, nor school records released or recommendations written for such students until the indebtedness is satisfied.

Refunds. Tuition will not be refunded after the sixth week of the first trimester of school. Withdrawal of a student for any purpose other than family relocation may cause forfeiture of all tuition paid. In the case of relocation, tuition will be prorated. If a child is expelled from Sacred Heart, no tuition is refunded.

If you have any questions or concerns on Refunds, Payments or Unsettled Indebtedness, please contact: Sacred Heart Parish School, Attn: Bookkeeper, 670 College Street, Hollister, CA 95023

USE OF SCHOOL BUILDINGS

Sacred Heart Parish School is private property which belongs to Sacred Heart Parish. For this reason, individuals or groups wishing to use all or part of the premises for any reason cannot do so without prior approval. Those interested in use of any of the buildings or grounds for meetings, classes, events, etc. must make all arrangements through the Pastoral office with prior notice to the principal.

VOLUNTEER PROGRAM

Serving from the heart is at the core of the Sacred Heart Parish School Volunteer Program. While Sacred Heart is a community of believers, it is also a high commitment school. It is our hope when we serve the school, whether it's cleaning up from lunch or chairing a major fundraiser, we give it our all and serve "heartily as unto the Lord". In this way, we promote our mission statement and demonstrate to our children what it means to be a disciple of Christ.

We appreciate the offering of your talent and time to Sacred Heart Parish School. As a volunteer, you make one or more valuable contributions to our overall academic program.

- ♥ You help improve the academic achievement of students by enhancing and/or extending professional instruction;
- ♥ You provide individualized and/or small group instruction for students needing additional help and/or enrichment activities;
- ♥ You help children develop a positive attitude toward school and academic achievement;
- ♥ You provide human resources from the community for enrichment of the academic program;
- ♥ You help provide a physically and emotionally safe environment on the playground, crosswalk, lunch area or classroom.

AS A VOLUNTEER, you are required to adhere to the following **CODE OF ETHICS**:

CONFIDENTIALITY A volunteer shall not discuss school matters or information concerning any student's performance, behavior or progress outside the classroom with anyone but the designated school staff member the volunteer has been assigned to assist. To do so violates the student's right to privacy.

DEPENDABILITY A volunteer shall be responsible for his/her scheduled times and must notify the school staff if not able to meet this commitment, a **24 hour advance notice is appreciated.**

RESPECT FOR AUTHORITY A volunteer shall respect the authority of the school and the school administration.

IMPARTIALITY A volunteer shall favor no one side or party more than another in all school situations.

OBJECTIVITY A volunteer shall not let his/her personal feelings enter into his/her work as a volunteer.

APPEARANCE A volunteer shall dress appropriately, always remembering that he/she is setting an example for the students.

Logging Hours: Parents are responsible to log in all volunteer hours on RenWeb or on the volunteer sheets available in the office. Parents must keep hours totaled and up-to-date.

Cancellations: Volunteers are responsible to find a replacement if unable to fulfill the commitment. A family directory will be provided for your convenience.

Volunteer Dress Code: While volunteering at Sacred Heart, please be sure you are complying with the Sacred Heart dress code. It is important to set a good example for our students. Our Family Handbook specifies NO short shorts/skirts and no visible undergarments.

Young Children at School: When volunteering we appreciate your individual attention. Having a young child present seriously limits the volunteer's ability to serve and can put our students' safety at risk.

VOLUNTEER TIPS

We encourage volunteers to explore different volunteer opportunities that align with their spiritual gifts. As you work with children in the classroom and/or playground please use the following tips:

Classroom

- Call students by name at every opportunity.
- Observe closely the techniques used by the teacher and try to model these instructional methods.
- When students ask for help with their assignments, give them assistance but do not supply the answers before they have had a chance to solve the problem on their own.
- Listen attentively, encourage them and praise them for even the smallest success.
- When students are behaving well, let them know that you recognize their effort.
- **Inform teachers** if behavior problems arise. It is important that teachers carry out the classroom and school discipline policies.
- **Turn off cell phones** while volunteering to avoid distracting students.

Playground

- When assisting on the playground, be firm and fair. Set boundaries and keep them.
- Carry a whistle, clipboard, pen and latex gloves at all times. Follow instructions regarding blood borne pathogens.
- Attend to minor injuries that need attention, following health and safety guidelines.
- If a student is seriously injured, **do not move him/her**. Keep the student calm and send another student to the office for help.
- Inform the teacher at bell time of any play area problem that needs classroom follow-up.



PARENT STUDENT HANDBOOK COOPERATION FORM

Upon receipt of the 2011-2012 Sacred Heart Parish School Family Handbook, Parents/guardians and Students are required to sign below after reading the Family Handbook and submit this signed form to the Sacred Heart Parish School office no later than the fourth of the first trimester. If this form is not returned the student's report card will not be released.

I (we) have read the Sacred Heart Parish School Family Handbook and agree to abide by all policies for the 2011-2012 Sacred Heart Parish School academic year.

Student (Grades 5-8 only) Signature: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Date: _____

MANDATORY PARENTAL REQUIREMENTS FORM

*** Parents/guardians are required** to volunteer 20 hours of service annually, ten (10) in the case of single parent families. Part-time Preschool parents have a prorated schedule of eight (8) hours annually. Service hours must be completed by May 15, 2012. A \$30.00 fee will be assessed for each required volunteer hour not met and a \$50.00 late fee will be charged.

*** Parents/guardians are required** to volunteer fifteen (15) hours of fundraising hours, eight (8) in the case of single parents families during any of the school's approved fundraising activities. Part-time Preschool parents have a prorated schedule of six (6) hours annually. Family fundraising hours must be completed by May 15, 2012. A \$30.00 fee will be assessed for each required volunteer hour not met.

*** Parents/guardians are required** to participate in the Spring fundraiser by attending and purchasing a minimum of 2 tickets.

*** Parents/guardians are required** to attend at least two (2) PASS meetings held the first Monday of each month at 4:15PM in the Library.

I (we) have read the Mandatory Parental Requirements and agree to fulfill all obligations for the 2011-2012 Sacred Heart Parish School academic year.

Parent Signature: _____ Print name: _____

Parent Signature: _____ Print name: _____

Date: _____