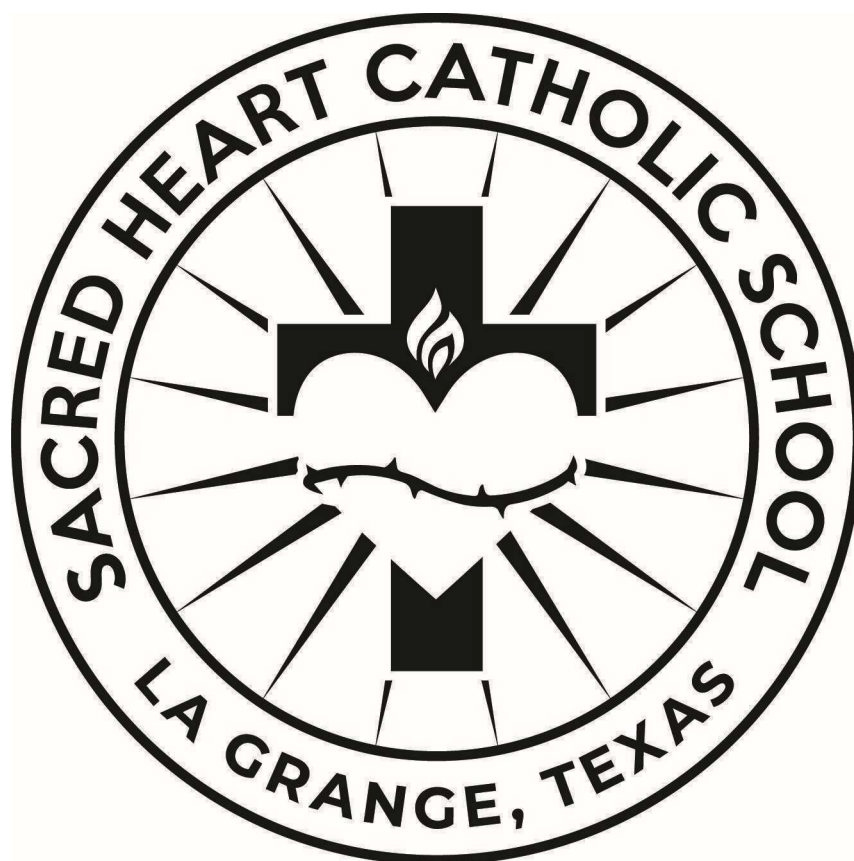


Sacred Heart Catholic School

Student/Parent Handbook

2025-2026

545 E. Pearl St.
La Grange, TX 78945
979-968-3223f



General Information

Sacred Heart Catholic School
545 Pearl Street
La Grange, Texas 78945

Telephone Number: (979) 968 - 3223
Fax Number: (979) 968 - 3215
Website: sacredheartschoollg.com

SACRED HEART CATHOLIC SCHOOL is a Parochial School in the
Diocese of Austin dedicated to the Christian education of children.

Pastor	Father Chris Smith
Principal	Karissa Kleiber
Director of Admissions and Development	Katie Janda
School Secretary	Marissa Navarro
School Bookkeeper	Wendy Pos
After School Care Director	Cathy Zingelmann

School Office Hours

Monday – Friday
8:00 A.M. – 3:45 P.M.

Faculty Hours

7:45 A.M. – 3:45 P.M.

Student Hours – All Grades

8:00 A.M. – 3:30 P.M.

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PHILOSOPHY STATEMENTS

Mission Statement: Catholic Schools of Texas

The ministry of Catholic education in general is the fulfillment of the educational mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic school is in its ability to respond to the needs of the whole person, to serve the Church in time of transition, and to demonstrate to the world a global perspective for a peaceful and sustainable future.

The Catholic school is a unique environment in which students can experience the presence of the Holy Spirit. The School's focus is on the individual's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic school, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be free to appreciate and understand the planet Earth, the people and cultures that inhabit it, and to develop global perspectives by which lives and consciences are formed. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic school must call its students to the conviction that people are more important than material gain; that justice is more important than success; that love is more important than esteem and that collaboration unites while competition divides. The truly successful Catholic school student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

Mission

Sacred Heart Catholic School exists to form young disciples who love the Lord their God with all their hearts, minds, and strength and their neighbor as themselves.

Vision

Forming young disciples through our core values of prayer, knowledge, and community

Core Values

Prayer, Knowledge, and Community

Philosophy

Sacred Heart Catholic School provides a Christian environment where students, parents, and teachers continually strive to build a community of faith. We build upon the Christian foundation begun by the family through liturgy, prayer, and the teachings of the Catholic Church. The curriculum emphasizes a strong academic and physical program that seeks to develop the whole child. Sacred Heart provides a variety of subjects and activities that will enable the student to become an independent and contributing member of society.

PARENT & FAMILY INVOLVEMENT

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
 - Fostering a spiritual formation in your home and attending a place of worship on Sunday
 - Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
 - Becoming familiar with all of your child's school activities and with the academic programs.
- Discussing with the classroom teacher(s) or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
 - Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference, please call the school office at 979-968-3223. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
 - Becoming a school volunteer. (You must be EIM Certified.)
 - Participating (in PTC events, committees, etc.) and volunteering to be a chairperson.
 - Being aware of the school's ongoing bullying and harassment prevention efforts.
 - Contacting school officials if you are concerned with your child's emotional or mental well-being.
- The Parent Involvement Coordinator is Karissa Kleiber. She works with parents of students participating in Title I programs and may be contacted at 979-968-3223.

EDUCATIONAL PROGRAM

Sacred Heart Catholic School, in La Grange, Texas, is a parish school serving students in Grades PreK-3 through 6.

The curriculum stresses academic achievement within a Christian community in which the child feels he/she is loved and respected by his/her peers as well as teachers. Vatican II texts are used so our theology is in compliance with the United State Conference of Catholic Bishops. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Sacred Heart Catholic School, we are attempting to "teach as Jesus did."

The diocesan curriculum guidelines, consistent with the State of Texas guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. The emphasis is on principles rather than facts, and on learning through problem solving rather than by precept. Our core curriculum makes use of a wide variety of teaching materials and technology tools. Daily religion class is an essential part of the curriculum in which classes help plan and conduct the liturgies. Music, art, computer, and physical education classes are also offered.

In addition, Sacred Heart Catholic School teaches responsibility, organization, manners, restraint, and foresight. These skills may not be assessed on Standardized Testing; however, they help strengthen the character of each individual to become a responsible citizen.

GOALS AND OBJECTIVES

Spiritual Goal

To foster a commitment to know, love, and serve God and one another by:

- Learning Catholic Tradition and teachings
- Incorporating the message of Jesus in all aspects of life
- Developing a strong moral and social conscience
- Worshipping together as a faith community
- Engaging in multi-faceted, community projects

Intellectual Goal

To encourage each child to attain his or her fullest potential by:

- Developing his/her mind and talent
- Becoming lifelong independent learners
- Developing problem-solving, team-building, and decision-making skills
- Mastering academic subjects
- Acquiring study skills which promote self-discipline and time management

Social Goal

To guide students to become conscientious, successful members of a global community by:

- Recognizing each person's God-given uniqueness and talents
- Respecting all of God's creations
- Valuing the sanctity of all life from conception to natural death
- Communicating effectively and respectfully
- Show awareness to his/her responsibility to God, society, earth, and self

Emotional Goal

To help each child respect and celebrate his/her individuality by:

- Appreciating their own self-worth
- Growing in self-reliance
- Demonstrating resilience and flexibility
- Accepting responsibility for his/her actions and the consequences of those actions

Physical Goal

To promote a positive attitude towards a healthy lifestyle by:

- Respecting his/her bodies as a temple of the Lord
- Practicing good nutrition and proper hygiene
- Participating in a wide-range of physical activities, both structured and unstructured

STUDENT LEARNING EXPECTATIONS

Graduates of Sacred Heart Catholic School who are baptized Catholic are active Catholics who:

- Understand and apply Catholic beliefs, traditions, morals, and values by demonstrating Gospel values
- Demonstrate reverence for sacraments and liturgical celebrations
- Show awareness of global issues related to Catholic, social justice teaching
- Provide service to others

All graduates of Sacred Heart Catholic School are:

1. Life Long Learners who:
 - Demonstrate respect for self, family, and local and global communities
 - Make ethical decisions
 - Demonstrate organizational skills and study habits
 - Access and use information to promote the learning process
 - Think critically and demonstrate problem-solving skills
2. Effective Communicators who:
 - Engage in constructive collaboration
 - Express ideas clearly in verbal and written communications
 - Learn from one another
 - Question to improve understanding
3. Self-Evaluators who:
 - Consider his/her physical, emotional, spiritually, and mental needs
 - Think before they act
 - Set and access personal goals

GUIDELINES FOR STUDENT SUCCESS

An attitude of respect for God, self, others, and the environment:

- Practice the virtue of obedience as Jesus taught us.
- Be on your best behavior everywhere.
- Be courteous to everyone.
- Respect authority.
- Accept others for who they are.
- Be honest and always tell the truth.
- Take care of your property and that of the school.

An attitude of freedom that shows responsibility:

- Study the handbook and know what is expected of you.
- Be prepared for school.
- Be prompt in all things.
- Be aware of good hall behavior.
- Write neatly in all your work.
- Be responsible for make-up work.
- Be responsible for taking notes home to your parents.
- Be organized.

An attitude of responsibility that enables student image and the school's reputation:

- Work with teachers and others.
- Set a good example.
- Be clean and neat with your body and clothing.
- Practice good sportsmanship.
- Take pride in your school.

An attitude of confidence in the ability to learn:

- Believe in yourself.
- Learn how you learn.
- Work hard to improve in the areas you like the least.
- Take your work seriously and be proud of it.

CIVILITY CODE

To ensure a mature Christian atmosphere conducive to the academic process and to provide a system of justice, Sacred Heart Catholic School establishes the following structure for order and discipline:

Standards of Behavior for Students

Sacred Heart Catholic School wants each student to develop into a responsible Christian adult, based upon free will and a well-formed conscience. Class and school policies are designed to offer increasing expectations of self-discipline as the child matures. The purpose of discipline is to enable students to move from externally imposed discipline to self-discipline, which is an indication that one is capable of accepting responsibilities and privileges. The student is a SHCS student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school administration.

All students, at their appropriate developmental level, should:

- Be polite and kind to others (both adults and students) in speech, action and manner
- Display respect and prayerful participation during worship times
- Work in cooperation with others
- Obey all school and classroom rules and procedures
- Respect school and personal property
- Properly greet adults and use mannered language (“please”, “thank you”, “yes, ma’am”, “no, sir”, and etc.)
- Include and help others whenever possible
- Be prepared for class with materials and assignments
- Work conscientiously and use time wisely
- Display good grooming
- Observe quietly when appropriate

Standards of Behavior for Adults

Staff, parents, and other members of the school community are called upon to agree to conduct themselves with civility consistent with our Catholic community at all times. Adults in the Catholic community should be good listeners, remain mutually supportive and inclusive of one another, maintain appropriate confidentiality, and handle disagreements in a spirit of mutual respect and Christian conciliation. Failure to comply with the civility code could result in the removal of a student and possibly a family from the school community.

PROCEDURE FOR RESOLUTION OF DISPUTES AND CONFLICTS

Disputes or conflicts can arise in the educational setting and it is important that such matters be resolved as quickly as possible. When a concern arises, we ask that it be handled in the manner that Jesus taught us in the Gospel (Matthew 18:15-16). If there is a concern you have with someone, discuss it directly with that person. If the dispute/conflict is with a teacher, the first step for parent/guardian is discussion of the issue with that teacher. If the concern is not resolved satisfactorily, the parent/guardian may proceed to the second step and request a meeting with the principal. It is the principal's discretion to include the teacher in the meeting with the parents. The final authority in resolving disputes rests with the pastor of the parish. The pastor may ask the teacher and/or principal to join the discussion if he thinks it is important to resolve the issue. The procedures outlined here pertain to adult interactions and any dispute or conflict that may arise with a student should be addressed to the supervising teacher.

ACCREDITATION

Sacred Heart School is an accredited school through the Texas Catholic Conference Education Department (TCCED).

GOVERNANCE

Hierarchy of Responsibility

The Bishop

The Bishop of the Diocese of Austin holds the primary responsibility for all educational programs within the boundaries of the diocese. As the chief teacher of the diocese, the bishop is responsible for providing the basis of Catholic education for the people of the Diocese of Austin.

The Pastor

The pastor of Sacred Heart Catholic Parish is the spiritual leader of the parish community and the Christian educational community within the parish. He shares his vision for the school and is involved in the worship experiences with the school staff and students. Furthermore, as the agent of the bishop, he is the final authority on all matters pertaining to the school.

The Superintendent of Catholic Schools

The superintendent of Catholic Schools operates as an agent of the bishop. The superintendent makes policy decisions that are binding on each of the diocesan schools. This office provides assistance to each school campus in educational improvement and accreditation requirements.

The School Principal

The principal of Sacred Heart Catholic School has the general responsibility for the planning and supervision of the school. As an agent of the pastor, the principal is responsible for the day-to-day operations of the school and is charged with the responsibility to maintain policies and procedures in compliance with diocesan policies.

Sacred Heart Catholic School Advisory Board

The local school board, established in 1973, serves in a consultative role to the pastor and school principal. The board operates under the mandates, guidelines, and limits of the Diocese of Austin Catholic Schools Office and the guidelines of the National Catholic Educational Association. The philosophy of Sacred Heart Catholic School Advisory Board is based upon the principle of shared wisdom; that everyone has a share of the wisdom of the Spirit and demonstrates it in an open and cooperative atmosphere.

The board is composed of nine members. The board is advisory and has no power to take action on behalf of the school or parish. Each advisory member shall be an individual nominated by the nomination committee and elected by a majority vote of the board, but only after first receiving the approval from the pastor that such person may serve on the board.

Anyone wishing to address the board must submit a written request to the President of the board or to the school principal at least ten (10) days prior to the meeting.

The current Sacred Heart Catholic School Advisory Board members for the 2025-2026 school year are:

President	Michael Chovanec
Vice-President	Carla Hartley
Board Member	Jody Hodges
Board Member	Clint Nichols
Board Member	Sharon Muzny
Board Member	Anna Hegar
Board Member	April Feray
Board Member	<i>open</i>
Board Member	<i>open</i>

TUITION RATES

2025 – 2026	Non-Refundable DEPOSIT	TUITION RATES	10 MONTH PAYMENT
Parishioner			
K-6 Student			
One Student	\$ 300	\$ 5,140	\$ 484.00
Each Add'l Student	\$ 200	\$ 4,440	\$ 424.00
Pre-K Student			
One Student	\$ 300	\$ 5,670	\$ 537.00
Each Add'l Student	\$ 200	\$ 4,970	\$ 477.00
Non-Parishioner			
K-6 Student			
One Student	\$ 300	\$ 5,730	\$ 543.00
Each Add'l Student	\$ 200	\$ 5,030	\$ 483.00
Pre-K Student			
One Student	\$ 300	\$ 6,240	\$ 594.00
Each Add'l Student	\$ 200	\$ 5,540	\$ 534.00

****Tuition Rates assume participation in PTC Fundraising Points System; otherwise, you may pay the full cost of \$10,000. Tuition cost is subsidized by PTC fundraisers, Knights of Columbus donations, Endowment fund earnings, miscellaneous donations/gifts, and the Sacred Heart Parish.*

Tuition/ Lunch/ After School Care/ Snacks Payments

Tuition/ Lunch/ After School Care/ Snacks will be paid through FACTS Management. You will receive reminders before tuition is withdrawn. You will receive notice for delinquent accounts.

***Families whose accounts become two or more months in arrears will be sent a letter to meet with the principal to formulate a payment plan. Failure to meet with the principal or to bring accounts current may result in termination of enrollment of your child(ren) at Sacred Heart School. The Pastor will be sent a copy of all correspondence sent in relation to delinquent accounts. *Re-enrollment of a student for the following school year requires payment in full of all outstanding charges.

If you have a question about your Tuition/Lunch/ASC statement, contact the bookkeeper at 979-968-3223. If you have questions concerning your bill, contact the office within 30 days of billing. Please allow up to 24-48 hours for charges/payments to be charged/credited.

LUNCHES

Hot, nutritious lunches are served daily. All students are expected to eat in the cafeteria whether they buy or bring a lunch from home.

- Pre-K – 6th: May bring lunch or purchase a plate lunch.
- Plate lunch: consists of 1 entrée, vegetable/side dish, fruit, water, and dessert (when a dessert is on the menu).
- Afterschool snacks will be sold daily to PreK – Kindergarten.
- Students in 1st – 6th grade will be able to purchase afterschool snacks/drinks at morning snack when the snack cart comes to the classroom and save them until school is over. This will be put on their Ren Web cafeteria account and you can view that daily or as often as you wish.
- Parents/guardians are encouraged to monitor their student(s) lunch through Ren Web/FACTS. You may also set limits on what your children can purchase and it will be flagged on the computer. If you have questions concerning your bill, contact the office within 30 days of billing.

Lunch Items	Price
PreK 3 & 4 Plate Lunch	\$ 4.25
K – 2 nd Plate Lunch	\$ 4.75
3 rd – 6 th Plate Lunch	\$ 5.00
Entrée Only	\$ 3.00
Sides	\$ 1.25
Milk, Juice or Water	\$ 1.50
Gatorade	\$ 1.50
Chips, Snacks, Snack Mixes or Cookies	\$ 1.40
Ice Cream	\$ 1.40

***The prices listed above are subject to change as the cost of food continues to rise. ***

No student is allowed to drink soda during the school day or in After School Care. Fast food lunches delivered by parents for a student are strongly discouraged. Students may not share their food with others. **Lunches delivered during the lunch period for an entire class or grade is prohibited.**

BREAKFAST

Breakfast should be eaten before students come to school.

STUDENT MORNING BREAK SNACKS

Students may bring snacks from home or they purchase a snack and/or drink from the snack cart. This will be put on their Ren Web cafeteria account and it can be viewed by you at any time. Students will be allowed to purchase a morning/after school care snack (sold at the beginning of the day) unless parents have signed the 'no snack' letter that was sent home at Open House or have called to put an Alert on the student RenWeb/FACTS account.

LIBRARY

Our school is equipped with an updated library. Each class will have a scheduled time weekly for library book checkout, receive instruction in library skills, and participate in other activities as planned by the librarian. Students will learn to use resource materials, work on classroom projects requiring the use of the library, and other activities. The library is available for student use from 7:30 A.M. until 3:30 P.M. daily. The school library will begin operation on the first full week of the new school year.

Loan Policy

1. Library books may be checked out only for ONE WEEK at a time.
2. PreK students may check out one book weekly. The books are kept in the classroom and are available to all of the students. Kindergarten and first grade check out one book per child every week in addition to checking out Accelerated Reader (AR) books from their teacher which are checked out from the library. Second through sixth grade check out two books every week and may come back for additional books as needed during that week.
3. Students must have their book(s) with them at the time of renewal or check out.
4. Books may be rechecked for a maximum of 3 times.
5. Lost or damaged books must be replaced at the book's replacement value. No other book can be checked out until this payment has been made.
6. Kindergarten and first grade do not check out books over the Christmas Holidays and Spring Break.
7. Students are permitted to begin AR testing on the first full day of the current school year. The cut-off date for students earning AR points for prizes will be May 8, 2026 for all students.

Procedures for Checking Out Books

1. Each child and each book has an assigned barcode. The labels are scanned upon checkout.
2. In the absence of a barcode label on the book, a borrower's card is signed by the student with the date due and grade level.
3. If a student has a delinquent book on his/her account, no additional books may be checked out until the account is clear.

Other Library Information

1. Students are expected to conduct themselves properly in the library.
2. No fines are collected for overdue books.

3. Overdue notices with the student's name and the title of the book(s) will be sent to parents.
4. AR reading levels will be determined by the classroom teacher.
5. Prizes are awarded for points earned by reading and passing the AR tests, **EXCEPT** the t-shirts which **must** have an average of 80% or higher correct on the tests.
6. Students in grades 4-6 must have their AR book present when they take the test.

The Accelerated Reader prize list is as follows:

KINDERGARTEN		FIRST GRADE	
5	Picture Recognition	10	Picture Recognition
10	Brag Tag	20	Brag Tag
15	Whataburger Coupon & Brag Tag	30	Whataburger Coupon & Brag Tag
20	Brag Tag	40	Brag Tag
25	T-shirt	50	T-shirt
SECOND GRADE		THIRD GRADE	
15	Picture Recognition	15	Picture Recognition
30	Brag Tag	30	Brag Tag
40	Whataburger Coupon & Brag Tag	40	Whataburger Coupon & Brag Tag
50	Brag Tag	55	Brag Tag
60	T-shirt	75	T-shirt
FOURTH GRADE		FIFTH GRADE	
20	Picture Recognition	20	Picture Recognition
45	Brag Tag	50	Brag Tag
65	Whataburger Coupon & Brag Tag	75	Whataburger Coupon & Brag Tag
75	Brag Tag	100	Brag Tag
100	T-shirt	125	T-shirt
SIXTH GRADE		T-shirts are awarded by achieving the required points <u>and</u> having an average of 80% or more correct.	
25	Picture Recognition		
50	Brag Tag		
100	Whataburger Coupon & Brag Tag		
125	Brag Tag		
150	T-shirt		

INCLEMENT WEATHER/CLOSING OF SCHOOL

In determining school closing due to icy road conditions or other inclement weather conditions, Sacred Heart Catholic School will generally follow the decision of La Grange I.S.D. Announcements of school closings will be made on the local radio stations (KVLG 1570, KBUK 104.9 or on kvlgkbuk.com) or on our Sacred Heart School Facebook account. Our Ren Web Parent Alert system will also be utilized.

TRANSFER/RELEASE OF RECORDS

A family moving from the parish or planning to remove a student(s) from Sacred Heart Catholic School must notify the principal two weeks prior to leaving. Official records are released from the school only at the request of the school to which the student(s) transfers and only if all fees (registration, tuition, lunches, lost books, and etc.) have been paid. This includes Sacred Heart Catholic School graduates planning to attend the La Grange Independent School District.

Students withdrawing from Sacred Heart Catholic School during the current school year to attend another school in the local area will not be permitted to re-enroll in Sacred Heart Catholic School, unless an exception is made by the principal or pastor. This applies only to the school term which the student(s) transferred.

NONDISCRIMINATION POLICY

Sacred Heart Catholic School is a parish school which admits students of any race, color, national or ethnic origin, or religion.

ADMISSION REQUIREMENTS

Sacred Heart Catholic School will consider admission of students whose capabilities and attitudes are academically and morally acceptable. Admission is on a year-to-year basis. To enter the PreK 3-year-old program, a child must be three years of age on or before September 1 and potty-trained. To enter the PreK 4-year-old program, a child must be four years of age on or before September 1. To enter Kindergarten, the student must be five years of age on or before September 1.

Procedures for admission into Sacred Heart Catholic School:

1. Complete Application Form (available on our website or in the school office).
2. The form will be reviewed by the principal and the grade-level teacher.
3. References and past school records will be checked.
4. If the records meet approval, the student and parents will be called for an interview.
5. Following the interview, parents will be informed by mail of the status of admission.
6. Any student transferring from a non-accredited institution or from a home school must have achievement testing (at the family's expense) prior to entrance. Sacred Heart Catholic School may require additional testing and information prior to acceptance or denial of acceptance of any student. Test results and assembled information may be used for placement purposes.

The options of admission are: Admitted, Admitted Conditionally, or Admission Denied.

Upon Admission, the following information must be submitted to the school office:

1. Immunization records -- shots must be current to attend school
2. All grades and standard test scores from previous school(s) attended
3. Original Certified Birth Certificate
4. Baptismal, First Reconciliation, and First Holy Communion records are required for Catholic students

ADMISSION AND CONTINUATION

By enrolling at Sacred Heart Catholic School, both students and parents agree to abide by all school rules, guidelines and policies contained in this handbook. The school principal will make all final interpretations regarding this handbook and/or other policies/procedures. Sacred Heart Catholic School reserves the right to amend or change this document at any time. Sacred Heart Catholic School

complies with all applicable state and federal laws regarding nondiscrimination. Our doors are open to children of all faiths.

Attending a Catholic school is a privilege, not a right. The principal can, at any time, withdraw any student when such is in the best interest of the local school and/or the student. Parent cooperation is essential for the welfare of the students. The parents or guardians at Sacred Heart Catholic School must demonstrate a willingness to comply with school policy, particularly as it is described in this handbook and implemented by the school's administration. If, in the opinion of the principal, parent behavior interferes with the teaching/learning process or shows deliberate or persistent disregard, whether stated or demonstrated, for school policy, it could be grounds for a family being required to withdraw their child(ren) from Sacred Heart Catholic School. The pastor and/or the principal reserves the right to ask any student to withdraw or to refuse admission if a student does not appear to be profiting from attendance at Sacred Heart Catholic School or if other family members cause disruption to the school community.

All students new to Sacred Heart Catholic School are on probation for the first twelve weeks of school. This period of probation will enable both the family and the school to determine if the new student is able to succeed academically and behaviorally in Sacred Heart School.

IMMUNIZATION POLICY

All students enrolled in Catholic schools must be current with their immunization records as of the first day of school. The superintendent of schools for the Austin Diocese may approve exceptions for any student who has documentation signed by a practicing licensed physician stating that the child has been diagnosed with an immunological disorder.

HEALTH PROGRAMS

All required immunizations must be completed and filed with the school office prior to admittance of a student to this school. Parents are responsible for updating the school office on medical developments. Students in PreK4, grades 1, 3, and 5, and new students are screened annually for vision and hearing. The Fifth Grade girls are screened for Scoliosis. Students in grades 1, 3, and 5 are screened for Acanthosis Nigricans.

EXCLUSION OF STUDENTS FROM SCHOOL

When a student in school is suspected of having a communicable disease, he/she should be separated from other students until he/she can be sent home. The Texas Catholic Conference Education Department lists the following Exclusion Guidelines:

Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100° or above	Fever free for 24 hours w/o medication
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Wound, skin and soft tissue infections	Exclude until drainage is contained and covered with a clean dry bandage
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Head lice	Lice and nit free
Diarrhea (Diarrhea is 3 or more episodes of loose stool in a 24-hours period.)	Diarrhea free for 24 hours without the use of diarrhea suppressing medications.
Other symptoms suggestive of acute illness	Written physician release

NOTE: A child should not be sent to school with a fever. A child who has been ill is not to return to school until free of fever (without the aid of a fever reducer) for at least 24 hours.

INJURY OR ILLNESS AT SCHOOL

Sacred Heart Catholic does not maintain a health clinic at this time. We will provide basic health services as described below, and will ensure that at least two staff members are trained and certified in First Aid and CPR.

Use of crutches or boots to assist with mobility at school requires a medical evaluation and order by a physician.

A student who becomes ill or injured at school should inform his/her immediate teacher, who will then refer him/her to the office. If the secretary or principal determines that the student is not well enough to attend class, a parent/guardian will be notified and the student will be released into the care of the parent/guardian. If an injury requires IMMEDIATE attention, the school office will call 911 for treatment and parents/guardians will be contacted as soon as possible.

MEDICATION

Only medication which is necessary for a student to remain in school will be given during school hours by authorized school personnel. The medication must be prescribed by a licensed physician or dentist and dispensed by a registered pharmacist. A signed permission form from the parent/guardian is also required.

“Over-the-counter” medication (acetaminophen, ointments, cold tablets, cough syrups, etc.,) will not be given unless prescribed by a licensed physician and labeled by a licensed pharmacist with proper directions.

The student will be responsible for coming to the office and requesting authorized medication. The administration of medication will be recorded in a medication log. Each student’s medication must be in a properly labeled container with the following information:

- Student’s name
- Physician’s/Dentist’s name
- Date
- Name of medication
- Dosage
- Directions for administration, including specific times
- Duration medication is to be given

Students are not permitted to carry any kind of medication. Students are forbidden to give any medication to other students; likewise, students may not accept medication from another student.

HEAD LICE

If your child has come home with head lice, don’t panic. Thousands of school children throughout the country contact head lice each year. Children play in close contact with each other. A simple exchange of caps, clothing, brushes, pillows, and other personal articles can result in transmission of head lice from one child to another.

If a child has lice or nits (eggs), the parent/guardian will be called and sent home until treatment is administered. Upon return to school, before the student will be admitted to class they will be checked by the school nurse or health representative to ensure that he/she is free of lice and nits.

DIOCESAN ATTENDANCE POLICY

Attending a Catholic school is a privilege, not a right. However, the schools of the Diocese of Austin seek to offer a broad range of educational opportunities. But the Catholic schools reserve the right of the principal to withdraw and/or student when such is in the best interests of the school and/or deny admission.

A student who leaves a school in the Diocese of Austin under unfavorable terms, or who is requested to leave, will not be re-admitted to that school or another school in the diocese without the receiving principal consulting with the superintendent. The superintendent or principal may require that

admittance or re-admittance be conditional. The principal will stipulate the terms in written form. The parent/guardian shall execute the Conditional Acceptance Form. At the end of the specified time, the principal may request a conference with the parent/guardian and render a decision on whether the student's enrollment will continue or under conditional acceptance, whether the conditional provision shall end or enrollment shall be terminated.

ATTENDANCE: LIMITS ON ABSENCES

The education state law requires students must be in attendance for 90% of the school year. TCCED mandates schools are in session 75,600 minutes. Promotion or credit may be jeopardized if a student misses more than 17 days, excused or unexcused (10% of the school year). Absences may be, but are not limited to, sickness, death in the immediate family, quarantine, and weather or road conditions making travel dangerous or any other unusual cause acceptable to the principal.

A note of explanation from the parent/guardian for each absence should be presented to the office, unless the parent/guardian has emailed or called the office.

To be counted as "present" for one day, the student must be in attendance at school for a minimum of four hours of the instructional day which means being in the classroom.

Absence from class may affect the student's educational growth. SHCS understands that absences are unavoidable; a parent or guardian should notify the school when this occurs. Absentee work can be requested, but teachers are not required to develop assignments in advance for students to complete while they are out of school. Therefore, it is the responsibility of the student to make-up work upon returning to school. Work should be completed and turned in within the same number of days that the student was absent, so they will be prepared to progress with the class.

LENGTH OF SCHOOL DAYS/TARDIES

The official school day for all students at Sacred Heart Catholic School is 8:00 A.M. - 3:30 P.M. Students are considered tardy at 8:05 a.m. Each student is allowed five late arrival tardies per nine weeks without penalty. When a student (K-6) has accrued 6 tardies, an absence will be recorded. There are no "excused" or "unexcused" tardies. A note from the parent stating the reason for a late-arrival tardy is not required. When the student exceeds three tardies between classes in a nine-week period, a lunch detention will be given for each additional one in grades 3 – 6.

EARLY DISMISSAL REQUEST

Parents should send a request in the form of a written note or email to the school office, or call the school office at 979-968-3223. Parents are to report to the school office to complete dismissal procedures by signing a School-Time Dismissal Slip. Students will not be allowed to wait outside to be picked up, but will remain in class until the parent comes to the office to sign the child out. If time is of essence, a phone call ahead will let us know to have the child ready and waiting in the office.

*If early dismissal is needed at the end of the school day, your child(ren) must be picked up prior to 3:00 p.m.

GRADING SYSTEM

Teachers take grades frequently throughout the nine-week period. Grades in each subject are averaged at the end of each nine-week period. All academic subjects (i.e.: Language Arts, Math, Science, Social Studies, and Religion) are given a numerical or letter grade on the report card. Fine Arts such as Music, Art, P.E., Handwriting, and Computer will be given grades of “E”, “S”, “N”, and “U”.

Students will receive report cards on the Wednesday following the end of each nine-week period. All students will be given the opportunity to have a scheduled conference at the end of the first nine weeks and at the end of the first semester. When a student earns a score below 70 on his/her report cards a conference is required. Report cards are to be reviewed and signed by a parent then returned within three days. Grade and letter equivalents are as follows:

97-100=A+

87-89=B+

77-79=C+

94-96=A

84-86=B

74-76=C

90-93=A-

80-83=B-

70-73=C-

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

HONOR ROLL REQUIREMENTS

“A” Honor Roll

A student must have A's (90 or above) in all academic subjects in each nine week reporting period. Religion is considered an academic subject.

“A/B” Honor Roll

A student must have a combination of A's and B's (80's and 90's or above) in all academic subjects in each nine week reporting period. Religion is considered an academic subject.

HATCH CONSULTING SERVICES REFERRAL REQUIREMENTS

Students are selected for services using multiple, educationally-related, objective, developmentally-appropriate criteria.

Students in grades K – 2 must meet two criteria below to be eligible for HATCH services.

- Reading or Math standardized test score below 50%
- Developmentally appropriate measure for Reading or Math
- Teacher recommendation for Reading or Math
- Principal recommendation for Reading or Math based on failing to meet expectations

Students in 3 – 6 must meet both criteria below to be eligible for HATCH services through Title 1.

- Failing grades in Reading or Math, and
- Testing below 50% on NWEA testing.

Students will automatically be placed in HATCH for the next school year if it was recommended, they continue with the program at the end of the previous year. If this is the case, the office will send out the HATCH letter for those students.

***** All HATCH students need to have the Parent Compact, HATCH forms, and permission letter signed.*

CELL PHONES / ELECTRONIC DEVICES

We discourage cell phones from being brought to school. All cell phones brought to school must be **turned off** during the regular school hours; use during this time is prohibited. Violations of this policy will result in the cell phone being taken up and sent to the school office.

If a student's phone is taken up, the parent will be required to come to the office and the consequences follow:

- 1st offense – parent signature
- 2nd offense – parent signature plus \$5.00 fee
- 3rd offense – parent signature plus \$10.00 fee
- 4th offense – parent signature plus \$15.00 fee
- Each subsequent offense will result in a \$5.00 increase

Students in After School Care (ASC) may use their cell phones to call **with permission** from the ASC supervisor.

Other electronic devices such as iPod, iPod touch, Kindle, etc. may not be brought to school unless requested by school personnel.

CHEATING / PLAGIARISM

Students found copying, using notes, or cheating in any other manner on a test will be given a grade of zero. Any student found aiding another on a test will also be given a grade of zero.

Plagiarism is unacceptable and the student's grade will reflect that.

PHYSICAL EDUCATION

All students in grades K-6 are required to take P.E. classes. A parent's note is required when a child should not participate in P. E. from one to three days. Exemption from P.E. for longer than three days requires a doctor's note.

For safety reasons during physical education class, tennis shoes or other activity appropriate shoes acceptable to the teacher must be worn. For the student's protection, all footwear may be reviewed by school personnel to determine if it meets safety requirements.

PLAYGROUND RULES

We Will Not:

- Have balls outside the fenced area
- Throw things (rocks, sticks, leaves, etc.) at anybody or anything
- Make trains on the slide (only 1 person at a time)
- Climb up the slide in the opposite direction
- Slide down the slide on anything but our bottoms
- Put rocks on the playground equipment
- Play or walk on the grass outside the fenced area

PROMOTION AND RETENTION

In accordance with diocesan policy, promotion is earned through meeting the following criteria:

Early Childhood (PreK 3, PreK 4, Kindergarten)

To be promoted from one grade level to the next, a student shall attain for the year an overall average of satisfactory or above.

Grades 1 and 2

To be promoted from one grade level to the next, a student shall attain for the year an overall average of satisfactory and above or 70 or above which is derived by averaging the final grade for the following subjects: language arts, mathematics, social studies, science, and religion. In addition, a student shall attain an average of satisfactory and above or 70 and above in language arts and in mathematics.

Grades for health, fine arts, and physical education may be determined by school policies using numerical grades, letter grades, or indications such as, "excellent," "satisfactory," "unsatisfactory," or "needs improvement."

Grades 3 – 6

To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above which is derived by averaging the final grade for the following subjects: language arts, mathematics, social studies, science, and religion. In addition, a Student shall attain an average of 70 or above in language arts and in mathematics. Grades for health, fine arts, and physical education may be determined by school regulations using numerical grades, letter grades, or indications such as, "excellent," "satisfactory," "unsatisfactory," or "needs improvement."

- Modified grading criteria may be used in academic area(s) affected by the student's diagnosed learning disability or other diagnosed handicapping condition. On the report card, an asterisk will be placed beside the modified subject area. The description of the subject modification(s) will be attached to the student's permanent record card. Letter grades given in the modified area(s) will be based on the academic performance as defined in the student's modified educational plan.
- A diagnosed learning disability or handicapping condition is a condition that has been evaluated by a psychiatrist, psychologist, or psychological examiner and determined as severe enough to prevent a child from learning through traditional classroom instruction. Copies of test results and suggestions for educational accommodations must be filed in the school.

TESTING PROGRAM

Students are evaluated by teacher-made and standardized tests. NWEA MAP (Measures of Academic Progress) Tests are given three times during the year by all teachers in grades K-6. Results are used to assess student progress and achievement as well as for an informative tool for parents. The NWEA Testing Date Windows are Sept. 2-23; Dec. 1-19; and Mar. 30-Apr. 24 for this year. The results of the first and last testing window are sent home with the first and last report card of the year. The results for the mid-year testing window can be sent home upon request or discussed during a teacher or parent scheduled conference.

TELEPHONE

A student may use the classroom phone with permission from the teacher or use the office phone with a note from the teacher if it pertains to a personal or private matter.

TEXTBOOKS

Textbooks are purchased by the school and loaned to the students. Parents are to see that the books are taken care of by their child. In case of undue damage, parents are liable for the replacement cost of the book. NO writing or marking in non-consumable books is allowed.

MASS

All students are expected to attend weekly student Mass as part of their religion curriculum. Students arriving at school after the Mass has concluded will be given a religion assignment as make-up by their religion teacher.

PROMOTING A CHRISTIAN ENVIRONMENT

School staff have an obligation to assist in the positive growth of children's self-esteem and desire to live according to the principles of Christianity. The entire staff must teach and model Christian ethics and practices just as it is expected from parents and the Church.

The primary objective of the school is to create an environment for learning. All students have the right to an atmosphere which is conducive to learning, and the staff has the right to have an environment where effective teaching can take place. No one should be allowed to act in such a way that hinders or denies these rights. It is the duty of the school to promote students' positive feelings and habits, as well as parental support and assistance.

The staff, with students and parents, will conduct themselves in such a manner to convey mutual love and respect for all. "DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU," is an excellent lesson for all of us to learn and practice.

Our Sacred Heart Catholic School students know and attempt to practice what is right. In the event of negative behavior, the following course of action may be conducted or modified as best meets the needs of the student:

- PERSONAL CONFERENCE WITH STUDENT
- LOSS OF MINOR PRIVILEGES
- PARENT NOTIFICATION
- OTHER COURSES OF ACTION DESIGNED TO MODIFY NEGATIVE BEHAVIOR

DISCIPLINE

Discipline in the Catholic School is understood to be an aspect of Christian development and not a form of punishment. The purpose of discipline is:

- to help the child become more responsible to himself/herself and to others
- to provide a classroom situation conducive to learning
- to educate individuals in realizing the importance of attaining self-control

Some types of misbehavior require greater disciplinary action than others. Serious and/or repeated violations are handled as follows:

- Teacher(s) attempts to resolve the problem directly with the student. A “Discipline Report” will be sent home with the student for parent signature.
- If procedure 1 does not bring desired results, the teacher asks to meet with the student and parent(s).
- If procedure 2 is not effective, the parent(s) will be asked to meet with the student, teacher(s) and principal to resolve the problem.

Grade level teachers may use the “Lunch Detention” policy when appropriate. DIOCESAN POLICY FORBIDS THE USE OF CORPORAL PUNISHMENT.

NOTE: A modified discipline plan is used in the Pre-Kindergarten classes. A detailed listing of procedures, including use of a “Color Behavior Stand” will be provided to the parents of these students. Other rules/policies for specific grades and/or classes will be sent home by the classroom teacher and are to be considered as part of our school policy.

LUNCH DETENTION – GRADES 3, 4, 5, & 6

Students serving noon lunch detention will eat at the LD table in the cafeteria during their scheduled lunch period and they will miss recess.

All students begin each nine weeks with no infractions.

The following infractions may constitute a lunch detention:

- Not having correct supplies for class
- Classroom disruption (bothering others, excessive talking, violation of classroom rules, etc.)
- Inappropriate interaction with peers (name calling, rudeness, tripping, rock throwing, lying, etc.)
- Defiant, disrespectful, argumentative (towards teacher, substitute and/or other adult school personnel)
- Destruction of property
- Violence (hitting, kicking, biting, etc.)
- Profanity
- Proper school and cafeteria etiquette and decorum
- Any other behaviors that the teacher or principal may deem offensive, or
- If a student misplaces an assignment and needs another copy.

HOMEWORK

The general principles for homework are as follows:

- Students are taught the skills needed to complete homework assignments successfully.
- Homework standards are high with emphasis on neatness and accuracy.
- Work assigned can be completed in a reasonable time.
- Assigned homework is an extension of class work.
- Daily homework is checked to insure understanding.

Each teacher is responsible for establishing his/her own homework policy and making such policy known to the students. Although the amount of homework will vary, an estimate of a reasonable timeframe for completion is listed below:

Grades Pre-K and K:	15 - 20 minutes
Grades 1, 2, and 3:	30 - 45 minutes
Grades 4, 5, and 6:	45 – 60 minutes

EZ FORMS = Eliminate Zeroes

If a student in grades 3, 4, 5, or 6 does not turn in an assignment he/she will be given an **EZ** slip. This will be considered late work and will have points deducted. This is due the next school day prior to the start of first period, and if the completed assignment **with** a parent or supervising adult signature is not turned in, a lunch detention will be given each day thereafter. Points deducted: All Grades = 10 points for each day the assignment is late.

****See above lunch detention change.**

PARENT - TEACHER CONFERENCES

The purpose of these conferences is to foster open communication between the school and parent(s) of each of our students in order to meet the educational needs of the student. We encourage parents to share information helpful to the education of their child which may impact their physical, emotional, and/or educational needs. A conference should be scheduled with the teacher(s) at least one day in advance. The goal in these conferences is to aid the student in reaching his/her potential.

SUSPENSION

When disciplinary measures have failed to bring about desirable behavior, the student may be suspended from school up to three days. A reasonable attempt will be made to hold a conference and explain the situation and the specific circumstances for the suspension. However, some situations warrant immediate suspension. During suspensions, the student will be restricted from entering the school premises. The pastor will be informed of the suspension.

Students who are suspended will abide by the following:

- All assignments are required and due upon return to school.
- The student will not be allowed to participate in any extra-curricular activities with Sacred Heart Catholic School during suspension.

- Tests missed during suspension will be made up as arranged by the teachers.
- Unless deemed necessary by the principal, the length of suspension will be as follows:
 - *first offense = 1 day
 - *second offense = 2 days
 - *third offense = 3 days

Once a student has received a total of six days of suspension in a given semester, expulsion from school may be considered.

EXPULSION

The expulsion of a student from a Catholic school is a serious matter and should be invoked only as a last resort. The principal, with the approval of the Pastor, can expel the student from the school for the remainder of the school year. The principal would then notify the superintendent of the expulsion. Parents/Guardians will be notified of the expulsion in writing. A copy of the expulsion notice is sent to the pastor and superintendent.

SEARCH AND SEIZURE

Lockers, desks, and other storage spaces are school property. The school reserves the right to search them at any time without notice. The school may gain possession of any articles it deems necessary.

SEXUAL HARASSMENT

The Diocese of Austin Catholic Schools is committed to providing a safe, positive learning and working environment for staff and students. Sexual harassment and sexual violence will not be tolerated whether staff to student, student to staff, student to student, or staff to staff.

All students are expected to treat one another with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. All formal and informal, verbal and written complaints will be investigated. The principal will take action to protect all involved.

BULLYING POLICY

STOP!T

Because the safety of the child(ren) in our schools is one of our highest priorities, giving students a voice to express concerns in their school community is very important. STOPit enables students to stand up for themselves and others while giving our schools officials the insight they need to keep students safe.

STOPit will also help us go beyond reacting to bullying as students can submit anonymous reports containing text, photos, or video. Administrators are then able to manage incidents in a back end management system, and instead start deterring it. As young people continue to engage more with technology every day, we are taking a proactive step to empower our students to become “Upstanders” in our community in the way that they feel most comfortable.

Learn more about STOP!T at:

Report an incident that happened at school at:

https://appweb.stopitsolutions.com/login/LetsGoSHCS/public_device/

What is bullying?

All students must respect and abide by principles of good, Catholic, moral conduct. Parents/Guardians are expected to reinforce these standards at home. Bullying of any kind will not be tolerated in any Catholic school.

For the purposes of this policy, “bullying” means:

- An expression of any kind, whether written, oral, or physical conduct, that is determined to have the effect of physically harming another, damaging another’s property, or placing another in reasonable fear of harm to another’s person or property; or
- Any conduct that is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive environment for another; or
- Any conduct that is designed or likely to result in causing physical, emotional, or psychological harm to another.

Bullying includes, but is not limited to, the following types of conduct:

- Physical assault against a person or group of people because of a perceived physical, economic, intellectual, cultural or racial difference;
- Derogatory name calling of an insulting or personal nature intended to offend another;
- Verbal abuse;
- Threats that are intended to intimidate another;
- Demanding money, material goods or favors by means of threat or force;
- Ridiculing an individual because of physical, economic, sexual, intellectual, cultural or racial difference;
- Graffiti designed to intimidate or embarrass;
- Inciting others to commit acts of bullying;
- Using language that is intended to insult or discriminate against another based on a protected class; or
- Deliberate exclusion or isolation of an individual or group by other students.

“Cyber-bullying” which means bullying through the use of any electronic means, including, but not limited to, the Internet, text messages, e-mail, blogs, telephones, or fax machines.

Students or faculty/staff are to report all allegations of bullying, of any kind, to the principal. All allegations will be promptly investigated. Persons who allege bullying by others should, to the extent possible, maintain evidence of the alleged bullying (for example, copies of cyber-bullying statements or other evidence of other types of bullying). The proper disciplinary action against any person found to be in violation of this policy will be determined by the principal.

UNIFORM/DRESS CODE

School uniforms are mandatory for students in PreK through grade six. The uniform will consist of the red Sacred Heart Catholic School shirt and khaki-colored bottoms (pants, shorts, skirts) to be worn each day. [FayCo Printing](tel:979-221-2110) (979-221-2110 or faycoprinting@gmail.com) and [Hello Uniforms](tel:979-639-5188), (979-639-5188 or info@shophellouniforms.com), both in La Grange, are our uniform providers.

The principal may allow options for certain non-uniform days. These may include:

- Thursday Spirit Day – red uniform shirt, school spirit t-shirt, or AR t-shirt for the current school year and khaki bottom or jeans.
- Free Dress Progress Report Day
- Free Dress Report Card Day
- Class Party Day – holiday themed shirt with khaki bottoms
- Turtle Wing Day “Autism Awareness Day” - Turtle Wing t-shirt or green shirt with khaki bottoms

On non-uniform days, students are expected to wear attire that is consistent with standards of good taste and decency;

- All students may wear shorts no shorter than the fingertips on the extended hand as the arms hang freely at the side of an individual while standing, and be no shorter than mid-thigh while standing, whichever is longer.
- Dresses, skirts, skorts, and slits in skirts shall be no shorter than 4 inches above the kneecap. No measurement will be performed unless a student requests such.
- Leggings may only be worn under shorts, skirts, skorts, or dresses that meet the above length requirement.
- Lewd pictures, emblems, or writing on clothes, offensive, vulgar, obscene, or drug depicting clothing as well as those ridiculing Christian standards are prohibited.
- Halter tops, see-through clothing, low cut tops, tank tops, spaghetti straps, and strapless garments are prohibited.
- Shirts and blouses should be appropriate length so that at no time should the lower back midriff be exposed.
- NO clothing can be too tight, provocative, or revealing.
- Wording cannot appear on the seat of pants or shorts, and they must be worn at waist level.
- Dresses, blouses, or shirts that expose bare shoulders must have a strap of at least two inches in width. Dresses, blouses, or shirts that are lower than the bottom of the armpits in front or back are NOT permitted.
- Jeans need to be free of holes or any type of decorations.
- Other clothing, jewelry, fingernail length, or hairstyle that detract from normal school functions or pose a safety risk shall be considered inappropriate dress.
- Sunglasses, hats, and/or head gear are not to be worn in the building.

- Heels over two inches, cleats, flip flops, or other backless shoes are prohibited. Footwear that does not create a health or safety hazard, nor causes undue disruptions must be worn.

Violation of the dress code will result in a “Non-Compliance Dress Code Form” being sent home for parent notification and the possible loss of the privilege of free-dress. The principal has the final decision on all dress code issues.

REPORTING TO SCHOOL AND DISMISSAL

Arrival

- The school day begins at 8:00 a.m.
- 7:30 – 7:55 a.m. – FOR ALL STUDENTS - There is one entrance for arrival and that is the Vail Street entrance drive between the PreK playground and the gym building.
- 7:55 – 8:00 a.m. – Late arrivals will enter through the main building's front entrance.
- Tardy slips will be given to students arriving after 8:00 a.m.

Dismissal

- Dismissal begins at 3:30 p.m. – If your child is not picked up they will be sent to ASC.
- PreK – 6th grade students are to be picked up in the drive through line between the PreK playground and the gym/center. Please line up on Upper Line Street and turn south to Vail Street. There will be a map sent home at our Open House for your convenience.

***All students are dismissed at 3:30 P.M. Those NOT picked up by 3:40 P.M. will be placed in ASC and parents will be billed accordingly. Students going home with a “friend” are required to have a note from their parent stating that their child may go home with another student on a particular date.

STUDENT SUPERVISION

The school does not accept responsibility for supervision until 7:30 A.M. or after 3:40 P.M., except when a staff member requests that a student remain after this time. In that instance, the student is then under the supervision and the responsibility of the staff member. Supervision is in force for any school related activity on or off campus and/or scheduled before or after the above time structures. No students are allowed to leave the school grounds during school hours without the permission of the principal and the parents.

SCHOOL SAFETY

The beginning of the school year is a good time to start stressing safety. We feel it is important at school and at home. Our classes study safety and discuss safety issues in August/September and we will practice safety/emergency drills throughout the year.

All visitors must enter the school through the front door of the main building after ringing the bell and being given access by office staff. **See the Visitor section of this handbook.

Please pick up and drop off students only where specified under “Reporting to School and Dismissal”. When parking in the main lot to enter the building, please park in a parking place.

No glass containers allowed. Secure frogs, butterflies, and etc. in plastic containers when they are brought into school.

Students may ride their bikes to school; however, they are to park them in the bicycle rack in front of the school.

Students are not to use or have in their possession at school or school-related events: tobacco products, alcohol, drug-related products, pocketknives, matches, lighters, or guns of any type.

In some circumstances, it may be necessary to evacuate all or part of the school. The level of the crisis and emergency personnel involved will determine the evacuation process. If emergency services (police, fire, EMS, etc.) are called to the scene, they will decide the level of evacuation needed. Their main concern will be to contain the emergency; if necessary, they will evacuate students and personnel to the closest safe area available.

School officials’ responsibility will be to cooperate with these authorities. Once the situation is under control, it may be necessary to have secondary locations to regroup. Parents will be notified of the locations to be used, which will depend on the type of emergency and the level of evacuation. In the case of an evacuation, a student will be released to his/her parent or the individual named as the alternate emergency contact on the emergency card on file in the office, but to no one else.

If an unplanned early release for reasons other than weather occurs, parents will be notified via text from Ren Web ParentAlert.

ETHICS AND INTEGRITY / VIRTUS IN MINISTRY (EIM)

On Jan. 1 2002, the Catholic Diocese of Austin instated policies on Ethics and Integrity in Ministry (EIM) for all employees and those volunteers who minister to youth or vulnerable adults in the diocese. These policies were revised in August 2008. All clergy and paid staff, and all volunteers working with youth and vulnerable adults, at any parish or diocesan location, are required to complete an Application for Ministry AND are required to attend an EIM workshop every three years. Please visit www.austindiocese.org to complete your application.

It is mandatory that people who serve in the following ways meet the policy requirements:

- Clergy (priests and deacons)
- Women and men in consecrated life
- Seminarians and deacon candidates
- Directors of religious education and catechists
- Youth ministry employees and volunteers
- Nursery employees and volunteers
- School administrators, teachers and classroom volunteers
- Maintenance and food service providers in schools and parishes
- Leaders/volunteers of Catholic Scout (Boy/Girl) troops or other Catholic youth organizations

- Children's choir directors and children's liturgy coordinators and trainers
- Anyone (including parents and adults in host families) involved in overnight events
- Anyone transporting minors in vehicles
- Anyone involved in a one-on-one or home-based ministry with minors
- Extraordinary ministers of Holy Communion who visit people outside of the church (hospitals, nursing homes, private homes, etc.)
- Anyone serving in a program for minors or vulnerable adults that is hosted on school property

In so far as the above policy pertains to parents of our students, any parent working as a substitute, volunteer, transporting minors in a vehicle, or serving as a chaperone for any school function including class trips is required to have the completed three-hour workshop and submitted an "on line" application to the Diocese of Austin.

Anyone who is not EIM compliant is not able to volunteer/supervise children on any school activities as defined by the Diocese of Austin.

The school office has a list of training sites available on a monthly basis. Any parent who wishes to receive this training may contact the school for dates and location of the training offered.

The policy on Ethics and Integrity in Ministry is made available for your review in the office or you may visit the website www.austindiocese.org.

The Diocese of Austin is committed to preventing harm from happening to any of our children or vulnerable adults. If you are aware of sexual or physical abuse and/or neglect of a child or vulnerable adult, state law requires you to report that information to local law enforcement or the Texas department of Family and Protective Services. Additionally, if the suspected abuse is by clergy or an employee, volunteer of any diocesan parish, school or agency, a notice of concern should be submitted to the diocesan Ethics and Integrity in Ministry Office. Reports may be made anonymously if verifiable.

To learn more about Reporting Requirements and Notice of Concern you may come to the office for more information or go to the following website: www.austindiocese.org/reporting-requirements.

FIELD TRIPS

Field trips, which are an educational extension of classroom instruction, are planned with the approval of the principal. *They are a privilege.* Only those students who act responsibly will be allowed to go. Parents are required to sign a permission slip for each trip and those students not returning the slip by the day of the trip will not be allowed to go. Telephone permission will not be acceptable.

Car-pooling and or chartered bus is the usual means of transportation for such events. Neither Sacred Heart Catholic School nor the driver(s) will be held responsible for any accidents which may occur during any field trip activities. If you volunteer to drive students, you must complete the Driver Information form and return to the school office. You must be compliant with all criteria outlined by

the Diocese of Austin on the Driver Information form. Parents accompanying students on field trips are not to use any type of alcoholic beverages or tobacco products.

Any parent chaperone and those adults accompanying them must be EIM certified. Please check with the school office or the Diocesan website for dates and times of EIM training offered.

PARTY POLICY

Halloween, Christmas, Valentine's Day, and Easter parties for all grades will be allowed. Easter egg hunts for students in PreK 3 through grade 3 will be permitted. Student birthdays are not to be celebrated with a party during school hours. However, a snack (cupcakes, cookies, etc.) may be distributed at break time. The snacks must be in individual servings for each child.

Dates for the room parties are as follows:

Halloween	Friday, October 31	St. Valentine's Day	Friday, February 13
Christmas	Friday, December 19	Easter	Friday, April 10

PARTY INVITATIONS

No party invitations will be given out in the classroom by the teacher. However, parents of children may distribute invitations after dismissal if 100% of the grade is invited. If 100% of the grade is not invited, invitations need to be distributed elsewhere.

SURPRISE GIFTS

To avoid classroom distractions, flowers, balloons, etc. may not be delivered to the students during the instructional time. Deliveries of this nature will be held in the school office until the end of the school day.

END OF THE YEAR CELEBRATION

The diocese has informed us that parish schools themselves cannot be involved in any planning or participation of trips taken after the end of school or graduation date of any class.

It cannot be considered a school-sponsored function for legal purposes. For that reason, our teachers, as representatives of the school, are not permitted to accompany you on any type of trip or group party. In the event their own child is attending, the teacher may participate as a parent, but not as a school representative.

EARLY DISMISSAL

Early dismissal dates are as follows: Friday, December 19 and Thursday, May 21, 2025.
After School Care will NOT be provided.

VISITORS

Sacred Heart Catholic School is a closed campus. Parents and others are welcome to visit Sacred Heart Catholic School. Their presence on campus shows that SHCS Screening Protocol has been completed and it has been determined ‘safe’ for that individual to be in the school. **All visitors including parents must first report to the school office to obtain a visitor’s pass.** This includes attending parent conferences set up by the teacher, and when visiting the cafeteria during lunch. It does not include picking up and dropping off children at regular admittance and dismissal times. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

***Students are not to host “visiting” students/friends who are not enrolled at Sacred Heart Catholic School during school hours. This includes lunch periods on campus.

POSTER CONTESTS

Sacred Heart Catholic School participates in several different poster, essay, and coloring contests throughout the school year. In most instances, a participation grade will be given by the teacher which will become a part of the nine weeks grade in the subject most appropriate.

Fire Poster	PreK - Grade six (PreK and Kinder optional)
Soil & Water	Grade three and five (Color Sheets for K, 1, & 2)
Catholic Daughters of the Americas	Grade four, five, and six

NON-CATHOLIC STUDENTS

Non-Catholic Students attending Sacred Heart Catholic School will be expected to participate in all school religious activities and events. This includes learning Catholic prayers, attending Mass, and participating in the liturgy.

INSTRUCTIONAL LIMITATIONS / ASSISTANCE TO INDIVIDUAL STUDENTS

Catholic schools in the diocese may choose to make reasonable accommodations to assist individual students. The need for accommodations must be documented by formal psycho-educational assessments that can be obtained through the local public school at no charge or from a private agency at the expense of the parent/guardian.

Accommodations are defined as adaptations which will provide access to participate, an opportunity to demonstrate mastery, and increase the likelihood of success without fundamentally altering or lowering standards or expectations in either the instructional or assessment phases of a course of study.

Modification of instruction is not permitted in the Diocese of Austin. Modifications are defined as curriculum alterations in the complexity of material that changes what the child is expected to learn and on which to be evaluated.

Principals and teachers of Catholic schools do not write or accept an Individualized Education Program (IEP) as public schools are mandated to do.

PROFESSIONAL COUNSELING

The principal reserves the right to require professional counseling for students. Parents/Guardians who do not support the administration may be required to withdraw their students from Sacred Heart Catholic School. Each case will be handled individually by the principal. Catholic Charities and NAMI both offer a variety of services.

CORRESPONDENCE

All correspondence to any student by a parent, other than their own, must receive approval from the principal's office prior to being sent.

ASBESTOS

Sacred Heart Catholic School is an asbestos free facility.

FOOD ALLERGY POLICY

Health Precautions

All student health concerns are reported to the school administrator by the parent or guardian before the beginning of each academic year. It is the responsibility of the parent/guardian to assure that the school has the proper information regarding their child in order to best care for that child during the school hours. In addition, any changes or updates that occur to their child's health must be made to the school in a timely fashion throughout the school year.

After reviewing all annual health updates and new information, the appropriate teachers for each grade level will be advised on a case-by-case basis of any student with significant health concerns and be informed of the overall plan of care, emergency procedures, and emergency phone number to call.

An EPI-PEN and Benadryl (if necessary) will be provided by the child's parents in case of emergencies. All regularly assigned teachers in that grade level will be taught the signs and symptoms of anaphylaxis at the beginning of each new school year. The parents will arrange for the training for the assigned teachers. In addition, the parents will provide written authorization for the administration of the EPI-PEN or Benadryl. At a **minimum**, the school office and child's homeroom teacher should be provided with an EPI-PEN. Ideally, each of the child's assigned instructional teachers should also have an EPI-PEN at their disposal.

Sacred Heart Catholic School is not a “PEANUT FREE ZONE.” Any student with a peanut allergy will have a plan of action determined by what is reasonable and feasible. Generally speaking, the accommodations outlined below will be followed for students with severe allergies. At times, only minimal observation is needed; while at other times, the parents must provide all necessary snacks and foods to the child during the school hours, including school trips.

In Classroom

Teachers and aides will be made aware of all students in their class with diagnosed food allergies and instructed in case of a child experiencing an allergic reaction.

In general, food is not allowed to be eaten in the classroom. The exception is the four seasonal classroom parties planned by the homeroom teachers.

In the event food is permitted to be eaten in the classroom, such as snacks during standardized testing, each child only eats those provided by the teacher. The teacher may keep an appropriate supply of “Safe Snacks” for special occasions for the identified allergic child, as provided by the parents. The snacks will be located in a Tupperware container to avoid cross-contamination.

There is no sharing of food.

Table/desktops are cleaned with disinfectant wipes.

Any child with an airborne allergy should be moved to an area of the room where no one is eating.

The classroom teacher will have a substitute teacher folder with a “Severe Food Allergy Alert Flyer” to inform substitute staff of students with threatening health conditions and how to respond in case of emergency.

In Cafeteria

Cafeteria tables are wiped clean before and after lunch.

The area of the lunch table occupied by the severe allergic student will be cleaned with Clorox Wipes before being used.

In the event a parent requests a “Peanut Free” area, an additional small table will be set up in the cafeteria for use during the lunch period.

There will be no sharing of food or other utensil swapping.

At School Sponsored Room Parties

Generally, approved classroom parties include Halloween, Christmas, St. Valentine’s Day, and Easter.

Only food which does not contain peanuts will be brought into the room for parties by room parents in those classes having a student with a specific severe peanut allergy.

TECHNOLOGY AND INTERNET SAFETY ACCEPTABLE USE POLICY

Sacred Heart Catholic School believes in the educational value of electronic devices and services to support the curriculum and student learning. While on campus, students agree to access only the school's servers and the Internet by using the infrastructure and filtering system provided.

By deploying a filtering system, Sacred Heart Catholic School will make every effort to protect students and teachers from misuse or abuse as a result of their experience with an information service. This places our school in compliance with Children's Internet Protection Act (CIPA). *You and your child's signature will indicate acknowledgement, understanding and agreement to comply with this policy.*

This policy applies to the following:

- School provided technology resources such as computers, laptops, tablets, Kindles, iPads, Chromebooks, and one to one devices; and
- Student devices, which include, but are not limited to cell phones, laptops, iPad, iPod, iPod touch, Kindle, and etc.

The following policies are guidelines for appropriate use of technology:

I understand that this is not an exhaustive list and agree to ask a teacher or designated authority if I have a question about what is a violation of technology acceptable use.

I recognize the use of Sacred Heart Catholic School's technology is a privilege, not a right. Inappropriate use such as vandalism or intentional modification of system settings may result in immediate revocation of my technology privileges. I acknowledge that I may be financially responsible for computer or component misuse resulting in physical damage.

I understand that technology use is for education to enhance learning of the designated curriculum. I will not access, store, or display non-educational material or inappropriate material, such as: obscene writings, drawings, or photographs, vulgarity, violence, gambling, etc. I also agree not to post, store or display inappropriate language, or pictures that contain personal, prejudicial threatening, discriminatory, harassing, bullying or false content.

I understand that Sacred Heart Catholic School will use a CIPA Compliant Content Filter to block harmful materials. I agree that Sacred Heart Catholic School administrators and/or the technology personnel may audit or monitor my system, data, files or network at any time. I realize that after prior notice files stored on the school's storage system may be deleted from the system.

I will not gain unauthorized access, including "hacking" or engage in other activities; such as attempting to log into another's account, use others' files without permission, attempt to learn others' passwords, disrupt computer systems by spreading viruses, installing unauthorized programs, threatening the safety of a person or engaging in any illegal activities.

I agree to safeguard my login and password information and will not give this information to other students.

I understand that I am required to use the infrastructure provided for students by Sacred Heart Catholic School.

Whether or not the school provides email, I agree not to use my personal email account while on the campus.

I understand that all electronic communications sent to me through the school provided email system is confidential and that my secure account must not be shared with anyone.

I understand that if Google Apps for Education, other apps or software for student use are provided by Sacred Heart Catholic School any communication or documents created therein is property of the school and subject to all school policies.

I will respect resources by using the bandwidth on campus only as part of an assigned in-class activity.

I will not use instant messaging services such as texting or other forms of direct electronic communications such as electronic mail or chat rooms on campus unless they are part of an activity assigned by my teacher.

I will conform to safety and security measures when using electronic communications. I will not provide information about others or myself without permission of my parents, teachers, or the individual's permission. Personal contact information includes but is not limited to photos, addresses, phone numbers, email addresses, etc. I agree not to meet with someone I have met online without my parent's approval.

I will promptly disclose to my teacher or other school authority any message, file or display I receive that is inappropriate.

I will respect privacy by not re-posting a message sent to me privately without permission of the original sender. I will not post private information about another person.

I acknowledge copyright law violations with regard to software and Internet based content such as, but not limited to, downloading of copyrighted music, clip art, games, computer programs, web pages, etc. I will not plagiarize works that I find on the Internet or other resources such as books or files.

I acknowledge that cyberbullying is prohibited. I understand that no use of the Internet (in school or off campus) may be used for harassment. "Cyberbullying" is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies, web site postings, blogs or mobile phones. If I believe I have been a target of cyberbullying, I agree to print a copy of the material and immediately report this to my teacher or designated authority.

NOTE: OTHER DIOCESAN & LOCAL POLICIES NOT LISTED IN THE HANDBOOK MAY BE FOUND IN THE DIOCESAN POLICY MANUAL LOCATED IN THE SCHOOL OFFICE.

AFTER SCHOOL CARE PROGRAM

The After School Care Program is open from 3:40 P.M. – 5:30 P.M. The program includes a variety of activities including supervision, homework time, and working families who need supplementary care after school hours. Care is available for all Sacred Heart Catholic School students in grades Pre-K 3 through grade six.

Only students enrolled in Sacred Heart Catholic School as a full time student are permitted to be a part of our After School Care (ASC) Program. At the start of the school year an After School Care Registration Form will be given to parents to complete. A flat fee of \$6.00 per child per day will apply. Students absent for the entire school day may not participate in the ASC program on that day

Children not registered to participate in the program may be placed in the ASC program as a “Drop-In” for that day only. The school office is to be notified by parent note or phone call on the day their child will need this service. The ASC supervisor will be notified to admit the student for that day.

ASC staff members are employed only until 5:30 P.M. Please use common courtesy to respect the time of closure. An additional fee of \$1.00 PER MINUTE will be charged for children picked up after 5:30 P.M. Any child left after 5:30 P.M. will have to be picked up in the school office. The ASC worker will need to go into the office and contact the parents. The child cannot stay outside alone.

Students will be allowed to purchase a morning/after school care snack (sold at the beginning of the day) unless parents have signed the ‘no snack’ letter that was sent home at Open House or have called to put an Alert on the student RenWeb/FACTS account. Parents are not permitted to give snacks to any child except their own.

The ASC staff will begin roll call at 3:40 p.m. In favorable weather, the students spend a portion of the time period in outdoor free play on the playground equipment. In inclement weather, the students are taken into the gym for snack and play time until about 4:30. Then, all students will be taken to the portable building for homework and indoor time.

Every child is expected to abide by our school rules, respect staff members, respect other students, and respect all property. If a child violates these standards, we will first take action by removing the child from the group and seating him/her aside for a period of time (depending on the age of the child and the specific action). If the child does not respond to this corrective measure and the problem persists, they will be sent to the ASC Director and the parent(s) will be called in for a conference, if needed. If the problem continues beyond this conference he/she may be required to be removed from the program.

In order to ensure the safety of each child in the program, each parent is required to submit the names and relationships of the persons who will be permitted to pick up their child. Students will be released only to those persons who have been so authorized.

PRIVATE SCHOOL INTERSCHOLASTIC MEET

Sacred Heart Catholic School participates in the Private School Interscholastic Meet (PSIM) in Brenham, TX held annually in the spring of each school year. The following is a list of the various events held. This is not a complete list of events.

Impromptu Speaking: Open to students in Grades 5 & 6 only.

The student must be able to think quickly and organize a speech. The student will draw three topics then be given one minute to select a topic. The student will have three minutes to consider the topic. They may take notes during the prep time but may NOT use notes while giving the speech. The maximum speaking time is five minutes and topics may be serious or humorous.

Number Sense: Open to students in Grades 4-5-6

This ten-minute test of mental mathematics covers basic arithmetic and mathematical functions. Contestants must perform mathematics tasks without doing pencil and paper computation, and write their answers in the blanks provided on an answer sheet. Erasures and mark-outs are not permitted. Fourth, Fifth and Sixth Graders are given the same test.

Oral Reading: Open to students in Grades 4-5-6

In this event, students are given eight poems that are selected by the contest director. The students prepare these poems for expressiveness with voice and body motions. These poems are read, NOT memorized. On the contest day, the judges select 3 poems from the 8 that the students have practiced on. They may select the one they feel they can do best and read it to the judges. Three contestants and one alternate are selected from each school; therefore, try-outs are held locally to determine the representatives from Sacred Heart Catholic School.

Spelling: Open to students in Grades 3-4-5-6

This is a test to determine spelling excellence. The student is expected to write each word legibly. Students may use either a printing or cursive style of handwriting. Spelling, NOT handwriting, is the goal of this event. Students are assigned to divisions, as follows: (1) Grades 3 and 4; (2) Grades 5 and 6. Contestants write the words from dictation at a rate of approximately 5 words per minute. The number of words dictated is as follows:

Grades 3 and 4 - 60 words; Grades 5 and 6 - 90 words. Eighty percent of these words are selected from a "study booklet" the students have been studying from.

Ready Writing: Open to students in Grades 3-4-5-6

The students are given several topics to choose from. "Ready Writing" can be any type of writing; narration, description, or argument. Keeping the story in a sequence is very important.

Bible Drill: Open to students in Grades 2-3-4-5-6

The purpose is to help children increase their knowledge of the Bible. There are four separate drills: Quotation Drill and Completion Drill (learning certain verses and being able to recite the verses); Book Drill (finding books in the Bible); and Key Passage Drill (locating a key passage in the Bible).

Storytelling: Open to students in Grades 2 & 3

Participants must be able to listen to a short story and retell it in sequential order; also name important characters and events. The contestant should have a good, clear voice and speak as plain as possible. Appropriate gestures and dramatizations are also important. Time allotted is 3 to 5 minutes.

Creative Writing: Open to students in Grade 2

The students are given five pictures and they are to create a story from the pictures. They can use as many of the pictures in their story as they choose or only one. Sixty percent of the score comes from the creativity of the story. Participants will have 30 minutes to complete the task.

Dictionary Skills: Open to students in Grades 4, 5 & 6

The students will be tested from Merriam Webster's Intermediate Dictionary, which the school provides for the students to practice the different skills they learn. Dictionary Skills is a timed test in which students use their knowledge of the dictionary to answer questions. Students answer questions not only about word meanings, but also about symbols, abbreviations, guide words, alphabetical order and more.

Maps, Graphs, and Charts: Open to students in Grades 4, 5 & 6

The maps, graphs and charts contest is designed to help students learn to obtain information from a variety of maps, graphs and charts including world maps, pie charts, bar graphs and local area maps.

Listening Skill: Open to students in Grades 4, 5, & 6

Contestants listen to a script ranging from 7 to 10 minutes in length, take notes as needed, and use their notes to answer 25 multiple-choice, fill-in-the-blank and true/false test questions. Students in 5th and 6th grades have 10 minutes to finish the test while 4th graders have 20 minutes. A variety of subject matter will be used.

This contest is considered a privilege for our students to participate in; however, they must comply with school rules.

- Lunch detentions will take precedence over practices.
- Any after school make up work will also take precedence over practices.
- Eligibility to attend the meet in Brenham will be determined by the grades on the report card of the previous nine weeks. If a student brings the grades up to a passing average (70) at progress report time, he or she will be permitted to attend.
- Contest day is a regular school day. All students who do not attend the contest are required to attend school. Substitutes are hired for the day and work will be done as usual.

Participants put in many extra hours in practice time which more than equals the amount of time and work given on contest day.

FACTS SIS/ RENWEB

Utilization of the **FACTS SIS/Ren Web Parent Alert** Program will enable Sacred Heart Catholic School to notify all households and parents by phone within minutes of lockdown, fire, and other emergencies, as well as weather-related early dismissals or closings, event reminders, late starts and other scenarios needing fast transmittal of information to parents.

Sacred Heart Catholic School also utilizes an email notification system to all parents having internet access. This should greatly reduce the amount of paper handouts (reminders, newsletters, parent notices, etc.)

Parents may create an account in **FACTS SIS/Ren Web School Management** to have access to their child's /children's grades and attendance. This should also be used to update your information if it changes during the year.

SACRED HEART CATHOLIC SCHOOL WEBSITE

Our website (sacredheartschoollg.com) includes information pertaining to Sacred Heart Catholic School including our school calendar, parent handbook, school supply list, faculty, school activities, administration, lunch menu, Parent Newsletter, etc.