



Sacred Heart Catholic School

A Community of Faith and Learning

Sacred Heart Catholic School

ARCHDIOCESE OF PORTLAND
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2014-2015 STUDENT/PARENT HANDBOOK

OFFICE HOURS	7:30 AM – 3:30 PM
FACULTY HOURS	7:30 AM – 3:30 PM
BUILDING ACCESS HOURS	7:40 AM – 3:30 PM
MORNING PLAYGROUND	7:40 AM – 7:55 AM
AFTER CARE HOURS	3:00 PM – 6:00 PM
AFTER CARE HOURS ON EARLY DISMISSALS	11:15 AM-6:00 PM

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I. GENERAL INFORMATION

A. Principal's Letter of Welcome

Dear Sacred Heart Catholic School Family,

As your new principal this year, and as a new school parent as well, it is my privilege and pleasure to welcome you to Sacred Heart Catholic School for the 2014-15 school year. I look forward to a rewarding and successful time together.

In choosing our school, you have demonstrated your commitment to the values and philosophy of a Catholic education.

Thank you for reading this handbook, and signing and returning the agreement form (included at the end of this document) that indicates you have read, understand and agree to Sacred Heart Catholic School's policies.

Our teachers and staff are ready to partner with you in fulfilling our articulated mission "to provide an excellent academic education grounded in Catholic religious principles and values thereby creating a life-long love of learning and a respect for all people and all creation as gifts of God."

In partnership, please feel free to contact me at any time via phone (541-772-4105) or email (pgross@shcs.org), if you have questions, concerns, comments or compliments.

Saint John Chrysostom asked, "What greater work is there than training the mind and forming the habits of the young?" Let us pray together that God, who has begun this good work in and through us, may carry it to completion.

Blessings,

Patrick Gross

B. History of the School

The 2014-2015 school year marks Sacred Heart's 149th anniversary of educating the children of the beautiful Rogue Valley. In 1865, Fr. Francois Blanchet, pastor of St. Joseph's Church in Jacksonville and nephew of Oregon's first Archbishop, promoted the idea of starting a Catholic school for the children of the pioneering families. Fr. Blanchet sent word to the Sisters of Holy Names of Jesus and Mary in Portland, inviting them to come and teach. The Sisters responded and in September of 1865, St. Mary's Academy was born.

Many of the pioneering families sent their children to St. Mary's Academy to be refined by the Sisters of Holy Names in music and the arts. This tradition is still evident in Sacred Heart Catholic School. The names of the initial families who sent their children to St. Mary's are

etched upon our valley's streets, parks, lakes, neighborhoods and towns. Some familiar names among the early students include Applegate, Buckley, Griffin, Ruch, McAndrews, Nunan, and Britt.

In 1908, the sisters moved the school to its present location on 12th and Holly Streets in Medford. The school was both a boarding and day school and served the needs of the families in Medford, Jacksonville, and neighboring towns. In 1949, Sacred Heart Parish purchased the school and began building the present facility on 11th and Ivy, which opened in 1951 as St. Mary's School for students grades first through twelfth.

During the 1950's, enrollment at St. Mary's grew exponentially, and in 1960 Sacred Heart Parish decided to split the high school and the elementary school. In 1961, St. Mary's High School opened at its present location on Black Oak Dr., and the elementary school at the Ivy Street location was renamed Sacred Heart Catholic School. Until the early 1980's, the Sisters of Holy Names continued to have a strong presence at Sacred Heart. In 1984, Sacred Heart hired their first lay principal, and only one sister remained.

On March 7, 1987, a fire destroyed Sacred Heart Catholic School. The community quickly mobilized and rebuilt the school. In September of 1987, the school reopened as a kindergarten through sixth grade school with a more modern facility ready to serve the needs of the students and families of the Rogue Valley. A collective decision among the governing bodies of Sacred Heart School and St. Mary's High School rendered the seventh and eight grades to St. Mary's in the spring of 1987. In the spring of 2000, the Pastor, Principal, and School Advisory Council proposed the addition of a seventh and eighth grade to Sacred Heart Catholic School. The Archdiocese approved the proposal and in 2002, Sacred Heart graduated its first eight-grade class since 1986.

Today, Sacred Heart Catholic School serves the needs of 260 students from pre-school through eighth grade. Sacred Heart has an average of 20 students per class. Approximately 60% of these students are Catholics who attend Sacred Heart Parish and the neighboring parishes of St. Josephs in Jacksonville, Our Lady of the Mountain in Ashland, and Shepherd of the Valley in Central Point. The remaining 40% of students comprise a diverse religious background including several Protestant denominations, Hindu, and Bahai Faith. To assist the many working families, Sacred Heart Catholic School provides extended after school care for students of all grades.

Sacred Heart Catholic School staff and faculty provide a loving, nurturing environment for their students. Each staff member brings a high level of dedication and a variety of experience and knowledge. Each student is recognized as a gift from God with unique talents and abilities. The school atmosphere and culture exudes care, concern, and dedication to excellence. The faculty is actively involved in staff development through in-services, workshops, and ongoing classes. The administration and faculty are committed to the school's core values of Catholic Identity, Educational Excellence, Community, Stewardship, and the Dignity of All.

Sacred Heart Catholic School graduates attend a variety of local high schools. Several of our eighth graders continue Catholic education at our sister school, St. Mary's. Several of our

graduates from 2014 applied to St. Mary's and all were accepted. In addition, several of our staff members are graduates of Sacred Heart Catholic School.

Parents are recognized as our partners in the educational process. Parents are invited to become involved as classroom volunteers, fundraiser chairs, School Advisory Council members, and members of a variety of school committees. New families are welcomed and oriented by the school hospitality committee. Each new family is encouraged to become an active participant in the school community, thus benefiting the learning environment for all students and faculty.

The School Advisory Council, comprised of members from the parish and school community, works with the school administration and pastor to improve the quality of the school and ensure growth and fiscal responsibility. The Advisory Council and its subcommittees of marketing, hospitality, finance, facilities, and development; it also helps prepare, evaluate, and modify the school's 5-year strategic plan. The outcome of this process is a working document that guides the school administration to accommodate growth and serve the needs of the school and parish community while honoring and adhering to our Core Values.

Sacred Heart Catholic School has a long and rich history of Catholic education in the Rogue Valley. This tradition of excellence is continued and supported by a committed staff of teachers and faculty, strong leadership of the pastor and principal, partnership with the parents and parish, and dedication of our students. The parish and school communities are proud of Sacred Heart Catholic School, its history, tradition, and bright future.

C. Mission Statement

To provide an excellent academic education grounded in Catholic religious principles and values, thereby creating a lifelong love of learning and a respect for all people and all creation as gifts of God.

D. Philosophy Statement

Sacred Heart Catholic School affirms parents as the primary teachers of their children. As facilitators, we seek to serve children of Sacred Heart School in providing an excellent education grounded in Catholic principles, morals, and values to prepare students for lifelong learning. Our curriculum is designed for the education of the whole Christian person providing a student-centered environment in which each child's unique gifts are developed to full individual potential, academically, spiritually, physically, culturally, and emotionally.

E. School Wide Learning Expectations:

- Life Long Learner
- Responsible Citizen
- Christian Role Model

F. Personnel

1. Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

2. Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools, Mr. Robert Mizia, heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines.

In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

3. Pastor

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

4. Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The principal is responsible for implementing school policies. He/she may amend the handbook as needed.

5. Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

6. Secretary

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office.

7. Other Support Staff

Other staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

8. List of Parish/School Personnel

PARISH STAFF

Fr. Ken Sampson	Pastor
	Parochial Vicar
Rev. Ron Filardi	Deacon
Marie Chandler	Director of Administration
Mary Cannon	Director of Religious Education
	Youth Minister
Patrick Gross	Sacred Heart School Principal
	Parish Secretary
Eileen Kralik	Parish Secretary
Robert Seus	Administrative Council Chair
Ann Brophy	Pastoral Associate/Director of R.C.I.A.

SCHOOL STAFF

Principal	Mr. Patrick Gross
Vice-Principal	Ms. Lori Conner*
Pre-School/PK Teacher	Mrs. Denise Cole* Early Childhood Chair/Daycare Director
Pre-School Aide	Kim Wolfe
Pre-Kindergarten Teacher	Mrs. Kathy Batista
Pre-Kindergarten Aide	Mrs. Tracy Parent

Kindergarten Teacher	Mrs. Patti Byrd* Ms. Helene Slavenski
School Aides	Mrs. Rebecca McNamee Mrs. Carla Janes* Mrs. Cecilia Leno
Grade 1 Teacher	Mrs. Peggy House*
Grade ½ Teacher	Ms. Elia Gima
Grade 2 Teacher	Mrs. Sue Maurer
Grade 3 Teacher	Mrs. Carolyn Van Dyck
Grade 4 Teacher	Mrs. Barbara Busch
Grade 5 Teacher	Mrs. Julia Curial- 5 th Language Arts and Religion

Middle School Teachers

Mrs. Vicki Boyer	Language Arts, 5 th Homeroom
Mrs. Deb Dewar	Science, Math, 6/7 th Homeroom
Mr. Chris Schmerbach	Social Studies, 3 rd & 4 th PE, MS Health, 8 th Homeroom

SACRED HEART SCHOOL SPECIALIST TEACHERS

Physical Education	Ms. Lori Conner*
Spanish K-8, MS LA, MS Religion	Mrs. Julia Curial
Computer/Technology, MS Math, MS Religion	Ms. Sharon Levesque
Music, Chorale, Algebra, MS Religion	Mr. Don Meeker*
Art	Mrs. Pruvina McClure
Library	Mrs. Suzie Schweitzer
Math Specialist	Mr. Casey Gardell
Reading Specialist Team	Mrs. Jill Eiler
Title I Teacher	Mrs. Mary Jo Anderson

ADMINISTRATION

Pastor	Fr. Ken Sampson
Principal	Mr. Patrick Gross
Vice-Principal/Athletic Director	Ms. Lori Conner*
Front Office Secretary	Mrs. Chris Sinclair
Bookkeeper/ Admissions	Mrs. Terry Fry

CUSTODIAL

Custodial/Maintenance

Mr. Jesus Alvarez

AFTER SCHOOL CARE

Sacred Heart After School Care

Denise Cole*

Kim Wolfe*

designates Sacred Heart School Alumni

ADVISORY COUNCIL

Name	Elected/Appointed	Sub-Committee
Curt Shenk		
Esmeralda Angulo		
Shelley Hovelman		
Jackie Audrey		
Jose Romo		
Maggie Donovan		
Rebecca McNamee		
Jason Jantzer		
Dean Russo		

II. ACADEMIC INFORMATION AND STANDARDIZED TESTING

A. Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one’s own), or doing another person’s homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension or possible expulsion.

B. Conferences

1. Scheduled by School

Parent/Teacher Conferences are held for 20-minute periods during the fall. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

2. Requested by Parent

Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to call the classroom teacher to arrange an appointment.

3. Guidelines

1. Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request an appointment with the teacher privately.
2. Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.
3. Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

C. Curriculum

The curriculum of Sacred Heart School follows the guidelines of the Archdiocese of Portland in Oregon. The school offers a full academic preparation program, which includes the disciplines of Religion, Language Arts (Reading, English, Spelling, Handwriting), Mathematics, Science, Social Studies, Music, Spanish, Art, Physical Education, and Computer. The amount of the school day devoted to each discipline is in accordance with the norms of child development and Archdiocese policy.

D. Daily Schedule

Assignments

All assignments are to be neatly written and completed in a timely fashion. Each assignment, unless otherwise noted (cover sheet, etc.), will have a proper heading at the top, left hand side of the paper that includes the students full name, date, and class. Additional information may be required by the classroom teacher. **Teachers will decide necessary actions for assignments that are turned in late.**

Physical Education

All students are required to wear tennis shoes for PE. All 6th, 7th, and 8th graders are required to wear an approved PE uniform.

School Masses

Twice a month, the school and community will celebrate Mass together. Classes will take turns preparing these liturgies. We invite you to come and pray with us on these occasions. Mass will begin at 8:30 AM. in the church. The Church grounds are considered walking distance to the Church and considered "School Grounds."

E. Electronic Information/Communications

(Also see Electronic Policy under Discipline)

The mission of Sacred Heart Catholic School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefit to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

Internet

Students of Sacred Heart School will have access to the Internet in most school locations. Internet use is limited to times when the students are supervised. The net is to be used for educational research or objectives. Students are not to abuse this privilege by logging on to known websites that do not represent the ethics of Catholic education. No child may take part in any chat room sessions or on line games. Violation will result in disciplinary action.

F. Grading and Related Topics

1. Grade Equivalents

K-3: 100-95 O outstanding
 90-94 VG very good + before grade = working above grade level
 80-89 G good * modifications to grade level expectations
 70-79 S satisfactory - before grade =working below grade level
 60-69 CP continued progress
 NI needs improvement
 AC= area of concern

+ Mastery
 / Shows progress
 - Area of concern

4-8:	100 & above A+	87-89 B+	77-79 C+	67-69 D+	59 & below F
	93-99 A	83-86 B	73-76 C	63-66 D	
	90-92 A-	80-82 B-	70-72 C-	60-62 D-	

2. Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study.

- Homework is assigned to reinforce concepts and curriculum taught in class. It is valuable for pupil training and mental discipline while reinforcing study habits.
- Provide a study area.... Good lighting, sufficient space and adequate materials.
- Provide a specific time period...a regularly scheduled time period needs to be established.
- Establish rules concerning distractions to good work habits and environment.
- Think positively! Encourage your child to understand the value of homework. Any accomplishment requires work, practice and consistency.
- Give assistance but remember homework is your child's opportunity to learn.
- Sacred Heart School assigns homework using the following time guide for the **AVERAGE** student:

Grade	Approximate Daily (Monday- Friday) Assigned Minutes
Kindergarten	Up to 10 Minutes
Grade 1	Up to 20 Minutes
Grade 2	Up to 30 Minutes
Grade 3	Up to 40 Minutes
Grade 4	Up to 50 Minutes
Grade 5	Up to 60 Minutes
Grade 6	Up to 80 Minutes
Grade 7	Up to 80 Minutes
Grade 8	Up to 80 Minutes

3. Progress Reports/Report Cards

Progress Reports

Reports are sent home at mid Trimester. In this way, parents will be alerted to the successes or areas of improvement for their child.

Report Cards

Performance assessment reports are one method of communicating to parents your child's academic progress within the classroom setting. Contact the teaching instructor if there are any questions or concerns that you, as parents need to have clarified. Reports are distributed at the end of each trimester. Kindergarten- 5th grade teacher comments will come home with the second and third trimester report cards.

4. Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities and privileges.

5. Supplies

Sacred Heart School charges a fee for school supplies. Children are expected to have a backpack and lunchbox PS-eighth grade. Sixth through eighth grade students are also expected to have a 3-ring binder.

6. Textbooks

The Department of Catholic Schools determines the list of approved textbooks from which the school may select for each subject of the curriculum.

7. School Library

Sacred Heart School library contains hardbound and paperback books as well as magazines, books on tape, videos, and tape cassettes.

The following policies concerning library have been established:

1. Materials are due back from 1-13 days from the date they are checked out based on grade.
2. Students may not check out materials if they have overdue, damaged or missing items.
3. Reminders for overdue materials are sent home often. Students who have materials unaccounted for will be asked to return or pay for materials.
4. Replacement cost plus \$2.00 will be charged for lost or damaged items.
5. Reference materials may not be checked out of the library.
6. We reserve the right to withdraw check out privileges of students who have overdue or lost books.
7. Due to processing and ordering of library materials, refunds will not be given for materials that are found later. Please make every effort to locate lost and overdue materials before paying library fines.

G. Graduation

Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. While these exercises should be scheduled so as not to conflict with high school graduation dates, ordinarily the eighth grade graduation should not be scheduled before the last weekend of the closing week of school.

Graduation Attire

Appropriate attire must be worn for the occasion: dress shirts, dress pants, dress shoes, for boys; dress attire and dress shoes for girls is to be modest. (ex: school dress code is in effect: no halter dresses, no spaghetti strap dresses, 2 inch heels or less.)

H. Promotion and Retention

Promotion

A student satisfactorily completing each grade's work will be promoted to the next grade.

Guidelines for Retention of Students

Recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such decision is based on the total evaluation of a student's growth in all areas of development.

In all cases, the decision for retention rests with the principal.

I. Standardized Testing

Schools participate in the Archdiocesan standardized testing program in the fall. Results of this test will be shared with families keeping in mind the continued development of the child. We request that families avoid student absences during the standardized testing period. Make up of missed standardized tests will be made at the discretion of the classroom teacher. Questions concerning test performance can be directed to the Principal or Vice-Principal. Parents may request other types of tests, such as academic or psychological testing, from the local public school district. The Principal or Vice-Principal can help you make this appointment.

III. ADMISSIONS AND WITHDRAWAL

It is the goal of Sacred Heart Catholic School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

A. Application Process

Registration for all students is taken during the spring months for the upcoming school year. The registration fee is set annually and is **payable at the time of registration** (re-registration). The registration fee is non-refundable

Acknowledgment Statement: Each year, parents and guardians are asked to sign and return a completed Tuition Contract with their child(ren)'s re-registration fee by deadline date set by the school administration to continue in the educational process at Sacred Heart School.

B. Entrance Requirements

All Families: The parent or guardian must fill out a Registration Application; Schedule A Tuition Payment Form; Schedule B Fair Share Intention Form; and a Family Emergency Card. These forms must be turned in to the office along with all applicable fees listed in the registration Agreement.

New Families: In addition to the above requirements, for new children enrolling in the school the parent or guardian must also provide: the child's last report card; copies of prior testing; IEP's;

(All fees are returned if Sacred Heart School is unable to place or accept the child.)

Subsidized Catholic Families: Subsidized Catholic families are defined as being Catholic by: Baptism, registered with a Catholic parish, shows a history of verifiable attendance, and consistent contributions using either checks or church envelopes. Families applying for subsidy must fill out a form for the parish every year.

Non-Subsidized Families: Non-subsidized families will pay tuition as determined by the Sacred Heart Finance Committee.

Current families and siblings of current students will have first opportunities for enrollment.

Completion of Contract

All tuition contracts are to be completed; registration and book fees paid, and copies of current immunizations received before the first day of school, for students wanting to be admitted to class.

Children entering PS must be three (3) years of age by September 1st, and completely potty trained.

Children entering Pre-K must be four (4) years of age by September 1st.

Children entering Kindergarten must be five (5) years of age by September 1st.

Student Placement

- Sacred Heart may group students within a class, or among several classes at the same level, or among several grade levels wherever such groupings will place the individual student in the best learning situation.
- Applications will be held in reserve for families wanting admittance to Sacred Heart School.

Records at Entrance

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations. The immunization form can be obtained at the school office.

Transfer Student Process and Requirements

Besides entrance, requirements and records at entrance listed above, the parent or guardian will be asked to sign a Transfer of Records request for children entering grades 1 through 8 for the first time. This will allow the school to transfer all student records from their prior school.

All transferring students must interview with the Principal or Vice-Principal prior to admission.

C. Nondiscrimination Policy

The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs. All students are accepted on a probationary period of 90 days.

D. Withdrawal Process

By May 31st of each academic year, programs are designed, books purchased, and staff hired for the upcoming year. At the same time, waiting lists for closed classes begin to decline quickly after May 31st as parents seek to confirm a September school placement for their child. The Sacred Heart Advisory Council has established the following policy on cancellation of the

enrollment contract. A family who wishes to be refunded tuition or stop tuition payments must notify the school in writing of their intent to withdraw.

Although we understand that withdrawal during the school year may be required, many costs have already been incurred. Families withdrawing children between September 1 and November 30 will be assessed a charge of 50% of the year's tuition total. Families withdrawing between December 1 and February 28 will be assessed a charge of 75% of the year's tuition. After March 1, families are responsible to pay 100% of the year's tuition.

For families paying tuition in full at the beginning of the year, refunds will be offered according to the above scale.

All textbooks, athletic uniforms and equipment, and library books are to be returned to the school upon withdrawal. A charge will be assessed for these items not returned upon withdrawal.

IV. ATTENDANCE

Regular attendance is required of all students in order to support the academic climate of the school. If a student was absent due to illness, the student must be fever free for 24 hours.

A. Reporting Process

Parents must notify the school by 8:00 if their child will be absent from the school that day.

B. Excused Absences

The following reasons are considered excused absences: 1) student illness, 2) illness at home requiring the student's assistance, 3) family emergency, 4) court appearance, 5) funeral, 6) medical need, 7) other reasons with prearranged administrative approval. It is important that students be in attendance regularly to ensure continuity in educational achievement. When a student returns to school after being **absent, a written excuse of absence** from the parent/guardian **is required to be sent to the student's teacher**. This is to include the dates of absence, reason for absence and adult signature.

Doctor or Dental Appointments

Parents are requested to schedule doctor/dental appointments outside regular school hours, if at all possible.

Homework during Absence

To pick up your child's missed work, call the office **no later than 10:00 AM**. Please arrange pick up of your student's work from the school office by the end of the school day requested.

Classroom instruction is an integral part of the learning process. New concepts and subject content are introduced daily. Experience has indicated that students find it difficult to perform schoolwork for which they have missed instruction.

A family vacation taken during school days should be evaluated as to the benefits of the trip in comparison to the instruction that will be missed. Only if it is feasible will teachers provide schoolwork ahead of time for students leaving on trips during the academic year. It is advisable that parents contact all teachers involved in writing 2 weeks prior to leaving on a trip and after returning to discuss the child's academic progress, written and oral work as well as missed exams and assessments. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

C. Tardy

A student who is not in homeroom by 8:00 AM. Students arriving late for class must first go to the school office for an admittance slip. Children arriving late from prescheduled appointments will not be considered tardy. **Documentation is required.** We strongly discourage students' tardiness by a progressive detention for accumulated tardies. In a trimester, students who receive 5 tardies will serve detention. After a student has served detention for being tardy, 3 tardies will require detention. Then 2 tardies will require detention. There after, each successive tardy will require detention. Excessive tardiness will require a meeting with the principal for further discussion and consequence.

Excused Tardies are considered as the following:

- personal illness of the student
- serious injury or illness in the family
- medical appointment with verification by the medical professional
- school sponsored activity
- family emergency as determined by a school administrator

D. Late Pickup

Students left at the school after 3:20 PM, and 12:00 PM on early dismissal days, will be taken to the After School Care and charged for services.

E. Oregon Attendance Law

Regular school attendance promotes school success and is required by Oregon Law (ORS339.065). Frequent tardies and absences can contribute to difficulties in learning and create emotional strain for students. Only during emergencies and ill health should children be absent. Parents of students with chronic absences and/or tardies will be referred to the principal and/or appropriate law enforcement officials.

Eight one-half day absences in any four-week period during which the school is in session may be considered irregular attendance. (ORS339.065) Students with this pattern of attendance are considered to be truant. In addition, the Federal No Child Left Behind Act identifies a 92% attendance rate as meeting standards.

A person commits the offense of failing to supervise a child if the person is the parent, lawful guardian or other person lawfully charged with the care or custody of a child under 15 years of age and the child fails to attend school as required. Failing to supervise a child is a Class A violation. (ORS163.577)

V. DISCIPLINE

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance.

Families are expected to honor and support the privacy and confidentiality of all individuals concerning matters relating to student disciplinary issues and actions.

A. Discipline Policies

STUDENT CODE OF CONDUCT

Parents are recognized as the child's primary educator and as such are asked to enter into partnership with the school to instill the Christian value of respect for each individual and the recognition that all God's creatures are to be treated with reverence. Within this basic belief, the discipline guidelines at Sacred Heart are designed to promote the acceptance of Christian behavior that is based on gospel values which when lived become self-directed and a lifelong learning process. When a discipline problem does occur, the following procedures will be followed. The procedures will continue in sequential order until the problem no longer is an issue within the school environment.

Bullying Type Behavior

Sacred Heart Catholic School expressly forbids bullying and hazing type behavior. This type of behavior is contrary to our Catholic Identity and our Christian way of life. Bullying type behavior includes intimidation, threatening, exclusion, gossiping, perpetuating rumors, name-calling, and physical violence. Any student who participates in this type of behavior, either as the aggressor or as condoning bystander, will be suspended.

There is a zero tolerance policy for bullying behavior, hazing or sexual harassment in locker rooms and bathrooms; Any student who participates in this type of behavior either as the aggressor or as the condoning bystander, will be suspended; and if on an athletic team he or she will be removed from that team. Further participation in athletics would require a meeting with student, parents, athletic director, principal, and coach.

1. Hazing Policy

Sacred Heart School does not tolerate any hazing behaviors between students or student/athletes. If involving a student/athlete the person will be removed from the sport team

and future participation in athletics. Consequences for hazing may result in suspension up to expulsion from Sacred Heart School.

2. Sexual Harassment Policy

This school will maintain an educational environment that is free from any form of sexual harassment. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students by other students, staff, or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in school business, such as employees of businesses or organizations participating in cooperative work programs, intra-district or inter-district athletic competitions, or other school events and activities.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or sexually motivated physical contact or other conduct or communication of a sexual nature when:

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, who then may report to his/her supervisor. A student may also report concerns to a teacher or counselor who will promptly notify the Principal. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, what action has been taken.

No employee will use the authority of his/her position to subject any student to sexual harassment as defined above. Administrators are responsible for their own conduct and for the conduct of the employees they supervise, and will take affirmative steps to stop sexual harassment by subordinates when it is brought to their attention, including warning or disciplining the offending employee.

It is the intent of Sacred Heart Catholic School that appropriate corrective action will be taken by the school to stop the sexual harassment, prevent its recurrence and address negative consequences.

1. Students in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action.
2. Employees in violation of this policy shall be subject to discipline, up to and including dismissal.

3. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Principal.

4. In addition to the above, the school may report individuals in violation of this policy to law enforcement officials.

Licensed staff and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

The Principal will establish a process by which students or employees experiencing or aware of sexual harassment are to inform appropriate people and to seek review of the response or action taken. There will be no retaliation by any person against any person who in good faith reports, files a complaint, or otherwise participates in an investigation or inquiry of sexual harassment. The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational environment of a student complainant.

The Principal shall ensure appropriate periodic sexual harassment awareness training or see that adequate information is provided to all supervisors, staff and students. This policy, as well as the complaint procedure, will be made available to all students, parents of students and staff.

Sexual Harassment Complaint Procedure

Building principal has the responsibility for investigations concerning sexual harassment.

Step I: Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II: The Principal receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties as soon as possible after receipt of the information or complaint. The date and details of the written report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

The Principal shall report the name of any person holding a teaching license or participating in a practicum under OAR 584-015-0070 or 584-016-0075 when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Oregon Department of Human Services, Community Human Services, representatives as possible child abuse.

3. Dress Code

We recognize that it is a parent's responsibility to see their children respect authority and rules of the community. We ask parents to see that their children are dressed according to

the uniform code of Sacred Heart School. Parents' cooperation will eliminate teachers using valuable learning time within the classroom reminding students of the uniform code.

Sacred Heart Catholic School's uniform identifies students as members of the Sacred Heart School community, therefore, standards need to be met and maintained. Appearance is under the judgment of the outside community and students are to maintain a neat appearance at all times.

- The uniform must be clean
- The uniform is to be free of rips or tears
- The uniform is to fit properly. Extra baggy pants and shirts are not acceptable. Pants that are too long, and all shorts pants, are to be hemmed.

Uniform Policy

We are excited to announce that a uniform policy has been established starting fall of 2006 at SHCS. It is an attempt to simplify the wardrobe needs of our students and to ensure a respectful school environment, conducive to learning. The purpose of having a uniform policy at SHCS is to develop and maintain a sense of school identity and unity among our students.

SHCS students will wear uniforms on a daily basis. Uniforms are a positive way of identifying with the school community and they emphasize cooperation instead of competition regarding clothing.

The faculty and staff of SHCS believe that the way students dress for school affects their attitude and performance as much as the way students dress for athletics, dramatic and musical productions and social events.

The SHCS uniform is as follows:

We have 3 main suppliers for the school uniform. **If items are purchased outside of these providers, the articles must conform in both color and style. It is recommended that you purchase your uniform from the following providers, and label your child's clothing with his or her name.**

Dennis Uniform Co. and Lands' End carries our logo. We recommend having our logo placed on shirts, sweaters and sweatshirts however, this is optional.

1. Dennis Uniform Company. www.dennisuniform.com
School Code 58450
2. Lands' End Uniform Catalog. www.landsend.com
3. JC Penney Uniform Catalog. www.jcpenney.com JC Penney's also carries some uniform items in their store.

Shirts:

- Interlock knit or mesh **polo** shirts can be long or short sleeved, are to be solid white, red or navy blue, with no logos other than SHCS.
- **Turtleneck** or **mock turtleneck** in solid white, red or navy blue. No logos other than SHCS.
- Solid white oxford, button-front, **dress shirt** with short or long sleeves. No logos other than SHCS.

Undershirts should not be visible below the hem of the shirt. An undershirt may only be red, white, or navy.

Pants: Twill or cord material, pleated or flat front pants or capris in solid navy blue or khaki.

Skirts/skorts/jumpers: Twill or cord in solid navy blue or khaki, no shorter than 3 inches above the knee. Wearing navy blue or black shorts underneath is appropriate.

Shorts: Pleated front or plain front shorts in solid navy blue or khaki, no shorter than 3 inches above the knee.

No jeans or jean shorts, skirts, skorts, jumpers. No sweat pants, leggings, knit pants, or clothing with nylon, parachute or stretch fabric.

Sweaters/sweatshirts: Solid navy blue, red, or white cardigan, **pullover** or sweater vests worn over a collared top. Sacred Heart spirit sweatshirts may also be worn over a collared top.

Outerwear: Outerwear (e.g. jackets, coats, vests, zipper sweat shirts etc.) is a full zipper and does not pull over one's head, there are no restrictions to outerwear. However, these items may be worn onto the playground and to and from events, **but must be taken off indoors during regular class time.**

** Inside clothing must be solid red, white, or navy blue, or Sacred Heart spirit sweatshirts

Hosiery: Tights, knee highs and short socks must be solid navy, red, white or black. **No patterns or other colors or combinations of colors.**

Belts: Belts must be black or brown only.

Shoes: Acceptable shoe wear includes, tennis shoes, loafers, oxfords, sandals with heel support, topsiders, ankle boots, etc. No shoes without heel support, boots above the ankle, heels above 2 inches, or shoes with wheels. Rain boots are only acceptable on the playground on rainy days, they are not to be worn in the building/classrooms.

Jewelry: For health, safety and uniformity, there will be no dangling earrings permitted. Hoop earrings are classified as dangling. Only small post earrings may be worn (1 per ear). Ear

cuffs, anklets, nose rings, body piercing, bandanas, and pocket chains are all unacceptable. Baseball caps or other hats are not part of the school uniform and are not to be worn in the building.

Hair Styles: Natural hair color in a conventional haircut is required. Severe or extreme styles are unacceptable. Boy's hair must be no longer than their shirt collar or past their eyebrows.

Makeup: **Make up is not permitted at school.** This includes mascara, eye shadow, lipstick and blush. Tattoos of any kind are unacceptable. No writing is allowed on one's body.

Proper dress is the responsibility of the parent and student and will be enforced by school staff on a daily and consistent basis. The matter of dress violations are taken seriously.

The following procedure will be followed for all SHCS students.

1. Written warning with parent signature required for first infraction. Any subsequent violation will be cause for detention.
2. A K-5 uniform change will be required after the 1st written warning. For students in grades 6-8, a uniform change is a necessity for every infraction. If a parent cannot bring a change of uniform in a timely manner, then appropriate clean uniform pieces will be lent, *if available*, from the uniform exchange closet.
3. The administration and faculty will be the final judge of any questionable attire or appearance not explicitly covered in the uniform guidelines.

Sacred Heart Catholic School's uniform policy is an extension of its mission. The School Advisory Council supports this policy and encourages active and positive parental support.

FREE DRESS

Student Council will organize some "free dress" days for school spirit during the school year. Proper attire for "free dress" days need to be appropriate length and style for a Christian educational environment. Clothing may not advertise alcohol; tobacco or rock bands or contain any inappropriate slogan or logo including weapons or violent depictions. **Students may not wear sandals without heel straps, tops or dresses with spaghetti straps, no bare mid-riffs.**

Good Rule: If you think you shouldn't wear it, you shouldn't.

ATHLETIC DRESS- refer to Athletic Policy

MASS DRESS ATTIRE: uniform dress slacks, capri pants, or skirts are required; NO shorts or "sloppy" sweatshirts are to be worn on Mass days

4. Hall Conduct

Students must walk in the building at all times. Proper respect must be shown to others who are using the building. This means that voices are to be kept down while in the building and especially when transitioning through the elementary school. Students will walk on the right hand side of the hallways and stairway (both up and down) in order to provide adequate space for others to pass. Failure to do so may result in detention and/or a written apology.

5. Illegal Substances

The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various type of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

6. Leaving School Grounds during School Day

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian. Failure to comply will result in disciplinary action up to and including suspension or expulsion.

Lunch Off Campus

Parents may take their child to lunch off campus during the regular school lunch period. Selective lunch invitations to friends or other students are discouraged. This practice causes hurt feelings. Taking students other than your own child off campus requires written permission from the child's parent/guardian. All students must be signed out from the front office prior to leaving the school campus.

7. Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

8. Search and Seizure

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

9. Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or school property.

Materials & Books

While textbook fees are assessed each year, this does not give ownership to individual students or families. Each student accepts responsibility for the care and proper treatment of all materials used at school. We ask parents to **MARK with PROPER IDENTIFICATION ALL PERSONAL ITEMS A CHILD BRINGS TO SCHOOL INCLUDING ITEMS OF CLOTHING.** Books are to be treated with respect at all times. Drawing or writing within books is not permitted. If a book is lost or destroyed, the family will assume financial responsibility for full replacement cost. If a student marks on or destroys property (property, books or materials), the family will be responsible for repairing or replacement costs of damaged

item at the discretion of the school administration. Any materials contained in the Lost and Found at the close of the school year will be donated or disposed of by the school.

10. Electronic Device/Personal Property

Any personal property belonging to a student that is deemed unnecessary and distracting to their academic life will be confiscated. These items can include, but are not limited to:

- Headphones/radios
- I-pods
- Cell phones
- Games or toys
- Tablets

While electronic equipment of this nature can be brought to school and used before or after school, its use during school hours, which includes any recess or break times, is prohibited. Any electronic equipment of this or other distractive nature will be confiscated by the staff and returned to the student at the end of the **school year**. Extended school hours would include all school sponsored events (play, sports, practices, field trips, and dances). The school is not responsible for any damaged, lost or stolen electronic equipment belonging to the student.

11. Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found, are donated to charity.**

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

12. Off-Campus Conduct

The administration of Sacred Heart Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

This off campus behavior includes, but is not limited to cyber-bullying.

13. Gum

Gum chewing is not allowed at school or during extended school hours would include all school sponsored events (play, sports, practices, field trips, and dances)

14. Energy-Caffeinated Drinks

These drinks are not acceptable at school for a snack or lunch time. Students will not be allowed to drink them at school and will be asked to take them home.

B. Discipline Stages

1. Verbal Warnings

Students will discuss handbook rules as a class to assure awareness and understanding of all expectations. Many small offenses will carry an additional verbal warning stage as the student adapts to the rules.

2. Teacher Communication Forms

Teacher Communication Forms are issued to students who do not conform to the rules established by the student handbook, or to teacher classroom rules. These are used for written communication home regarding an issue the parents need to be made aware of.

These can include, but are not limited to:

Class/school tardy

Coming to class unprepared

Being in an out-of-bound area without permission

Minor behavior offenses

These forms must be signed by the parent and returned to the homeroom teacher the next day, or a phone call home must be made to ensure parent awareness.

4 Teacher Communication Forms becomes 1 Teacher Citation form

3. Misbehavior Citations

A misbehavior citation can be written to a student by any school employee in violation of a school rule or policy. They may also be written after other steps were taken regarding an issue.

4. Principal Citations

This citation is issued by the principal concerning student behavior that is repetitive in nature or other student behavior that carries the need for immediate parent intervention. The citation will give a brief detail of the incident and will require a parent signature before the student will be allowed back in school the next day.

Consequences for Behaviors

3 Misbehavior Citations= 1 Principal Citation

3 Principal Citations = One day suspension from school and after care.

4 Principal Citations = Five days suspension from school and after care. Goes into permanent record.

5 Principal Citations = Notification of permanent expulsion from school. Upon the fifth principal citation, the Pastor of Sacred Heart Church will be notified of the student removal. Goes into permanent record.

Discipline Policy

1. Teacher gives a verbal warning
2. TCF- mark that a verbal warning has already occurred. This is sent home, and it must be returned with Parent Signature.

3. TCF- mark that a verbal warning has occurred, this is second note home, loss of a possible privilege or a time-out occurred. Pink slip goes to Vice-Principal and/or Principal, and it must be returned with a Parent Signature

4. Citation- detention

5. Citation- 2nd detention

6. Citation- 3rd detention, parent/principal conference

* For MS students a copy goes to HR teacher if another teacher issued the TCF or citation

* Unsigned Citations, students go to office and Vice-Principal or Principal will assist student in making the phone call home

Infractions:

Uniform

Class/Playground disruption

Disrespect of another person or property

Bullying behavior

Inappropriate language

Electronic devices

Breaking a school rule

Major Infractions:

Physical violence

Language

Sexual harassment/Bullying

Severity of disrespect

4. Detention

Detention after school hours is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. The detention ordinarily will not exceed one hour.

Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

6. Suspension

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal.

Suspension may be invoked for a sufficient reason and ordinarily, will be limited to a maximum of 5 school days.

Causes for Suspension

Any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student. See "Consequences of Behavior."

Class Exclusion

Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments

while under the supervision of other teachers or staff members. The purpose of a class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades may be recorded for this work.

7. Expulsion

Expulsion is the permanent exclusion of a student from a school.

Full credit will be given for all work accomplished by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- ◆ Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body
- ◆ Prolonged and open disregard for school authority
- ◆ Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.
- ◆ Students whose parents have violated the Parents Code of Conduct in this handbook may also be excluded from Sacred Heart Catholic School.

C. Electronic Information/Communications Policy/Agreement

Appropriate Use Policy and Guidelines

Sacred Heart Catholic School offers on-line electronic information services including but not limited to the Internet and email ("information services") for students. Sacred Heart Catholic School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Sacred Heart Catholic School will make reasonable effort to prevent students from misusing the information services. However, students are also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services. Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student may be subject to disciplinary action.

Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school will develop guidelines on what is appropriate use for subject areas and/or classroom usage. The principal may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of Sacred Heart Catholic School may request that the principal deny, revoke, or suspend specific users.

Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (computer teacher, principal, teacher). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, as well as violating provisions of Sections **c, d, e and f** of the Network Etiquette and Privacy listed below.

Acceptable Use

The use of any information services must, in the judgment of Sacred Heart Catholic School, be related to student education and research in accordance with the educational goals and objectives of the school. The student is personally responsible for compliance with this provision at all times when using information services. The student may not:

- a. Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret;
- b. Use the information services for any commercial or profit-making activity;
- c. Use the information services to advertise a product or for lobbying or other political purposes. Inappropriate use of electronic information resources may be a violation of local, state and federal laws.

Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. Be Polite: - Never send, or encourage others to send, abusive messages;
- b. Use Appropriate Language: - The student is representing the school on a non-private system, which may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. Privacy: - The student should not reveal their home address or personal phone number or the addresses and phone numbers of other staff and students.
- d. Electronic Mail: - Electronic mail (email) at school is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities.
- e. Disruptions: - Do not use the network in any way that would disrupt use of the network by others. This includes the creation of batch files.
- f. Entertainment: - Usage of the network system for entertainment purposes (eg. accessing social networking sites, such as My Space, Facebook and YouTube) is not allowed.

Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Twitter, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments.

Bullying and Cyber Bullying

Sacred Heart Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken

very seriously. Students making such threats (**seriously or in jest or online**) face disciplinary action including suspension, and/or expulsion.

Security

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

Vandalism

Computer vandalism is the intentional harming or destroying of the school's computer hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

Services

Sacred Heart Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Sacred Heart Catholic School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or staff and student errors or omissions. Use of any information obtained via the information system is at the staff and student's own risk. Sacred Heart Catholic School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

Portable Devices

Technology devices are not permitted on the school network.

- a. Tech Day:- Before bringing the technology device to school on the first "Tech Day", students need to return the signed "Sacred Heart Catholic School's Tech Day Permission Form" to their homeroom/classroom teacher. Only one permission slip is required per device, per school year.
- b. E-Readers:- Before bringing the Electronic Reader to school, students need to return the signed "eReader Permission Form" to their Language Arts teacher. Electronic reading devices are to be used during silent reading times only.

VI. EMERGENCIES

A. Emergency Information

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

B. Emergency Information Card

The school has a file containing current emergency care information for each student. Each parent is responsible to update the following information annually:

1. The name of the student, his/her home address, telephone and birth date;

2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded;
3. The date of the latest tetanus immunization/booster;
4. The name of the family physician and dentist, office addresses and telephone numbers;
5. Name of medical insurance company and identification number;
6. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
7. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
8. The names of the persons to whom the student may be released;
9. The signature of responsible parent(s) or legal guardian.

C. School Lockdown

In some situations, it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

1. Doors will be locked;
2. Drapes and/or blinds will be closed;
3. No one will be permitted to enter or leave the building;
4. Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel.

VII.

VIII. EXTENDED CARE/DAY CARE

Please contact Daycare Director at 772-4105 x 227 or 973-6330 for information and registration requirements for the daycare.

Daycare hours are from 7:30 a.m- 6:00 p.m. Monday-Friday. A list of holidays and closed days are available.

IX. FINANCIAL

A. Insurance

Student Accident Insurance coverage is optional, although encouraged. A form is sent home at the beginning of the school year and is available throughout the school year from the school office. Prices are listed on the form.

B. Tuition

The tuition fee schedule is set on the recommendation of the Sacred Heart Advisory Council and Finance Committee in the spring of each year before registration. Each family will receive a tuition fee schedule at the time of registration for the upcoming school year.

C. Book/Material & Supply Fees

Kindergarten through eighth grade families are to pay the scheduled fees per child no later than first day of the school year. Fees are non-refundable. Book fees go into a yearly fund to augment our five-year rotation schedule of purchasing new textbooks. Paying book fees does not allow you ownership of textbooks.

1. Tuition Assistance

Financial aid is available based on need. Before financial aid is considered, the registration forms, for the upcoming school year, must be completed and registration fee must be paid in full.

Those families receiving financial aid must reapply yearly.

Tuition/Fees - Non-Payment

All parents will sign a contract at the time of registration agreeing to a regular schedule of tuition payments.

1. All tuition must be completely current at the end of each quarter of school (Including late fees)
2. Report cards will be delayed for children whose families are delinquent on their tuition.
3. Should this payment not occur, continued enrollment will be placed at high risk.
4. A family may not register for the upcoming school year unless their tuition is current.
5. A family that leaves Sacred Heart School with an unpaid balance and has failed to cooperate with the principal in keeping to payment arrangements will have their account turned over to a collection agency.

For example:

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Withhold grade reports;
2. Deny a student enrollment for the following semester;
3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.

X. MEDICAL

A. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles.

Students who have a COMMUNICABLE disease or conditions must be excluded from school.

B. Immunizations

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

C. Medication

The school recognizes that administering of medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication to school, on a temporary or regular basis under school supervision.

The parent in writing shall make all requests for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, the administration of such medication is not feasible.

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

1. Medication Dispensation Guidelines

Prescription Medication

The following is required for: *“...any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician.”*

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. “Take as directed” or “as needed” cannot be taken as specific direction.
- c. The authorization form attached must be signed and filled out completely by the parent or guardian.
- d. All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by druggist in two separate bottles.)

- e. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

Prescription Medication (Injectables)

The following is required for: “...*any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated.*”

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. The parent shall make the request in writing for the school to administer, as necessary, injectable medication (*medication administered by the intramuscular route*) to the student.
- c. The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction).
- d. Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physical or a nurse practitioner, parents/guardians cannot train the designated school personnel in the use of injectables.

Non-Prescription Medication

The following is required for “...only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatory and antacids.”

- a. Written instructions from the parent which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. All non-prescription medication must be in original container or packaging.
- c. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

Medication Dispensation Authorization Form

Ask at the Front Office

Parent to School Notification

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

XI. PARENTS

Parental Witness Statement

The Church through the ages has consistently called parents to understand and appreciate their special dignity as God's instruments of love to their children. The Church in recent years in official teaching has given even greater prominence to the importance of this truth. The Second Vatican Council in its "Decree to the Apostolate of the Laity" stressed the importance of the parents providing the first experience of their faith to their children.

"They (Christian husbands and wives) are the first to communicate the faith to their children and to educate them; by work and example they train their offspring for the Christian and apostolic life"

Paragraph #11, November 18, 1965

The Council Fathers even more emphatically expressed the irreplaceable role of the parents in communicating the Faith to their children in the Declaration on Christian Education.

"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children."

Paragraph #3, October 28, 1965

Parents' Prayer of Enrollment

It is complete awareness of the Catholic Church's vision of my vocation as parent, that I enroll my child in Sacred Heart Catholic School. In taking this step, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my child. I understand the Catholic school is the way in which the Church seeks to share and assist me in my vocation. However, I know no matter how clearly words are spoken, until my child sees these values and beliefs make a difference in my life, they will have little affect. Faith will only be part of my child's life if it can be seen to mold and shape the way we live as a family. I believe that the Catholic school can help deepen, enrich, and reinforce a faith that my child experiences at home. I accept my own witness as essential to the religious development and growth of my child.

A. Classroom Interruptions

During the school day, visitors are asked to take care not to disrupt the classroom learning. Visits to classrooms are welcomed at Sacred Heart. Please make arrangements with the classroom teachers at least 24 hours prior to the visit.

B. Complaint/Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

PARENTAL CODES OF CONDUCT

Adults within the Sacred Heart School community are responsible role models whose actions are consistent with Christian values. Our goal is to create and maintain a positive, cooperative

atmosphere within the school community. This Code of Conduct applies to all Sacred Heart community members.

CODE OF CONDUCT

- Sacred Heart adults should be committed to the education of the children.
- Sacred Heart adults should be cooperative and committed to school goals.
- Sacred Heart adults should be respectful and self-disciplined.
- Sacred Heart adults should separate personal desires from what is in the best interest of the school community.
- Sacred Heart adults should treat one another honestly and politely, respecting the diversity of persons and opinions within our community.
- Sacred Heart adults should seek peaceful resolution of disputes.

If resolution of the conflict fails, adults within the school community are bound by the decisions of the Archdiocese, the pastor and the principal.

C. Family Cooperation/Removal of Students Resulting from Parental Attitude

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

D. Messages to Students

It is not always possible to reach your child quickly with a message. Please plan ahead to minimize the messages that need to be delivered.

E. Development

Fundraisers/Community Builders

There are a number of community building activities throughout the year. We encourage families to join together and develop social bonds in our school community.

Back to School Dinner
Parent Back to School Night
Golf Tournament
Haunted House
Spring Sing
Annual Fund Drive

Christmas Program
Annual Auction
Middle School Musical Production
Jog- a- Thon
Bingo Nights
Coffee and Doughnut Sundays at Mass

F. Fundraisers

There are a number of fundraising opportunities for family participation to support Sacred Heart School throughout the year. Sacred Heart School expects all families to participate in all fundraising events. Fundraising allows the school to meet yearly budget objectives and brings school community together.

G. General Fundraising Obligations:

Each family will be required to bring in \$150 net per family in one of the following areas: JAT, Annual Fund Drive, or elect to pay the difference to the school by June 1st.

H. Scrip Obligation: \$ 150 Yearly Net Per Family

Each family will be required to purchase enough scrip to bring in an annual profit of \$150.00 per year or pay the difference to the school by June 1st

I. Procurement: Class basket and procurement were paid with registration

“Fair Share” Mandatory Volunteer Hour are 20 hours

Volunteer Hours Guidelines

Log Book in Event Coordinator’s Office

Example of Log Book Entry

Name	# of Hours	Job	School Contact

Options/Examples:

Fundraisers:

- Golf
- Jog A Thon

Auction

Classrooms:

- Working with Students- group work
- Teacher Prep Work- copying, cutting, bulletin boards
- Library

- Volunteer hours do not include class parties or field trips
- Recording of volunteer hours is based on the honor system
- Invoicing will be done by school administration
- Hours will be verified with school contact person
- Volunteers working with students must have a background check and attend a “Call to Protect” class

20 hours of volunteer time

All development and fundraising activities MUST go through the development office. Use of the Sacred Heart School name or logo is prohibited without the express written consent of the principal or pastor.

J. Parties

In school

There will be three major parties within the school classrooms: Halloween, Christmas, and Valentines. These will be planned in conjunction with room parents.

Within the primary and intermediate grades, individual birthdays may be celebrated provided that the classroom teacher has approved each in advance.

Please do not bring home baked items to share in the classroom. The Health Dept. has asked that we allow only pre-packaged foods to be distributed to children in the school.

Out of School Party Invitations

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

End of the Year Party

School sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fund-raising for non school sponsored celebrations.

K. Releasing Students during the School Day

Students will be released only to a custodial parent/guardian or to an individual authorized by the custodial parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

L. Student Dismissal

For safety reasons, no student will be permitted to leave Sacred Heart Catholic School without a written note from the parent/guardian requesting the child's release during the school day. **NO CHILD may be released by a TELEPHONE MESSAGE.** Should a parent need to contact the school by fax; please notify the school by phone that a message has been sent. Anyone coming for a child during the school day must come directly to the school office. The secretary will send for the child from the classroom. **UNDER NO CIRCUMSTANCES** may the teacher **release a child** from class **without the authorization of the school office.** Students are not permitted to leave the school grounds during hours of school operation without written parental permission and approval of the classroom teacher/school administration.

Students may not attend an after school event without parent supervision. We encourage student support and attendance at after school events, but they need to be under the supervision of a parent. This would include the time from school dismissal until the start time of the event.

M. School Advisory Council

In the Archdiocese of Portland, all school councils are advisory in nature. A school advisory council participates in decision-making by formulating and recommending, but never enacting policy.

The purpose of Sacred Heart Advisory Council is to advise the pastor and principal in making policy for Sacred Heart School's programs.

Reason for a School Advisory Council:

- To promote participation in the ministry of Catholic Education
- To develop ownership and stability for the future
- To offer financial advice
- To develop and defend policy
- To serve as a good public relations source
- To enable the principal to spend adequate time as an educational leader
- To provide parents/guardians with a voice in their children's education
- To encourage strategic planning

The following are functions of the Council:

- Planning
- Policy formulation
- Finances
- Selection of the principal
- Development, including public relations and marketing
- Evaluation of School Advisory Council goals

What a council does not do:

- Discipline
- Develop school programs
- Approve materials
- Hire or terminate staff
- Tell the principal how to do things
- Act as a Grievance Board
- Send out questionnaires without authorization

There are 9 voting members on the Council. The Sacred Heart Advisory Council meets the 3rd Wednesday of each month with the exception of July and August.

N. Communications**School News**

Every week our school newsletter will be sent home to each family. Any individual or group wishing news to be included in the newsletter must send their announcement on Microsoft Word to the school. All materials for the packet must be reviewed and approved by the school administration before distribution. The school newsletter will always give academic highlights and a school calendar. When submitting newsletter items, please save on Word to computer disk and leave disk. It will be returned to you the following day.

If you wish to receive the newsletter electronically, you may sign up on our website at www.shcs.org. Additionally, other family members or friends may receive the newsletter simply by signing up on the web site.

Communication

Members within the school community are encouraged to express themselves verbally, in writing or by assembly in such a way that they do not violate the rights of other individuals or groups, the mission of Sacred Heart School and/or the doctrines and values of the Catholic Church.

Publications

School publications, productions or displays which are or may fairly be characterized as school sponsored or part of the school's educational program, whether or not they occur in the traditional classroom setting, are subject to review and evaluation by the school administration. The final decision about the suitability of any material in question shall rest with the principal, after review and consultation with the teacher/advisor prior to publication, production or display. Any nonschool-sponsored publications wishing to be distributed through or at the school must comply with the above stated review. We ask that all materials wishing to be included in the monthly newsletter be given to the school office before publication.

School Directory

The purpose of the school directory is to serve as a resource in communicating with our families concerning approved school activities, functions and programs with the authorization of the school/parish administration. The school will not be liable/responsible for the use of the school directory for purpose other than that which it is intended. Any communication that involves the misuse of the directory and information contained within may result in serious consequences up to and including withdrawal of the offending families from the school community. **Only the Main Custodial Parent will be listed in the School Directory.**

O. Service Programs

Sacred Heart School will be involved in a number of service projects. Your participation in these programs is very valuable.

P. Verification of Compliance

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page at the end of the handbook)

XII. SAFETY

A. Emergency Drills

An emergency drill for fire, earthquake, or other crisis is planned once a month with students and staff.

B. Laser Pointers

Students are not allowed to have or use laser pointers at Sacred Heart School.

C. Playground Rules and Usage

The playground supervisor has copies of all the playground rules. Should you wish to review these policies, please call the school principal.

D. School Closure

Emergency Notices/Hazardous Weather

When it is necessary to close school, open late, or close early because of hazardous or weather conditions, it is our policy to follow 1 of 2 decisions:

- If the Medford Public Schools are closed, Sacred Heart School will also be closed.
- Since Sacred Heart School draws students from the entire metropolitan Medford area, the school may be closed or open late independently. When weather conditions are questionable and Medford Public is not closing, listen to public TV and radio for Sacred Heart's announcement.

Sacred Heart will use the following TV stations for our closure announcements:

KDRV Channel 12

KOBI Channel 5

KTVL Channel 10

If you are unsure of the opening of school, due to weather conditions, please tune in to these stations during the morning news.

E. Skates and Skateboards

Skates and Skateboards are not allowed at Sacred Heart School.

F. To and from School

Street Crossing

Students are asked to cross the street using the crosswalks. We ask your cooperation in instructing your children to cross only at crosswalks.

Car/Parking

Parents and other authorized drivers bringing and picking up students from Sacred Heart School are requested to follow the procedure outlined below to ensure the safety of our children. Please show respect for our residential neighbors surrounding our school, by not blocking driveways or walkways.

Before School:

All students are to be dropped off on Holly or 12th Street, to the south of the playground, no earlier than 7:40 A.M. Students are not to leave school property after being dropped off at school. Students are asked to enter the school playground through one of the two playground gates where supervision will be provided.

After School

An automobile pick up line will form on Holly Street along the east curb. Entrance onto the playground is a left turn heading north on Holly. It is imperative that all drivers, while in this line, stay in their vehicle and move forward when space allows. Students will be brought out to the playground after 3:00 dismissal. Cell phones are not allowed to be used while in driving in the pick up line. While in line, please do not get out of your car to look for your child. If you

would like to leave your car, please use the parking lot across from the south exit gate. Remind your child(ren) to watch for your car.

G. Visitors

All visitors must report to the main office. The only entrance open during the school day will be the main entrance. All persons entering the school are asked to come directly to the school office. This is to ensure a safe environment for our students and school personnel. Visitor's tags will be issued to all visitors. Please return the tags when you leave the school.

Only Registered Students of Sacred Heart School can attend the school day.

H. Animals

Before any animals are brought into the school, **PRIOR** permission must be obtained from the principal and from the classroom teacher.

I. Weapons Policy

Ordinarily, any student in possession of a weapon will face disciplinary consequence up to and including expulsion from school.

Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument (other than an ordinary pocket knife –which school rules ordinarily forbid), mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

XIII. STUDENT ACTIVITIES

A. Altar Servers

Sacred Heart Church trains altar servers 2 times a year. Catholic students in grades 5-8 are allowed to participate if they and their parents wish. A permission slip is sent home with eligible students at the beginning of the school year.

B. Athletics and After School Activities

Athletics

Sacred Heart Catholic School participates in the Southern Oregon Middle School Athletic Commission (Small School Division) athletics program and follows Archdiocesan guidelines, policies and rules in its after school athletic programs. Parent volunteers may be needed to help coach Sacred Heart teams. We currently offer boys football, basketball, wrestling, and track; and girls volleyball, cheerleading, basketball, and track. We will co-op with St. Mary's Middle School for boy's and girl's X-Country.

Band

Band lessons are offered to interested students in grades 4-8. Students are responsible for supplying their own instrument. Students are responsible for making up all work missed should a band lesson happen during another academic time.

Piano Lessons

Private piano lessons are offered to students for an additional fee. Piano lessons happen throughout the school day. Students are responsible for making up all work missed should a piano lesson happen during another academic time.

Tutors

Tutoring service is provided on a fee basis. Students may be pulled from the classroom for additional tutoring. Arrangements must be made through the tutoring service with approval of the classroom teacher and principal.

C. Dances

School dances are a privilege and students must follow the same campus rules and free-dress codes that apply during the regular school day. A student must attend school the day of the dance in order to participate in the dance.

D. Field Trips

For each field trip the following information should be available:

1. Student Permission Slips;
2. Driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time;
3. Proof of Insurance;
4. Parents chaperoning on field trips must fill out a background check and attend a “Call to Protect” class.

Field trips are for the purpose of introducing and supplementing classroom learning experiences. Each teacher plans and organizes class field trips during the year. When a trip is planned, a description of the trip will be sent home. Written parent permission is necessary for a student to leave school grounds even on school related field trips. Each driving field trip requires a separate permission slip. Parents volunteering as chaperones are asked not to bring along siblings if they are responsible for classroom children. While some costs of transportation will be paid by the school, some field trips may require an additional fee. In these cases, it will be the responsibility of the family to provide the fee.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
6. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
10. All monies collected for the field trip are **non-refundable**.
11. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

E. School Sponsored Event Collection of Money

A money collection protocol is in place per Archdiocese of Portland policy. Please see the school bookkeeper for details.

F. Student Council

A candidate for the Student Council must have a 3.0 GPA: 1st, 2nd, and 3rd trimesters and demonstrate leadership ability and positive school attitude and spirit. A candidate must have no more than 5 tardies and 2 disciplinary actions, each quarter of school, for eligibility.

G. National Junior Honor Society

We participate in the National Junior Honor Society for our middle school students. Criteria for being admitted will be promulgated to the students in those grades. Those meeting the standards will be inducted into the NJHS on an annual basis.

H. Service Projects

Our students are involved in several service projects throughout the year. Your participation in these projects is very valuable.

XIV. STUDENT AWARDS

A. Honors

Honor Students will be selected each trimester and awarded at the assemblies.

XV. STUDENT RECORDS

A. Review of Student Education Records

Parents of students currently in attendance at Sacred Heart Catholic School may review the student's education records. Parents wishing to review student records should make written request to the principal to do so at least 48 hours in advance. A charge may be assessed for copying records. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the School concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

B. Directory Information

Sacred Heart Catholic School has designated the following as directory information which the school may disclose without specific consent: the student's name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended.

A parent may elect not to have any or all of these items included in a school-related directory. Notice from a parent that he or she does not want any or all of these types of information included must be made in writing to the principal of Sacred Heart School within two weeks of the 1st day of school.

C. Emergency Disclosure of Information

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

D. Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.**

XVI. STUDENT SERVICES

A. Lunch Services

Hot lunch is offered each day of the school year. Parents and students may purchase tickets for hot lunch in the cafeteria. Prices will be set at the beginning of the school year, and are subject to change. Hot lunch is provided by Sodexo/Marriott and we participate in the National School Hot Lunch Program which includes free and reduced lunches for those who qualify.

Morning Snack: All snacks are provided by the parents. All morning snack food should be nutritional: such as fruit, bagels, yogurt, vegetables, cheese and crackers, etc. NO candy, soda or energy drinks! Water is always a great compared to other options available.

B. Milk Program

Milk is available for purchase at the same location as hot lunches. Prices are set at the beginning of the school year and are subjected to change. Please purchase milk tickets in the morning before the start of school.

C. Telephone

The school telephone is not for student use. In case of emergency, the student may request permission to use the school telephone, from their teacher, before coming to the office. Students are expected to come to school prepared, so calls for homework, lunch, etc. are not normal practice.

XVII. VOLUNTEERS

A. Volunteers

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. Volunteers are encouraged to be a part of our school community. We appreciate the services that they perform. All volunteers are asked to sign in at the school office before departing for their service. All volunteers are to sign out when leaving the facility. The school newsletter will inform all parents of all volunteer opportunities. All volunteers are asked to read the **Sacred Heart School Volunteer Handbook** and fill out the appropriate background check information sheets before volunteering their services, and also attend a “Call to Protect” class.

1. Volunteer Background Checks/Annual Call to Protect

The school reserves the right to require volunteers in any school program or activity to undergo a background check and complete the Archdiocese “Call to Protect” program and annual updates online. Ordinarily any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

2. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and committees, Parents' Association Board and Committees, Annual Auction Committee, Art Literacy, classroom assistance to teachers, cafeteria/ hot lunch program, Room Parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

RIGHT TO AMEND

The Principal and administrative staff have final recourse in all discipline matters and all matters of policy. This staff also has the right to add and amend the handbook as deemed necessary. All changes to the handbook will be printed and mailed to all families.



Sacred Heart Catholic School's

Tech Day Information

Sacred Heart Catholic School students will now have the opportunity to bring an electronic device to school on the day designated by their classroom/homeroom teacher as "Tech Day." Before bringing a device to school, students need to return this signed permission form to their classroom/homeroom teacher. These devices must travel to and from school with the child, and **must be labeled with the student's first and last name**. Students are encouraged to utilize cases and screen protectors.

Technology devices will only be used during the designated time frame of Tech Day, and will be confiscated if used for internet access, etc. If confiscated, the parents will be notified and asked to pick up the device. After the parents talk with the teacher, it will be determined if the student can continue to use the reader at school.

Please understand that it is the child's responsibility to care for this device at school. The student and parents will assume responsibility for lost, stolen or damaged equipment. Parents should ensure that all content on the Technology Device is appropriate for use at school.

My child and I understand the responsibility and risk we take in using this technology device at school. My child agrees to only use the device during the appropriate time of "Tech Day." We will not hold Sacred Heart Catholic School responsible for any lost, stolen, or damaged electronic equipment.

eReader Information

Sacred Heart Catholic School students will now have the opportunity to use an electronic reading device **during silent reading times**. Before bringing a device to school, students need to return this signed permission form to their Language Arts teacher. These devices must travel to and from school with the child, and **must be labeled with the student's first and last name**. Students are encouraged to keep their devices in a safe place within their Language Arts class and should utilize cases and screen protectors.

Electronic readers will only be used for reading, and will be confiscated if used for any other reasons such as internet access, games, or other applications. If confiscated, the parents will be notified and asked to pick up the device. After the parents talk with the teacher, it will be determined if the student can continue to use the reader at school.

Please understand that it is the child's responsibility to care for this device at school. The student and parents will assume responsibility for lost, stolen or damaged equipment. Parents should ensure that all content on the eReader is appropriate for use at school.

My child and I understand the responsibility and risk we take in using this electronic device at school. My child agrees to only use the device for reading books during appropriate times of the day. We will not hold Sacred Heart Catholic School responsible for any lost, stolen, or damaged electronic equipment.

Middle School Tech Information

Throughout the school year, our Middle School classes will be using technology to enhance learning and prepare students for future challenges. Many of these technologies require students to publish to the Internet through the usage of blogs, podcasts, videos and digital photography. These Web sites can be made private and access is permitted only by receiving an invitation and/or password from the Middle School instructor. Currently, the web sites include but are not limited to kidblog.org, vimeo.com, youtube.com, Edmodo, Quizlet, and NoRedInk.

Blogs

A Weblog, or blog as they are commonly called, is a special type of Web page that can be created and easily updated using a Web browser. Each new entry has its own date stamp. Each entry has a comments section where visitors to the blog may leave comments for the author. For example, students will respond to prompts and discuss quality literature within a Language Arts blog.

- Teachers have administrative control over all student blogs and student accounts.
- Comment privacy settings block unsolicited comments from outside sources.
- Kidblog does not collect any personal information from teachers or students.

Having a real audience is one of the key components to this program. In addition to receiving comments from their classmates, classes will receive comments from other classes who are invited to visit our web pages. We anticipate arranging for students in other parts of the country to visit our blogs and comment on our writing.

Podcasts

A podcast is a digital audio and/or video recording published on the Internet and available for downloading. All audio and video productions are uploaded by the instructor and, as subscriber to the site, all comments must be approved in order for them to go public.

Digital Photography

A digital photograph is a still picture that can be stored electronically and published to the Internet. Students may post pictures of class activities, student work, and special events in their blog. Student may also make video productions in which their image will be shown.

Security

Our use of these technologies has been designed to minimize risk to your child. All student blogs, podcasts, and any other published work will be closely monitored by the instructor and

will be published online only after given their approval. Students will be required to refrain from sharing personally identifying information such as last name, address, phone number, age, etc.

Blogging Guidelines/Podcast & Photo Consent

1. Students using blogs are expected to act safely by keeping personal information out of their posts. You agree not to post or give out your family name, password, user name, email address, home address, city, country or other information that could help someone locate or contact you in person. You may share your interests, ideas and preferences.
2. Students agree to never log in as another student.
3. Students using blogs are expected to treat blog spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for your blog. While we encourage students to have discussions with other bloggers, we also expect that they will be respectful and represent our school in a positive way.
4. Blogs are to be a place for students to give their opinions. However, they are first and foremost a tool for learning, and students will be expected to follow the same rules we have for classroom discussions.
5. Blogs are a way for students to share their writing with real audiences. Most visitors to your blog who leave comments will leave respectful, helpful messages. If you receive a comment that makes you feel uncomfortable or is not respectful, tell your teacher right away. Do not respond to the comment.
6. Students who do not follow these guidelines may lose their opportunity to take part in the blogging activities.

Handbook Agreement -

I/We _____
(Parent(s) or Guardian(s))

have read the material in the Sacred Heart School Handbook and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Web page Photographic Display of a Minor

I hereby give Sacred Heart Catholic School permission to use a photograph of the minor(s) (person under the age of 18) listed below on its website. I understand that there will be no identifying (e.g name, age etc) about the minor on this website. This permission for the web page photographic display of a minor will be in effect annually unless this permission is revoked by written notice to Sacred Heart Catholic School.

Name of minor(s): _____

