

Sacred Heart Catholic School

FORMING SAINTS AND SCHOLARS



Family Handbook 2025-2026

Dear Parents,

Welcome to Sacred Heart Catholic School. This handbook serves as one means of communication between the faculty and families of Sacred Heart Catholic School. Please read it carefully, discuss the contents with your children, and keep it accessible for reference throughout the school year. After reading over and discussing the handbook, please sign the agreement form and return it to school.

If you have a question or concern about your child's education, please contact the appropriate faculty member. If further discussion or clarification is necessary, please contact the principal. By working together, we can ensure that your child obtains the best education possible. The dedicated staff at Sacred Heart Catholic School strive to make our school the best it can be.

We at SHCS would like to thank you in advance for donating your time, talent, and treasures. Without the employees and volunteers who work so tirelessly throughout the school year, we would not be able to offer our quality educational experience. As educators, we know that active parental involvement is essential for your child's success.

May God bless you and your family as we journey together through another school year.

Sincerely,

Jeremy Stewart, Principal

Sacred Heart Catholic School

School Profile/Fact Sheet

1842 E. 8th Street, Jeffersonville, IN 47130

(812) 283-3123

www.sacredheartschool.us

Listed below are the Sacred Heart Catholic School professional faculty and staff. Please feel free to contact them by calling the school at **812-283-3123** or by email. Each staff member's email can be accessed by visiting www.sacredheartschool.us under **About SCH/Faculty&Staff.**

OFFICE STAFF

- Father Adam Ahern, Pastor, 812-282-2677
- Jeremy Stewart, Principal, Ext. 103
- Jessica Stewart, Director of Early Childhood, Ext. 107
- Adrienne Ehringer, Office Manager, Ext. 100
- Shannon Lawson, Financial Coordinator, Ext. 101
- Amy Salazar, PowerSchool Coordinator, Ext. 102
- Bettyann Simpson, Cafeteria Manager, Ext. 106
- Nellie Springston, School Counselor, Ext. 104

TEACHING AND SUPPORT STAFF

- Carrie Atkinson, Childcare Ministry
- Devin Kennedy, Childcare Ministry Aide
- Tricia Gassoway, Beginners
- Kim Palmer, Beginners Aide
- Kathleen Emly, Beginners
- Pam Dauby, A.M. Beginners Aide
- Courtney Edelen, P.M. Beginners Aide
- Tammy Coffey, Preschool
- Ginny Hughes, Preschool Aide
- Rhonda Keith, Kindergarten
- Yvonne Smith, Kindergarten Aide
- Mindy Brockwell, First Grade
- Alicia Schembari, First Grade Aide
- Debby Townsend, Second Grade
- Mary Fowler, Second Grade Aide
- TBD, Third Grade
- Emma Konick, Fourth Grade
- Megan Kernahan, Fifth Grade
- Curt Roehm, Sixth Grade
- Janice Burch, Seventh Grade Homeroom and Junior High
- Lynne Evanczyk, Eighth Grade Homeroom and Junior High
- Chelsy Nickel, Reading Interventionist
- Sally Sowder, Greater Clark Special Education Teacher
- Anastasia Manaugh, Greater Clark Interventionist
- Carolyn Day, Art
- Leslie Taylor, Library and Teacher Assistant
- Ronda Jackson, Music and Technology
- Abbie Zastawny, Physical Education
- Robbie Nelson, Maintenance
- Michelle Brosmer, Cafeteria staff
- Mary Jo Spalding, Cafeteria Staff

EARLY CHILDHOOD LEARNING THROUGH GRADE 8

- Office hours: 7:15 AM-3:15 PM
- School hours for K-8th: 7:45 AM-2:45 PM. Students may arrive at 7:15 and walk to the cafeteria. Preschool students walk to their classroom.
- Early Childhood Program: Morning Class 7:45-11:15 AM, Full Day Class 7:45 AM-2:35 PM
- All school staff follow the State of Indiana fingerprinting and background check protocol as well as the Archdiocese of Indianapolis guidelines.
- All adult volunteers that work with students are required to participate in the Archdiocesan Child Protection Training (SafeParish) and pass a background check.
- All teachers grades K-8th grade are state licensed.
- Sacred Heart Catholic School is fully accredited by the State of Indiana and AdvancED. Teachers are degreed and licensed in accordance with the Indiana Department of Education regulations.

INTRODUCTION

Sacred Heart is a Catholic school for early childhood learning and grades Kindergarten through eighth grade. The school is dedicated to the Catholic tradition of life. Liturgy, sacraments, prayer, doctrine, service, and family are the basis of this life and permeate all subjects and activities throughout the school day. The school emphasizes a personal, positive, warm, creative and safe environment of thinking, teaching, and learning while developing the fundamental academic subjects of reading, phonics, spelling, grammar, writing, math, science, social studies, and the fine arts of music and art. Technology and physical education are also a part of the curriculum. No course is optional.

Sacred Heart of Jesus and St. Augustine parishes have shown their commitment to Catholic school education since the 1800's through the sacrifices of its parishioners, the stewardship of its pastors, the generous service of the Dominican and Mercy Sisters, and the competency of dedicated lay women and men – upon whose hearts, and souls this school prospers and thrives.

Sacred Heart Catholic is named in honor of the Sacred Heart of Jesus Christ. All who enter our Catholic school will know that **Jesus Christ** is the reason for this school. He is the unseen but ever-present teacher in our classrooms. He is the model of our faculty and staff. He is the inspiration of our students. The 65-year legacy of Sacred Heart Catholic School is rooted in the gifts of sacrifice and dedication of pastors, parishioners, faculty, and staff to Catholic school education in Jeffersonville.

The Educational Mission of Sacred Heart Catholic School embraces the three-fold purpose taken from “To Teach as Jesus Did”. The teaching of the message, the building of community, and providing opportunities for active Christian service of God, Church, and neighbor. We believe that Sacred Heart Catholic School affords the fullest and best opportunity to realize this three-fold purpose of Christian education by setting forth goals, practices and theories that support a deep awareness of the importance of Christian values, and principles of American Democracy. In a cooperative effort with parents, we challenge the individual abilities of each student in such a manner to enhance self-worth and to attain personal excellence. The specific objectives of the school follow the curriculum recommended by the Department of Education for the State of Indiana and the Archdiocese of Indianapolis for elementary schools:

“True education aims at the formation of the human person with respect to his or her ultimate goal, and simultaneously with respect to the good of those societies of which, as a man/woman is a member, and in whose responsibilities, as an adult, will share”.

MISSION STATEMENT

Sacred Heart Catholic School community provides a Catholic foundation which cultivates disciples of Jesus and fosters academic excellence for all God's children.

SACRED HEART CATHOLIC SCHOOL VISION

Sacred Heart Catholic will be recognized as a faith-filled exemplary school where Preschool through eighth grade students will come to know, love, and serve God. Our school, in partnership with our parents, will form students to become moral and just servant-leaders in the 21st century.

SACRED HEART CATHOLIC SCHOOL CATHOLIC IDENTITY

Catholic identity is awareness and an articulation of Catholic belief and practice. It is an attitude and an atmosphere of sincere Christian love. It is striving for excellence and using one's gifts as Jesus has taught. It is reflected in the school wherein the child attains a strong self-concept, learns self-discipline, gains a sense of being part of a larger family, and develops a relationship of religious study to real life. Since Sacred Heart is a Catholic School, the faculty & staff must recognize and foster the following elements that are the characteristics of a Catholic School:

1. An educational community of students, faculty, staff and parents inspired by the Christian message and life
2. A continuing dedication to growth in human knowledge in the light of the Catholic Faith
3. Fidelity to the Christian message, the tradition and the Magisterium of the Church
4. A commitment to the service of the people of God and the human family.
5. Develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
6. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
7. Aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of Sacred Heart Catholic School that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

OUR CORE VALUES

Sacred Heart Catholic School's core values since 1954, have embraced a proud tradition of excellence in Catholic education. The school's success is driven by four core values:

1. Prayer and Worship: We celebrate a strong Catholic tradition while maintaining Christ centered academics and activities on a day-to-day basis. The presence of God is a constant at Sacred Heart Catholic. Together, with their parents, Sacred Heart Catholic introduces students to the long-standing legacy of the Catholic faith. This provides a strong foundation, instilling ethics, morals, and the love for Jesus Christ.

2. Knowledge: Focusing on the whole child, Sacred Heart Catholic School's above average scores on state tests are only one aspect of its quality education. The staff and faculty focus on the whole child, realizing the importance of spiritual, academic, physical, emotional, moral, intellectual, and social development. This comprehensive, whole child approach provides an environment where each student's unique abilities are both embraced and challenged, building the foundation for greater self-worth and life-long happiness.
3. Service: Modeling Stewardship, Sacred Heart Catholic School faculty, staff, and families provide examples of stewardship as they care for their community, their school, and their students. Their benevolence for the students and the respect that the students learn by their example creates a cycle of stewardship. Our children learn to be stewards of the Catholic Church, the earth, the community, and their individual gifts. Sacred Heart Catholic is a training ground, teaching students to become good stewards both today and in the future.
4. Community: Sacred Heart Catholic is a dynamic experience for their students and their families. The students enter the school as individuals, but will soon become an integral part of the school family, the Catholic Church, and the larger community. Becoming a part of our school family involves the responsibility to strengthen these communities. Our students and their families, with the faculty and staff of Sacred Heart Catholic School, achieve this through volunteerism, good citizenship, and the outward love for Jesus Christ.

ADMISSION STATEMENT

In order to ensure an orderly and equitable admission for children to Sacred Heart Catholic School, this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

A. Primary Goal – Catholic Education

The primary goal of the school is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the school, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.

B. Accommodation of Students with Special Needs

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Financial Aid and Responsibility

It is a goal of the School and Parish to provide financial support to economically disadvantaged parish families to the fullest extent possible to enable all children of the parish who wish to attend the School. However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School.

ADMISSION POLICY

Sacred Heart Catholic School welcomes any student who wishes to apply for admission regardless of race, sex or national origin. The intent of this policy is to be clear, concise and fair. Please contact the school principal with any questions you may have.

Priority Ranking

1. Children of families who are registered parishioners, whose financial obligations are in good standing.
2. Children of families who are registered parishioners within the New Albany Deanery.
3. Children of administrators, teachers and staff of Sacred Heart Catholic School.
4. Children of non-Catholic, non-parishioners with siblings at Sacred Heart Catholic School.
5. Children of non-Catholic, non-parishioners with no siblings at Sacred Heart Catholic School.

EARLY CHILDHOOD ENROLLMENT REQUIREMENTS

In order to enroll in the Sacred Heart Early Childhood program, a child must be at least 2 years of age by August 1 of the current school year to enter the Childcare Ministry. A student must be 3 years of age by August 1 of the current school year to enter the Beginners program. A child must be 4 years of age by August 1 of the current school year to enter the Preschool program and must be fully potty trained. Age of each student must be verified by a birth certificate, and a copy must be on record in the school office.

In accordance with state law, all students must be immunized. Immunization guidelines can be found at <https://www.in.gov/isbvi/files/2018-2019%20SchoolVaccinations.pdf>

REGISTRATION

Registration for returning students and siblings begins in February each year. FACTS management will be administering our school registration, tuition, payment plans, and financial aid for our school families. Please go to www.sacredheartschool.us and click on the FACTS logo to register for the next school year and sign up for a tuition plan. For families whose children are returning to Sacred Heart Catholic School, any registration received after the stated deadline is not guaranteed a seat in the classroom if the maximum number of students has been reached for their grade. Beginning in February, requests for enrollment for new students will be accepted on the school website or in the school main office. After processing, parents/guardians will be notified of the next action required.

All families are also required to give the school office updated emergency numbers, home, and work numbers so that parents or guardians can be notified quickly when a need arises. Forms must be completed as outlined on the school website at www.sacredheartschool.us.

WAIT LISTS

Students not selected for admission to the school will automatically be placed on a wait list. Enrollment paperwork must be on file in order to be placed on the waitlist. If an opening becomes available, students on the waitlist will be given priority for those openings in the same order of preference as detailed in the Admissions Criteria above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

AGREEMENT TO ABIDE BY THE SCHOOL RULES

Upon admission, **all parents and students agree to abide by the policies and rules of the School as specified in the School Handbook.** A contract agreeing to the policies and rules is included in the handbook, and must be signed by the parent(s) or the guardian(s) upon acceptance to the school. This process of agreeing to the School policies and rules is repeated annually.

PARENTAL INVOLVEMENT

Parents must give evidence of sincere interest in their child's education by their willingness to participate whenever possible in school activities such as the Open House, Parent Organization (PSTS), Parent-Teacher Conferences, and other essential related activities. Parent involvement has always been a hallmark of our school and we firmly believe that our school is not complete without this component. We ask that all school families be actively involved in our school and the events we sponsor.

INCOMING STUDENT REQUIREMENTS

Students will be considered for admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the School.
3. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
4. Updated immunization records have been received.
5. If transferring from another New Albany Deanery school, **all monetary requirements of the previous school must be met before acceptance will be considered into Sacred Heart Catholic School.**
6. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate placement before admission is granted.
7. **NOTE:**
 - a) Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.
 - b) Prior to a student transfer from one New Albany Deanery school to another, the school accepting the student must receive in writing from the previous school information that the student and family are in good standing with the previous school
 - c) Families that have failed to return school property including but not limited to electronic devices, chargers, textbooks, athletic uniforms, etc., will not be granted admittance to another New Albany Deanery school.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are aligned with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists, the student will be considered for admission. **All transfer students are admitted on a probationary basis up to 4 weeks.**

AFTERCARE PROGRAM

Aftercare is offered from **2:45 PM until 6:00 PM** for those students who have **been registered and have paid an additional charge**. You can pick up your child from the cafeteria anytime during the hours stated above. Please drive into the back parking lot from Freda Coots Drive, very carefully in the event students are transitioning from the school to the playground. Press the buzzer at **DOOR E** to be let into the building and then proceed to the cafeteria to pick up your child(ren). Be sure you or your child(ren) notify the staff supervisor that you are leaving.

*Make sure you are a member in the REMIND app group so that you stay updated on possible alternate pickup locations, such as the playground or PAC.

Normal Arrival and Dismissal Procedures are in the front office.

SCHEDULED EARLY DISMISSAL

- Any school day on the calendar that is scheduled as a 1:00 PM dismissal, includes our Early Childhood program. On these days, Early Childhood students will dismiss starting at 12:50 PM and there will be **NO AFTERCARE**.
- If at any time, Sacred Heart Catholic School needs to have an unplanned early dismissal, a message will be sent out to all parents/guardians with the announcement.
- Situations warranting early dismissal are most commonly weather related issues and the situation will warrant the dismissal time. You will need to plan ahead for student pick up arrangements in these instances. On days with early dismissal, there will be **NO AFTERCARE**.

INCLEMENT WEATHER POLICY

Sacred Heart Catholic School does **NOT** follow the Greater Clark County School district's decisions when canceling, delaying, or closing school early due to weather or any other foreseen event. We make these decisions on our own. Our situation is very different due to not having buses to worry about and students waiting out at bus stops in the extreme cold, and the majority of our families live very close to school. We will do our best to make informed decisions and get the word out in a timely manner, once the decision has been made. In the end, it is the parent who determines if it is safe to bring their student to school. If you feel it is unsafe in your area, please call the front office and let them know you will be keeping your student home.

In the event of a cancellation or 2-hour delay, we will notify **WDRB SNOWFOX**. You will see **Sacred Heart Catholic School-Jeffersonville** listed separately on the school closing/delay list. You can go to www.wdrb.com and register to receive text message notifications when there is a closing or delay. We will also post the information on our website and send out a school-wide email.

2-HOUR DELAY

Two-hour delays are called when it looks like conditions will improve or when having more light to travel by will help families arrive at school more safely. In rare instances, a 2-hour delay could turn into a cancellation, so continue listening and watching for updates.

If we are on a 2-hour delay

- There will be **NO MORNING SESSIONS** in Early Childhood rooms. Students registered for the full day program may arrive at **9:15 AM**.
- School doors open at **9:15 AM**.
- School starts at **9:45 AM**.

SCHOOL CANCELLATION

1. May be announced as **an eLearning day**. Teachers will have assignments in Google Classroom by 9:00 AM and be available via email until 3:30 PM. Students are given two days to complete the work assigned on the eLearning day.
2. May be announced as **Closed/Canceled**. This means students are just off for the day. We will make up the day later as either a scheduled eLearning day or a regular school day on a make-up day. You will be informed later as to how and when the day will be made up.

ATTENDANCE

Education is not simply doing assignments. To receive the best possible education requires regular and punctual attendance for instruction and interaction, as well as performing the class work and homework that results. Illness and unusual family circumstances are legitimate reasons for absence. Students who have good attendance generally have higher grades and are happier.

REPORTING AN ABSENCE

1. **When a student is sick, the school office must be called by 8:00 AM.**
2. When the student returns, **state law requires a note telling the teacher *when* and *why* the student was absent**. This note must accompany the student upon her/his return to school. If no phone call is made or no note is sent to school, the absence will be counted as unexcused.
3. If a student is experiencing a prolonged illness (3 or more days), a doctor's note should accompany the student upon her/his return to school.
4. No student will be dismissed early from school without a written request or, in an emergency, without obtaining parental verbal approval. To take a student off school grounds, the student must be met in the school office. Upon return, s/he must be brought to the office before going back to class.
5. Planned absences, e.g., vacations, attendance at social and sports events, interrupt and may impair the child's educational progress. The parent must notify the teacher and the principal prior to such elective absences and as soon as possible after parents make these decisions. Even with notification, these absences may be counted as "unexcused" if the principal and/or teacher decide that the absence would have a negative impact on the student's progress. If students are taken out of school on any of the three days immediately preceding or following a planned school break, the student's grade may be negatively affected if class work, quizzes, or tests are missed and not able to be made up in time for quarterly progress reports or report cards.

ABSENCE DURING THE SCHOOL DAY

A pupil who is present for less than half of the morning or afternoon session shall be regarded as absent. Absences shall be recorded as either full day or one-half day. Depending on the reason for the absence, it will be excused or unexcused. If a parent would like their child to attend an activity on campus (ex: Kindergarten program or 8th grade award ceremony for sibling, funeral) they must send in a note to the homeroom teacher and then sign the child out in the school office.

EXCUSED ABSENCE

Missing school for reasons beyond illness or unusual family circumstances are strongly discouraged. Parents and students assume responsibility for gaining the knowledge for all school work missed. In order to obtain an excused absence, a written request must be submitted to the school office a minimum of two weeks in advance of the proposed day(s) to be missed, except in the case of illness or in the event of an unusual family circumstance. If the absence is excused by the principal, the following will apply

- To the degree possible students will be given the homework and assignments PRIOR to their absence. (Students must be responsible for meeting with the teacher to obtain the work.)
- Students are responsible for checking Google Classroom for any changes in their assignments.

Due to the unpredictable pace and direction of a class, the work given to your child may or may not be completed during the absence. The work your child completes during the excused absence will be turned in the day following the absence. Please know that your child may repeat the same activity if this is where the class is upon his/her return. If the class should unexpectedly move at a quicker pace, then your child would be responsible for any additional make-up work.

UNEXCUSED ABSENCE

If the absence is unexcused, the student must complete all class work and tests from the unexcused day(s), but failing grades will be recorded for this work. Teachers will use 69 as a perfect score and from there reduce points for any errors. All work is to be turned in on the day after the absence, unless otherwise cleared with the teacher. Students are responsible for checking Google Classroom for their assignments.

ABSENCES PRE/POST HOLIDAY AND ILEARN TESTING

There will be no excused absences granted immediately prior to or immediately following Fall Break, Thanksgiving Break, Christmas Break, or Spring Break. When a student is absent from school on one or more consecutive days immediately prior to, or immediately following a school holiday period, the following will apply:

- The student must provide acceptable medical documentation for the absence.
- Such documentation must originate from a medical professional that has seen the student and diagnosed a legitimate medical reason for the student not to be in class. Documentation must be brought with the student on the first day the student returns to school.
- If the described documentation is not provided, the absence will be considered unexcused.
- Due to State regulations, the ILearn testing must be completed and shipped within the testing period. It is imperative that all students in 3rd-8th grade are in attendance during this period. Therefore, no excused absences will be granted during that time. We also ask that no doctor appointments be scheduled during this time. Please see the school calendar for the ILearn testing period.

SHADOWING

Students are encouraged to "shadow" at a high school only on the days when Sacred Heart Catholic School is NOT in session. There are several days that could be used for shadowing prior to the High School Placement Test. Students who choose to shadow at a high school on a regular school day must submit a written or verbal request to shadow to the school office, and must complete a "Shadow Documentation Form." The absence will then be considered excused. All missed work is due the day the student returns from shadowing. Eighth graders will shadow at Providence High School in the fall

(August –December).

If the request and documentation are not received by the office, the absence will be considered unexcused and the student will not be allowed to make up any missed tests or work.

TARDINESS

Students are recorded “tardy” if they are not in their homerooms by 7:45 AM. All tardy students still report to their homeroom, but must come to the office after 8 AM to obtain a “Tardy Slip”. **If you arrive after 7:45 AM, parents are required to walk their student into the front lobby and sign them in on the computer.** Repeated tardiness implies a lack of growth in responsibility and causes disturbances of classroom routine.

Sacred Heart Catholic has the following Tardy Policy which is strictly enforced: To promote the best atmosphere conducive to teaching and learning, and since tardiness disturbs that atmosphere for both students and teachers, it is imperative that all students be here on time and ready to begin the learning process.

Individual cases of multiple tardiness will require a conference/communication with the administration. A possible result of this meeting would be a family/student attendance/tardy plan.

TRUANCY

Truancy occurs with or without a parent's knowledge; a student is away from school when s/he should be present in school. Attendance and tardiness in grades K - 8th are communicated DAILY to the State Department of Education and to the Archdiocesan Office of Education.

A student who leaves the school premises without the principal's explicit permission is considered truant. **The police and parents will be notified immediately.** If a student leaves a class without the teacher's explicit permission, the principal will be notified immediately. The principal will determine proper disciplinary action after talking with the teacher, parent, and the student. **Leaving school premises or the classroom can be grounds for suspension.**

PERFECT ATTENDANCE AWARD

Each quarter students in grades K - 8th earn Perfect Attendance if they are present for all school days and are always on time for opening exercises and for all classes. No absences, no tardiness, and no partial attendance days' equal perfect attendance. At the end of the school year, students will be recognized if they have four quarters Perfect Attendance.

BEHAVIORAL MANAGEMENT

SHCS believes that we are all God's children. However, we are made as sinners and from time-to-time, we all make mistakes. To this end, we shift the focus from rule violations and punishment to education on accountability and fixing the harm one has done.

Restorative Justice emphasizes accountability and making amends with those hurt. It also seeks to repair the harm one has done. It typically involves meetings between the students, teacher, principal and possibly parents. This cooperative process brings together all willing stakeholders and supports fundamental changes in people, relationships and communities.

SHCS reserves the right to select the best course of behavioral management depending on the action

or behavior.

SELF DISCIPLINE

A part of our Catholic education at Sacred Heart Catholic School is the development of self-discipline in each student. This applies to study habits and schoolwork as well as to behavior. Disruptions from unruly students interrupt the learning process. Students must exhibit good behavior and respect for the teacher and the other students in the room. Each classroom will display the rules of expected behavior and consequences of violations of these rules. Teachers may also distribute copies to parents and students. The rules will be explained and discussed at the beginning of the school year. Expectations are as follows:

- A. Students are expected to be quiet upon entering the building in the morning, following lunch/recess, returning from Mass, etc. Students should be quiet in the hallways since other classes are in session.
- B. Students are to walk reverently in line to church so they will be ready to enter church in an attitude of prayer.
- C. School property (books, furniture, and other equipment) used by students must be maintained in good condition. Repair or replacement of such property damaged or lost by the student is the student's responsibility.
- D. Aggressive behavior such as fighting and inappropriate behavior are not permitted. "Play fighting" does not exist.
- E. Disrespect for teachers, other adults, or other students will not be permitted. The school reserves the right to suspend and dismiss students who disrupt the learning process on a constant basis.
- F. Homework and assignments are to be completed in a timely manner.
- G. For disciplinary reasons, students may be placed on in-school suspension or out-of-school suspensions. In the case of in-school suspension, classroom instructional time will be missed; however, assignments will be graded.
- H. In the case of out-of-school suspensions, the student will not be permitted entrance into the school for a designated period. Students will be allowed to make up any missing work and assessments. This action will be taken in the event of a serious violation.
- I. Any student found in possession of illegal or prohibited substances or items that could be used as weapons are subject to suspension and possible withdrawal. Parents will be notified immediately, and proper action will be taken.

INSPECTION

Teachers or the principal may inspect desks, lockers, outer clothing, books, and materials for any reason. They may inspect purses and pockets with "just cause", e.g., suspicion of possession of prohibited items. Prohibited items include but are not limited to: Anything that can be used as a weapon, pornography, drugs, alcohol, and tobacco. The principal may require drug/alcohol screening with "just cause". Inspections and screenings do not require prior notification to students or parents.

PARENT RESPONSIBILITY

As partners in the education process, Sacred Heart Catholic expects parents and guardians to cooperate in ensuring their children are prepared to learn and in actively supporting the school and its mission. Specifically, parents and guardians are to ensure that their child/children:

- Arrive at school well rested
- Arrive at school on time
- Dress according to the school uniform

- Complete class assignments on time
- Have money in their lunch account or bring a sack lunch
- Are picked up from school on time at the end of the day

Parents/guardians are further expected to do the following:

- Treat teachers, staff, administrators and other parents with respect and courtesy
- Support and cooperate with the school's discipline policy
- Meet all financial obligations to the school
- Notify the school office in writing of any changes of address or phone numbers and well-being
- Promptly provide the school with any requested information
- Provide written notification to the school when the student has been absent or tardy
- Read school notes and newsletters, and show interest in the school and the child's overall education
- Update information and stay current with child's progress on PowerSchool
- To the extent possible, support school fundraising activities and capital campaigns to meet the essential building or other extraordinary needs of the school

The school and parents are partners in the education of your child. As with any partnership, mutual cooperation and shared responsibility are critical to the success of your child's education. If, in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require parents to withdraw the student from the school.

STUDENT RESPONSIBILITY

It is imperative that we give our students a sense of self-control, self-reliance, and responsibility for one's self and one's action. Therefore, for students in 3rd-8th grades, we will only accept forgotten items that pertain to the student's health or emotional well-being. (Certainly, if a child needs medicine or eye glasses, please do not hesitate to bring them to the office.) For students in Preschool through 2nd grades, we will accept lunches, backpacks, and school related items only. Please note that we will not accept sports equipment.

Students are expected to do the following:

- Learn to be a disciple of Jesus and cooperate in building the Kingdom of God.
- To treat people (including self) with respect, courtesy, and Christian kindness.
- To do the right thing by being responsible, honest, and authentic in all words and actions.
- To work the brain to one's fullest capacity and potential.
- To be healthy by striving to be well rested and maintaining proper nutrition and physical exercise.

BIRTHDAY CELEBRATIONS

Inviting only certain students to a party/sleep-over in the home can be a painful situation for those not invited. Therefore, invitations may be sent through the school ONLY if all students, or all of the same gender, of a given class are invited.

With permission of the homeroom teacher, healthy treats for the celebration of birthdays may be given out at school. All healthy treats coming to school must be store bought with ingredients listed. **Please check with the homeroom teacher concerning food allergies, etc.**

ACCEPTABLE TREATS FOR BIRTHDAYS

Fruit Snacks
String Cheese
Pretzels
Goldfish
Fruit

NO CUPCAKES OR SWEETS

Party invitations may only be distributed in school if there is an invitation for all members of the class. Thank you notes and any other personal correspondence, gifts, etc., are not to be distributed in school.

The Federal Government has mandated that all schools educate students in the value of and need for excellent physical health. Sacred Heart Catholic School supports all three aspects of physical health: Activity/exercise, proper nutrition knowledge, and good eating habits.

Sacred Heart Catholic School will:

1. Decrease interruptions in and loss of instructional time
2. Decrease children's intake of unhealthy and non-nutritional foods
3. Decrease competition in "parties" and birthday treats
4. Eliminate food/sweets used as birthday treats for grades K-8th
5. Encourage active physical participation at recess and P. E. times

BULLYING

We must give students the tools to combat bullying, including standing up for themselves, de-escalating situations, and seeking adult support. Students have the right to expect that they will spend the school day free from the fear of bullying, harassment and intimidation. Bullying de-values, isolates, frightens and affects an individual's ability to achieve. We take bullying very seriously as a school, across the whole community, and will not tolerate bullying in any form.

Bullying: An act of intentionally intimidating a weaker person to do something. The behavior is repeated over time.

Verbal Bullying: The use of words and language to cause emotional distress to another person, exclude them, or make them feel threatened by others.

Physical Bullying: The repeated unwanted violation of another person's body through hitting, touching, tripping, kicking, threats and other forms of physical harm.

Indirect Bullying: When one person, or a group of people, undermines or tries to ruin your reputation by spreading rumors or gossiping.

Cyber Bullying: Repeated bullying that occurs in an online space.

We are all responsible for upholding the school values, reporting bullying, and refraining from participating in any form of bullying. This includes our students, staff, parents, administration and bystanders.

Sacred Heart Catholic School **does not tolerate bullying** in any form, at any time, whether during

the school day or at a school event. Our Code of Discipleship and classroom discipline plans will be enacted and enforced when a student bullies another. Such bullying acts negatively influence the school's climate, and disrupt relationships among students while at school. Consequences will be applied to the offender and repeated acts of bullying may result in expulsion from Sacred Heart Catholic School. Students are expected to report acts of bullying to teachers at the time of the event if possible, or soon after if more appropriate. Parents may also report acts of bullying to the teacher or principal if the acts persist.

SHCS Procedures for Bullying:

- Investigate all claims
- Bullying incidents must be reported to the Indiana Department of Education
- All claims will be directly handled by the school administrator and counselor.
- Parents will be notified and we will work toward a resolution.

COMMUNICATION

Statistics show that miscommunication is at the root of many problems and misunderstandings. Communication is essential for good school relations and we have several methods of communicating information. It is your child's responsibility to bring home all school notes to you. Parents are sometimes requested to sign on the space indicating that they have received and read the contents of any school notes or letters. It is your responsibility as the parent to check the websites and school/teacher apps and/or emails.

Respectful behavior and respectful verbal and written communications are essential and expected.
Disrespect, verbal, physical, or written abuse, and/or harassment are unacceptable and will not be tolerated.

Sacred Heart Catholic School Faculty and Administration welcome any questions you may have regarding your child's school life. The method of choice for communication between parent and teacher is email or classroom app. The email address for each faculty member is published in the school directory and on the website www.sacredheartschool.us. You may also call the school office and leave a message for an administrator or send a note with your child. We will respond to you within 24 hours. If you do not hear back from the teacher within **48 hours**, please alert the principal, as there may be a problem with the teacher's email. If there is an emergency, please relay the message to the secretary or the principal. **Once the day has begun, a teacher is not required to check emails, as the priority is the instruction and supervision of our students. Please do not text or call a teacher during the school day. All communications concerning a change in the student's schedule (pick-up, after school activity, etc.) must go through the school office and not directly to the teacher. You are asked not to go to your child's classroom before the start of school or after the school day ends, unless you have an appointment. Interruptions during the school day are not permitted.**

COMMUNICATION REGARDING STUDENT PROGRESS

Teachers should be informed of problems that might affect a child's attitude or performance in class. It is best to do this by a phone call rather than in writing in case of questions. Call the school office to leave a request for the teacher to place a phone call to you.

MESSAGES FROM HOME

Parents wishing to deliver messages, lunches, money, or other items to their children must leave the items in the school office. The principal or secretary will deliver them to the child at an appropriate time. Disruptions to the classrooms are kept at a minimum.

DAILY SCHEDULE FOR PRESCHOOL-8TH GRADE

7:15-7:30 AM	-School building is open to students; K-8 students walk to cafeteria -Preschoolers will walk to class and 2 year old and Beginners students will be walked in by their parent or guardian
7:30-7:45 AM	-K-8th students report to homeroom
7:45-7:50 AM	-Morning bell rings; Announcements and morning prayer begin
11:15 AM	-Early Childhood Morning session dismissal
2:35 PM	-Early Childhood Afternoon program dismissal
2:45 PM	-Announcements and dismissal for K-8th grade
2:45-6:00 PM	-Aftercare - you must register, contact the Director at jessicastewart@sacredheartschool.us

DRESS CODE

Sacred Heart Catholic School's uniform for students in grades K-8th is in place to promote a sense of pride in our Catholic school identity and support a focus on academics. The enforcement of the dress code is a joint responsibility of students, parents, teachers, and administration. Parents must see that children leave the home properly attired, teachers and administrators must enforce the uniform code and the out of uniform and spirit wear policies.

Uniforms can be purchased online or in person at RiverCity Workwear, 4020 Earnings Way, New Albany, Indiana. Uniform pants and shorts may be purchased elsewhere but must match the "uniform style" at RiverCity Workwear. Uniform shirts with the SHC logo must be purchased from RiverCity Workwear. You can view these styles as well as place your order online with RiverCity Workwear via a link on our website, www.sacredheartschool.us or www.rivercityworkwear.com (password SacredHeart18).

Grades K-8th wear the uniform described below. Shorts and jumpers/skirts must be no shorter than 2" above the knees. The uniform is to be worn properly, appropriately, and modestly. The first out of uniform offense will be a written notice that must be signed and returned to school the next day. The second offense will be a teacher calling home, and the third will be a call home from the office, the parent must come to school and correct the offense and the student will serve a morning detention the following Tuesday. After 3 offenses, the student has lost all out of uniform days for the rest of the quarter.

GENERAL APPEARANCE GUIDELINES

- **Shorts and Skirts:** Must follow guidelines of modesty and be no more than 2 inches above the knee when kneeling. The measurement is taken when the child kneels and the hem is measured from the floor. Shorts may not hang below the knee.
- **Clothing:** Free of designer monograms, insignias, symbols.
- **Jewelry:** One earring in each ear, no large hoops, dangling, or distracting jewelry is allowed. Boys may not wear earrings. Modest jewelry, such as one each of watch, ring, bracelet, and necklace may be worn. The items above must be small, and inconspicuous. No body piercings are allowed.
- **Makeup:** Students are not allowed to wear make-up. Girls may wear clear nail polish. Colored nail polish or false nails are not permitted.
- **Tattoos:** Tattoos are not permitted. Temporary/Henna tattoos must be removed prior to returning to school.

- **Boys' Hair:** Must be cut or styled so it is off the collar, above the eyes and out of the face. Patterns, cut-in design, color streaks or colors are not permitted. Facial hair is not permitted. Hair must be neat, clean, groomed in style suitable for school.
- **Girls' Hair/Accessories:** Hair may not be colored, streaked, highlighted or frosted. Headbands and hair bows should be red, white, navy blue or uniform plaid. Hair accessories should not be large or distracting. Girls' hair should be out of the face.
- **Outerwear:** Sunglasses, hats, jackets, coats or other outerwear is not permitted in the classroom other than the uniform sweaters/sweatshirts.

BOYS IN GRADES K-8th ARE REQUIRED TO WEAR:

- **Pants:** Uniform navy blue pants (K-8th); Uniform khaki pants (6th-8th only).
- **Belts:** Plain navy, brown, or black (no glitter or sparkles) must be worn with the uniform pants or shorts.
- **Shirts:** Sacred Heart Catholic Polo Shirt with school logo (red, navy blue, or grey)
- **Socks:** Solid white, black, navy or gray socks must be worn at all times and must show above the shoe. No logos.
- **Shoes:** Tennis/gym/athletic shoes that tie must be worn, any color. They must have enclosed toes and heels and be tied or fastened securely on the feet at all times. Students may wear boots when it snows, but must bring a change of shoes to wear inside the school building. *On out-of-uniform days, students may wear other shoes, but they must have a closed toe and heel. (no sandals or flip-flops) Tennis/gym shoes are preferred.*
- **OPTIONAL:** Navy blue cardigan sweater, sweatshirt with Sacred Heart Catholic logo, red or navy blue, can be purchased at RiverCity Workwear.

GIRLS IN GRADES K-8th ARE REQUIRED TO WEAR:

- **Pants:** Uniform navy blue pants (K-8th); Uniform khaki pants (6th-8th only)
- **Belts:** Plain navy, brown, or black (no glitter or sparkles) must be worn with the uniform pants or shorts
- **Skirts/Jumpers:** Sacred Heart Catholic's uniform plaid jumpers/skirts no more than 2" above the knees. Girls **MUST** wear some form of shorts under their jumpers/skirts that do not hang below the jumper/skirt. A uniform shirt must be worn under the jumper.
- **Shirts:** Sacred Heart Catholic Polo Shirt with school logo (red, navy blue, or grey).
- **Socks:** Solid white, black, navy or gray socks must be worn at all times and must show above the shoe. No logos.
- Girls may wear ankle length leggings (solid white, gray, black, or navy – NO RED) under their uniform skirts/jumpers during the winter months with their socks.
- **Shoes:** Tennis/gym/athletic shoes that tie must be worn, any color. They must have enclosed toes and heels and be tied or fastened securely on the feet at all times. Students may wear boots when it snows, but must bring a change of shoes to wear inside the school building. *On out-of-uniform days, students may wear other shoes, but they must have a closed toe and heel. (no sandals, flip flops or wedged heels) Tennis/gym shoes are preferred.*
- **OPTIONAL:** Navy blue cardigan sweater, sweatshirt with Sacred Heart Catholic logo, red or navy blue can be purchased at RiverCity Workwear. Uniform shirt must be worn and seen under the sweatshirts.

PRESCHOOL CLOTHING:

Preschool students do not wear school uniforms, however, clothing should be clean and appropriate

play/activewear. **Students are required to wear socks and tennis shoes. For safety reasons, no Crocs, sandals, or flip flops may be worn to school.**

SEASONAL UNIFORM POLICY

- **Shorts:** Uniform shorts may be worn from the first day of school through October 31st and after April 1st through the last day of school.
- **Leggings:** Girls may wear ankle length leggings (solid white, gray, black, or navy – NO RED) under their uniform skirts/jumpers during the winter months with their socks.
- **Boots:** Students may wear boots when it snows, but must bring a change of shoes to wear inside the school building. *On out-of-uniform days, students may wear other shoes, but they must have a closed toe and heel. At no time may students wear sandals or flip-flops.*

SPIRIT DAY/FAITH IN ACTION

One Wednesday each month will be dedicated to a Spirit Day/Faith in Action Focus Day, as a way to display pride in our school and build our community.

- Students may wear Sacred Heart Catholic spirit shirts with jeans or uniform pants/shorts.
- Sacred Heart Catholic fleece, red or navy blue purchased at RiverCity Workwear may be worn only on Spirit Day/Faith in Action days
- Jeans must be clean without holes or tears and without design. **Jeggings/leggings ARE NOT PERMITTED.**
- Spirit Day/Faith in Action days will be announced on the general school calendar.

OUT OF UNIFORM AND PICTURE DAY DRESS CODE

Occasionally, students may earn an Out of Uniform Day. Clothes must always be modest and appropriate for Sacred Heart Catholic School. This dress code includes Picture Day Dress requirements.

- Tops must cover the whole top part of the body and extend adequately below the waist.
- Tank or tube tops, sleeveless tops, spaghetti straps, low-cut tops, off the shoulder tops or bare midriffs are not acceptable.
- Pants must begin at the waist or hips and not gather excessively around the ankles. Pants must not be excessively baggy, excessively tight or sloppy in appearance. **Jeggings/leggings are not permitted.**
- Shorts may be worn from the first day of school through October 31st and after April 1st through the last day of school, but must meet the same guidelines as uniform shorts and be no more than 2" above the knee. Shorts must also begin at the waist or hips and not be excessively baggy/tight or sloppy in appearance.
- Leggings may be worn under dresses, skirts and appropriate length tops. Tops worn with leggings need to reach the end of the student's fingertips when they are at their side.
- Dresses and skirts must be no shorter than 2" above the knee.

If you have questions in regard to any item being acceptable, please call the school before purchasing. Students not in proper uniform will either be given a gently used uniform to change into, or may need to contact parents to bring proper uniform clothing. The principal reserves the right to determine when students are or are not in proper, approved dress code. If you have a question about what your child is wearing, please pack their school uniform as a back-up.

DRESS CODE ENFORCEMENT

The dress code will be enforced as follows

1. Students must be in SHC dress code and wear it properly.
2. Teachers or the principal will tell students respectfully if they have violated the dress code.
3. A **Dress Code Violation Form** will be sent home if the student has repeatedly been out of uniform.
4. If the student repeats being out of uniform, s/he loses the privilege to participate in Spirit Wear Days/Out of Uniform Days.
5. If the student is consistently out of uniform a parent conference is required.

EDUCATION

CURRICULUM AND INSTRUCTION

Sacred Heart Catholic School adheres to the directives and norms set up by the Office of Catholic Schools for the Archdiocese of Indianapolis. The textbooks are chosen from the texts approved by the OCS and the Indiana Department of Education. The curriculum at Sacred Heart Catholic shall include: Religion, Language Arts, Literature/Reading, Math, Science, Social Studies, Health, Physical Education, Music, Art, Technology, and Library Media Skills. Family Life and Circle of Grace programs are integrated in the Religion curriculum at each grade level.

PRESENTATION

Students attain knowledge in direct proportion to their study, concentration, cooperation and effort. The curriculum reflects the philosophy and goals of Sacred Heart Catholic School. All subject areas are taught by the homeroom teachers in grades K-5th. Grades 6th-8th are departmentalized. Technology, Art, Music, and P.E. are taught to grades K-8th by specialized teachers.

INDIVIDUALIZATION

Teachers recognize differences in achievement among students and tailor their instruction accordingly. Resource teachers and teacher aides lend instruction time and strategies to help students who are struggling. The teachers also provide individualized and challenging instruction in all academic areas. The courses integrate concepts, skills, and attitudes in light of the Gospel principles, Indiana standards, and National standards. Technology and creativity are emphasized in all subject areas.

FIELD TRIPS

Field trips are planned by teachers to expand students' knowledge and experiences.

1. **All** field trips require advanced written permission from parents. Students lacking written permission may not leave the school grounds. It is the student's responsibility to have parents sign the permission forms within the designated time frame.
2. **All** field trips are mandatory. The principal will decide if adequate reasons exist to exempt any student from the trip. On the other hand, a field trip is not a right. A field trip is a privilege. A student's behavior, poor attitude, or lack of cooperation may cause her/him to be denied the opportunity of this educational experience.
3. Students exempted from field trips must attend school during regular school hours and do the

assignments given them by their teachers.

4. Student behavior, attitude, and cooperation during field trips should be exemplary **at all times.**
5. Drivers for field trips must go directly and immediately to the destination and return directly and immediately to the school. Stopping to purchase food, etc. is not permitted.
6. Drivers must be at least 21, be drug and alcohol free (no previous record), have no accusations of physical/sexual abuse, possess a valid driver's license, and have proper vehicle insurance. Drivers must have completed Safe Parish training.
7. The use of a bus is the preferred travel arrangement when a vehicle is needed.

FIRST AID

If an accident occurs, or if a child needs to be sent home because of an illness, parents or emergency contact will be notified. Parents are asked to alert the school, in writing, of any physical or emotional handicap or medical condition a student may have. School personnel will administer first aid, clean wounds, or apply direct pressure to stop bleeding. Staff members may also take a student's temperature or apply an ice pack as warranted.

MEDICATION

State law prohibits dispensing any medication without explicit written permission and written directions from parents. The medicine should be sent to the school office with a permission note and specific written directions as to time and dosage. **No student is permitted to have any form of medication (e.g., cough drops, aspirin) on her/his person, in a purse, pants pocket, locker, desk, or to give another student any form of medication or drug. This is a serious offense and could result in suspension or expulsion.** The teacher may dispense a student his/her cough drops, or the secretary will dispense all other medication to students when needed.

HEALTH

SICKNESS AND ACCIDENT

If a parent is aware that a student is ill or contagious, that student should be kept out of school until the illness passes or the student is no longer contagious. **Students must be vomit free, fever free without the help of medicine for 24 hours before returning to school.** While at school, students are taught safety rules and are supervised carefully, yet accidents happen. In cases of accident or sickness, the school will follow the instructions given by parents on the emergency cards. The parent will be contacted before the child is permitted to leave the school, except in an emergency, when the principal will see that the child is taken to the hospital or doctor's office. The school will continue to try to notify the parents.

HEALTH RECORDS

Under the direction of the County Health School Nurse, the maintenance of complete health records will be checked routinely. **Physical examinations and valid immunization certificates, as required by Indiana law, are needed within 30 days for all students entering Sacred Heart Catholic School for the first time. Children not in compliance with the required immunizations will not be admitted to school.**

CONTAGIOUS DISEASES

Parents will be notified of exposure to serious contagious diseases at school. Children with contagious diseases are excluded from the classroom. Sacred Heart Catholic School will work with local government agencies to set up procedures for handling any pandemic outbreaks should they afflict people with whom the SHC community comes in contact.

PREGNANCY

Should any student impregnate/become pregnant out of wedlock, the parent/guardian, pastor, and principal will confer prior to addressing the student. The pastor and principal will make every attempt to provide a supportive environment for the mother and/or father of the unborn child. This is not to condone their procreative actions, but rather first, to take a strong **pro-life stance**, and second, to understand the seriousness of their situation, and **help them**, rather than place obstacles in their paths. The father and/or mother may be permitted to continue their Catholic education, providing they and their parents receive appropriate pro-life counseling and respond in a way that is consistent with the values and teachings of the Catholic Church regarding the sanctity of life. The pastor and the principal will assist them and their parents in obtaining pro-life counseling and prenatal care through the parish and other appropriate agencies. Their decision will address:

1. the baby's health and well-being
2. the student's health and emotional well-being
3. the impact on the student body
4. what Gospel message to convey to the students. If the mother and/or father remain in school, the principal and pastor shall decide jointly the length of stay.

HOMEWORK

Homework is designed to help the student develop good study habits, but your student learns in class from their teacher. Homework may be sent home, depending on the class. If you feel that homework is becoming excessive and too time consuming, please communicate with your child's teacher before bringing it to the principal.

PARENT ROLE

Parents should check and assist students by providing a quiet place and a regular time after school, and by making sure assignments are neat, complete, and accurate. The assignment book should be signed by the parent if the teacher requires it.

LATE/MISSING ASSIGNMENTS

If a student repeatedly does not turn in assignments on time, parents will be notified so that they can help assure that no future assignments are neglected. If there are extenuating circumstances, parents must call the teacher(s) prior to the assignment's due date, and explain the reason for incomplete work. Missing work seriously jeopardizes student progress and may also result in write-ups and/or detentions.

ILLNESS

It is the parent's responsibility to see that classwork and homework are picked up each day of the absence. Teachers will send books and materials to the office after students are dismissed for the day, or they may send the work home with another designated student. All make-up work must be completed within the same number of days as the absences. If extenuating circumstances exist, parents should notify teachers before the student returns.

APPOINTMENTS, SOCIAL/SPORT EVENTS, VACATIONS, ETC.

Teachers are not required to give students the classwork and homework BEFORE the absences. Therefore, upon the student's return to school, the parent or student should check with their teacher(s) regarding work missed. All missed work must be made up, otherwise grades will reflect missed assignments. All make-up work must be completed within the same number of days as the absence. Extensions beyond a week may be made at the discretion of each teacher. If a student is taken out of school on any of the three days immediately preceding or following a planned school break, the student's grade may be negatively affected if class work, quizzes, or tests are missed and are not able to be made up in time for quarterly progress reports or report cards.

TESTING

Students are tested in all subjects through oral participation during class time, teacher-made tests, textbook tests, the State of Indiana's tests of IREAD (3rd grade) and ILEARN (3rd-8th grade), and the STAR Reading and Math Assessments. Students will receive four report cards. Class and homework assignments and daily and weekly tests are graded and returned to students. Parents/guardians and students can monitor progress weekly in PowerSchool. Do not wait until the last week of the quarter and expect to make a significant change before report cards are completed. One parent/student/teacher conference is held after the first quarter. Other conferences may be scheduled at the request of the parent or teacher.

HONORS

Sacred Heart Catholic School recognizes student efforts and hard work in academics, behavior, and attendance.

- Students in grades 4th-5th can earn FIRST HONORS each quarter if they have all A's, & M's. Each quarter, the students can earn SCHOOL HONORS if they have all A's, B's, & M's. Letter grade equivalents can be found on report cards. (See REPORT CARD GRADING CHART, next page)
- Students in grades 6th-8th can earn FIRST HONORS each quarter if they have a G.P.A. between 3.5 and 4.0. Each quarter students can earn SCHOOL HONORS if they have a G.P.A. between 3.0 and 3.4. Letter grades are based on the report card grading scale.

At the end of the school year, students will be recognized if they have all four quarters of FIRST HONORS or FIRST/SCHOOL HONORS.

LOST AND FOUND

The student is responsible for her/his own belongings and money. All found items are to be turned in at the school office. Personal belongings should be labeled with the student's name. Unclaimed items and apparel are given to charity at the end of each quarter.

LUNCH PROGRAM

Hot lunches are provided daily by the school cafeteria staff for students in Beginners Preschool through 8th grade. ****NO FAST FOOD OR SOFT DRINKS MAY BE BROUGHT INTO THE SCHOOL LUNCHROOM WITHOUT PERMISSION FROM THE PRINCIPAL**** If a student is bringing leftovers from a restaurant, it must be brought in an unmarked container. **NO SODAS OR SPORTS DRINKS ARE ALLOWED AT LUNCH.**

The Federal Lunch Program has stringent guidelines that we must follow. The menus prepared must

follow these norms and are sent home monthly. Parents and extended family are welcome to eat with the students at any time. It is helpful for our kitchen manager to be aware of the need for extra servings. We ask that you call the school office to make a reservation prior to your child's/children's lunch hour.

MEAL CHARGE POLICY

Sacred Heart Catholic School feeds all children who choose school lunch. The price of the meal (entrée, two sides and a drink) and a la carte items can be found on the website. Only Grades 3rd-8th are allowed to purchase a la carte items. Grades K-2nd may purchase an extra fruit or milk if they desire. The a la carte items that are "snack" type foods meet the Smart Snack standards as set forth by the USDA and the State of Indiana. The goal of Sacred Heart Catholic School's lunch program is to provide healthy meals to children during the school day. In order to serve healthy, high-quality meals to all children, we must make sure we are financially secure. Parents and guardians play a key role in this effort, and are responsible for purchases made by their children in our school cafeteria.

Pre-paying for your child's meals is a simpler way of managing their account, and prevents unpaid meal charges. Paying for meals before the meal service also helps lunch lines move more quickly, giving children more time to enjoy their meal. **No student will be allowed to purchase "extras" once their account becomes negative.**

A lunch account must be set up and funded by you for your student(s). When a student's account has \$20.00 or less in it, a payment reminder will be sent home via classroom teachers. Parents will also receive a payment reminder via email once a week when their child's account has \$20.00 or less in it. Please make sure your email address is current with the school office.

A full plate lunch will always be offered to students, with the exception being, that **once an account is negative \$75.00**, students will need to bring a sack lunch from home until their account is brought to a positive balance. Additionally, milk and a la carte items will not be able to be purchased under these circumstances.

Parents may pay for meals with cash or check or they can go online to EZSchool Pay.com and add money to their child/children's account. You will need your child's student ID# in order to pay online. You can obtain their ID# from the school secretary or from the Food Service Director. There is a \$5.00 fee each time the online method is chosen as a form of payment. Parents may also check their child/children's balance at EZSchoolPay.com. There is no fee to check a balance.

At the end of each quarter, if any student's account is negative \$1.00 or more, the amount of the negative balance will be added to the parent/guardian FACTS account and a check payment may be sent into school to cover the negative balance.

FREE AND REDUCED LUNCH

The Federal Lunch Program offers free or reduced lunches to those who qualify. Applications may be obtained from the Food Services Director, BettyAnn Simpson, in the Director's office at any time during the year. All information is kept confidential. We strongly encourage you to fill out an application each school year for free/reduced price meals, to determine if your child/children are eligible for this program. Applications and new income eligibility guidelines as determined by the USDA, will be available after July 1st of each calendar year.

Contact the Food Service Director, BettyAnn Simpson, at 812-283-3123, Ext. 106 or bsimpson@sacredheartschool.us for further information.

PARENTS SUPPORTING THE SCHOOL (P.S.T.S.)

Parents actively and continuously serve the school through their physical presence in the building and through fundraising, both of which contribute significantly and vastly to religious, academic, family, and athletic excellence. All parents/guardians of Sacred Heart Catholic School students are a part of the PSTS. The PSTS board members are elected by the parents. There will be three meetings held during the school year. Parents/guardians are encouraged to come to the meetings and be actively involved with all events sponsored by the PSTS.

PDA POLICY

SHCS recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but is not limited to:

- holding hands
- kissing
- hugging
- other displays similar to the above with the intention of being affectionate

Failure to abide by this policy after teacher intervention will result in parental contact and possible more severe actions taken.

RECESS POLICY

Recess is part of the whole school program. It is essential to the physical, social, and mental well-being of each child to be out in the fresh air with classmates. During inclement weather, or on very cold or very hot days, all students remain indoors. Hats, gloves, scarves, etc. should be clearly marked with the child's name. Even though students are expected to go outside for recess time, if a child submits a doctor's note for an instance to the Principal, a student will be permitted to read a book in the office during recess.

RELEASE OF RECORDS

If a SHCS student transfers to another school, the school record may not be released to the parents. The new school must request the records from SJCS after the parent has granted written permission for records to be released. **Records cannot be released until all financial obligations have been met.**

Parents may inspect their student's school records by calling or writing to the principal. Graduates may inspect their records once they reach eighteen years of age. School records may not be removed from the school office.

REPORT CARDS

At the end of each quarter, report cards will be distributed. Parent/Teacher conferences occur once a year after the first quarter. **Students in grades 6th-8th must also be present for their conferences.** Parents must sign up for a 15-minute appointment with the child's homeroom teacher, regardless of the child's progress. Conferences with other teachers are encouraged. It is not necessary

to wait for the regular conference time if you have a special concern. Simply call the school office for an appointment with the teacher.

Report cards may be withheld at any time of the school year due to non-payment of tuition, lunch fees or before and/or after school care.

Grades K – 2

Religion, Language Arts, Social Studies, Science, Math, Art, Music, Technology, Physical Education,	E = Exemplary M= Mastery P=Partial Mastery N=Needs Improvement
Successful Learning Traits	M = Meets Expectations E = Exemplary – consistently performs above grade level M= Mastery – consistently performs at grade level N = Needs Improvement

X = Not assessed at this time

Grades 3 – 5

Religion, Language Arts, Math, Science, Social Studies, Science, Conduct	A = 93 – 100 B = 85 – 92 C = 76 – 84 D = 70 – 75 F = 69 and below
Art, Music, Technology, Physical Education	E = Exemplary M = Mastery P = Partial-Mastery N = Non-Mastery

Grades 6 – 8 Letter Grades and Grade Point Averages (GPA)

Religion, Literature, Writing, Science, Math/Pre-Algebra/Algebra, Health, Art, Music, P.E., Technology, Conduct	A = 93 - 100 B = 85 – 92 C = 76 – 84 D = 70 – 75 F = 69 and below
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GRADE CHANGE

Requests for a report card grade change must be made by the parent to the teacher within five work days of report card distribution. The principal will discuss the request with the teacher. If necessary, a conference with parent(s), teacher, and principal (perhaps student) will be held before making the decision. In an additional conference the principal and teacher will make the decision. This decision is final.

RETENTION AND PROMOTION

A student is promoted to the next grade if he/she has attained a suitable measure of success at his/her present level and has successfully met the requirements of the state testing in the appropriate years.

A student may be assigned to the next grade level when he/ she has worked to the best of his/her ability but has not merited promotion. A student could be placed in the next grade level when his/her work does not meet expectations, but retention is not deemed a beneficial option.

Retention is a very serious step. If a teacher perceives an advantage to the child by retention, a conference involving the principal, teacher, and parents will be held and a mutually agreed upon course of action will be taken. Factors such as maturity, developmental skills, and academic performance all play a role in the decision. The best interests of the child will always be a prime concern.

SAFETY AND SECURITY

SECURE SCHOOL BUILDING

The doors of the school building are kept locked at all times. Parents and visitors must ring the doorbell to gain entrance to the building. There are TV monitors at all entrances and in hallways. Surveillance videotape runs continuously 24/7. All visitors and guests must register and sign in at the office, and must wear a visitor or volunteer badge while in the school building. Parents wanting to speak with their child's teacher at the beginning or end of the school day must have an appointment and first stop in the office to sign in and put on a visitor's badge.

SCHOOL EMERGENCY AND PREPAREDNESS PROCEDURES

All drills (fire, tornado, earthquake, intruder, etc.) are held regularly to ensure that students will move quickly, quietly, and in an orderly manner to designated safety areas. Faculty and staff are trained each year in crisis management and emergency preparedness best practices. Teachers provide all instructions for the children. The faculty and staff know safety procedures and can control the students in potentially dangerous situations. Students will remain at the school during emergencies unless they can be released directly to a parent. All crises cannot be anticipated by safety drills. Faculty and staff are constantly vigilant for the protection and safety of the students. Those in authority and those in charge of the students will make emergency decisions in the students' best interest.

INDOOR AIR QUALITY

The school follows an Indoor Air Quality program that is available for parent viewing in the school office. Parents should not leave cars idling in the school parking lot when waiting for students, but should turn off engines to diminish pollutants in the air.

SECLUSION AND RESTRAINT

Sacred Heart Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of

seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the Behavior. Parents can access a full copy of our school's plan by request in the school office.

SNACKS

All students are given time each morning to have a nutritious snack. No chips of any kind are permitted. If you are unsure that a snack would be acceptable, please ask the office. **Water bottles of any kind are not permitted.** Water is made available at lunch for all students. Students are given water breaks at the water fountains during the day.

*If your student has a medical condition that requires continuous water throughout the day, please bring in a signed doctor's note.

PLEASE REMEMBER: This is a snack. We want students to eat a good lunch so please be mindful that this is only a snack. One item should suffice for most students.

Suggested snacks include: apple, banana, fruit cup, celery sticks, raisins, crackers, trail mix, nuts, granola bar, carrot sticks, cheese crackers, grapes, etc.

SPORTS

Co-Curricular and Extra-curricular activities develop culture, interests, and skills; enrich the students' interactions with peers and adults; and provide opportunities for leadership, cooperation, responsibility, and creativity. All such activities reflect Christian values. Learning and participating are more important than winning and the School believes that there are lessons to be learned in winning and in not winning.

ACADEMIC QUALIFICATION

For students to participate in athletic events or other extracurricular activities students must fulfill the following:

1. The student must have good attendance. Students that are absent from school should not participate in practices or games on that day.
2. The student must maintain a **C average** in all of the academic classes. If a student falls below the C average, they will be suspended from all practices and games so that they can concentrate on their studies and improve their grades. Weekly progress checks will be done by the teachers to keep the parent, coach, and student informed of his/her progress.
3. The student must be in good standing with the behavior program of the school. The principal or teacher will inform the parents and coaches if the student has violated the behavior

program. Suspension from athletics will be decided based on the seriousness of the violation.

EXTRACURRICULAR ACTIVITIES POLICY

Extracurricular activities should enhance rather than interfere with the student's academic, social and spiritual growth. If extracurricular participation interferes seriously with a student's progress, and/or the student has disciplinary issues, that student is subject to probation or suspension from the activity until he or she improves. This policy includes extracurricular activities, such as After School Enrichment Classes, Sports, Scouts, Quick Recall, Field Trips, etc. that may interfere with academic success. Sacred Heart Catholic School believes in educating the whole child, body, mind, and spirit, and encourages all students to be participants in extracurricular activities here at Sacred Heart Catholic School as well as through outside programs. Christian formation and academics will always be our school's focus. Student grades and their code of discipleship will be monitored weekly. Parents will be contacted if there is an area of concern academically, behaviorally, or emotionally for your child. The school partners with you and your child to meet their individual needs in the hopes that they may continue to participate in all chosen activities.

USE OF FACILITIES

Students are not permitted in the Parish Activity Center, gym, youth group room, library, cafeteria, or church without an authorized adult and only for religious, academic, athletic, and social activities pertaining to the school's curriculum, co- and extra curricular programs.

STANDARDIZED TESTING

Students in grades 3, 4, 5, 6, 7, and 8 will take the ILEARN tests as required by the Indiana State Department of Education. ILEARN testing occurs in the spring, as mandated by the State. Parents will receive a report of their child's performance on the tests. 3 rd grade students also take the IRead assessment in the spring.

STUDENT HEALTH AND SAFETY PLAN - ARCHDIOCESE OF INDIANAPOLIS

Catholic Schools in the Archdiocese of Indianapolis believe:

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life; and
- that "excellence" is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

The best way in which Catholic schools can practice these beliefs is by operating Catholic school ministry and its extra-curricular activities in their preferred form – in person – whenever possible. Therefore, as early as July 1, 2021, Catholic school ministry and its extra-curricular activities will resume with new health and safety precautions in place, unless there is a resurgence of the pandemic and/or canonical and/or civil authorities require(s) closure.

The Catholic school will take every precaution possible to protect students and adults. Heightened protocols related to cleaning and sanitization are in place. Expectations of proper handwashing,

physical distancing to the extent possible, and minimal sharing of resources to the extent possible will be enforced. Guidance from IDOE, CDC, and local authorities will be employed as best fits our Catholic school community as determined by administration. A more comprehensive plan is (attached/included).

1. I understand that the School will make every reasonable effort to provide a safe environment, including specific measures to guard against the spread of a contagion such as Covid-19. I accept that no matter the precautions taken by the School there is no way to fully assure that such measures will be successful in preventing injury, exposure to a contagion, or illness. I understand that by allowing my child to participate in Catholic school ministry and its extra-curricular activities, there is some assumed risk on behalf of students and their parents.

2. I will provide my students the necessary equipment, resources, and support needed for participation. These needed materials will be communicated by the teacher(s), coach(es), and/or moderator(s). I will also reinforce to my student the need to maintain all expected protocols related to his/her health and that of others.

3. I understand that parish and school leaders, united in the mission of the Catholic Church, work collaboratively to make sure shared spaces are as safe and secure as possible for participants in all ministries.

SUSPENSION, EXPULSION, EXCLUSION, AND FAIR PROCESS

SHCS follows the Archdiocesan Policy 2008-01 regarding student suspension, expulsion, exclusion, and fair process.

The grounds for suspension or expulsion in the policy apply:

1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used; this includes school/parish social and sporting events, and school academic activities.

2. off school grounds at a school-related activity, function or event; or

3. traveling to or from school or a school activity, function, or event.

4. The grounds for suspension or expulsion in this policy may also apply:

1. Serious immoral conduct or serious violations of Civil Law, e.g. but not limited to:
 - a. Possessing or using anything as a weapon, e.g., knife, gun, sharp object.
 - b. Possessing, giving-away, selling, or using any item the principal deems inappropriate in school, e.g., cigarettes, matches, lighters, drugs.
 - c. Vandalizing, abusing restroom facilities, defacing property belonging to anyone including anything of God's creation
 - d. Breaking, entering, or using arson to destroy property.
 - e. Stealing, dishonesty, lying, cheating, and plagiarism.
 - f. Tampering with the fire alarm system, using fire or bomb threats.
 - g. Engaging in sexual misconduct, obscene or questionable behavior, whether overtly or covertly, whether physical, verbal, written, gestured, or in dress.
 - h. Gambling, betting, or selling (other than school fundraisers).

2. Insubordination, defiance, disrespect, rudeness toward school authority, e.g., but not

limited to:

- a. Smarting-off, talking-back, uncooperative attitudes and/or behavior.
 - b. Encouraging or participating in unauthorized demonstrations or petitions.
 - c. Refusing or failing to follow directions of school personnel.
 - d. Deceiving school personnel with silence, false, or misleading.
 - e. Lying to or withholding information from school personnel.
3. Severe, repeated disturbances in class or other areas, e.g., but not limited to:
- a. Skipping homework and class work assignments repeatedly.
 - b. Doing poor quality oral or written work.
 - c. Writing, passing, receiving notes mutually by hand or through technology.
 - d. Engaging in chronic discipline problems.
 - e. Being chronically tardy or absent.
 - f. Being truant or leaving school property without permission.
 - g. Repeatedly violating the school's conduct, technology, and dress codes .
 - h. Using body sounds, motions, and actions to irritate.
4. Disrespect of human beings, including self, and of creation, e.g., but not limited to:
- a. Bullying, harassing, being cruel and mean, ignoring, disgracing, spitting, fighting, demeaning, and giving the silent treatment.
 - b. Intimidating, scaring, teasing, name-calling, threatening, punching, biting.
 - c. Instigating/participating in serious fighting (assault and battery) and various degrees and manner of aggressive behavior.
 - d. Putting-down through written, drawn, spoken, sung words, or gestures.
 - e. Writing or drawing on self or others, giving or receiving tattoos.
 - f. Damaging or ruining another's reputation or character through various methods of communication.
 - g. Throwing things, including snowballs
5. Covering-up, defending, or failing to report serious offenses, e.g., bullying, fighting, any form of aggressive behavior, stealing, cheating, lying, vandalism, drugs, weapons, sexual activity, defamation of character, and inappropriate use of technology.

The principal gives consideration to the student's age, mental acuity, and to the severity and repetition of the misconduct. If necessary, the appropriate law enforcement agencies will be notified.

PHILOSOPHY

Discipline is fundamental to all education. By following a code of conduct based on Christian principles, a student develops self-discipline and good judgment. A disciplined student body can then enjoy an environment of creative learning, mutual respect, trust, and cooperation. Sanctions for infractions of the rules and regulations will be imposed with dignity, fairness, consistency, and consideration for all. The teachers and the principal have primary responsibility for providing and implementing guidelines for good behavior. Together, parents and school share the goal of developing in each child a well-disciplined character. Parents will understand that teachers supervise students in all that the State requires. **Teachers cannot be responsible for students who disregard regulations made for their safety.**

GUIDELINES ON RESPECTING PERSONS

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to act with dignity and respect and not engage in any activity or conduct that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the School, as determined by the School in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above, **whether perpetrated by students or by adults** (including volunteers, visitors, parents, employees, employers), will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal/termination of contract. **The teachers and principal are authorized to call the police when necessary.**

DUE PROCESS

Decisions on disciplinary matters are made at the most appropriate level. If a student does not comply with the school's code of conduct, the following consequences will ensue. The principal has the right to intervene at any point/time. **The principal makes the decision of suspension/expulsion.**

The student has the responsibility of explaining his/her side of his/her story accurately and honestly.

- Level 1 - Teacher will speak to the student regarding offenses and confer with parents frequently.
- Level 2 - Teacher will inform the principal if repeated/serious behavior persists.
- Level 3 - Teacher will refer the student to the principal followed by a principal/teacher conference.
- Level 4 - Principal, teacher, parent, and student (if in grades 5th-8th) will have a conference.

At each conference, the student will be informed of the evidence against her/him and allowed to present her/his version and evidence in self-defense. Some serious offenses can result in immediate suspension or expulsion. All difficulties or disciplinary matters are handled at the lowest level of authority first. If there is a misunderstanding in a disciplinary matter, the parent should contact the teacher. The parent must confer with the teacher at least twice before the principal is contacted.

TEACHER CONSEQUENCES

Teachers may give constructive written consequences, may deprive students of privileges, request students to do community service, or keep students after school for detention (if parents have been notified either in writing or orally). Consequences for misbehavior, lack of cooperation, and poor attitude will be appropriate for the infraction and age of the student. The teacher's experience, knowledge, understanding, and prudence will regulate consequences for students who have extenuating circumstances affecting their learning or behavior.

SUSPENSION

Students who are suspended are released from all school-related activities and classes for a length of time determined by the principal, not less than one day and not more than five days. The suspended student must do the assignments given by the teacher and the principal. The student is barred from extra- and co-curricular activities during the suspended time. An out-of-school suspension will take place at home under the direct supervision of a parent or a designated adult. An in-school suspension

will take place at school under the direct supervision of a designated staff member. The student will do the assigned classwork during the suspension and show all assignments to the teacher and principal before the student will be readmitted to class.

EXPULSION

Expulsion of a student may occur for a severe disciplinary reason or for excessive violations of a less serious offense, and the student will be withdrawn from Sacred Heart Catholic School. This student will not be readmitted to Sacred Heart Catholic School.

TECHNOLOGY USE POLICY

Computers and iPads are intended to facilitate learning as an extension of the classroom. Students are required to abide by the following technology guidelines. Failure to follow the technology guidelines may result in the loss of computer privileges.

Technology Guidelines

1. Students may only view authorized websites.
2. Students may use the computer for schoolwork, not personal use.
3. Students may not use the computer for threatening or abusive purposes.
4. Students must display respect for all hardware and software.
5. Students are prohibited from using the computer for any other activity that is deemed unacceptable in a Catholic school setting.
6. The following are not permitted:
 - Sending or displaying offensive messages or pictures from school or home devices
 - Using obscene language
 - Harassing, insulting or threatening others
 - Damaging computer systems or computer networks
 - Violating copyright laws
 - Submitting documents from the Internet as your own work
 - Using someone else's password
 - Trespassing in someone else's folder, work, or files
 - Intentionally wasting limited resources
 - Using the network for commercial purposes
7. Any communication originating from home and sent to school personnel must be appropriate in content and language.

For the complete Technology Responsible Use Policy, visit www.sacredheartschool.us under **PARENTS/SCHOOL POLICIES**. **NOTE: When parents/guardians sign the form that the Handbook has been read and agreed upon, they also are agreeing to abide by the Sacred Heart Catholic School Responsible Use Policy.**

ACCEPTABLE USE OF THE INTERNET

The purpose of using the Internet in the school is to support education by providing access to unique resources and the opportunity for collaborative work. The use of the internet is a privilege not a right. Misuse of the Internet will result in the student not being allowed to use the computer at school. Students will be instructed on appropriate use of materials, copyright and plagiarism. It is important that students appreciate and understand which web information is reliable and which should not be used for academic support. Students will also be instructed on safe use of the Internet and how

to recognize potential danger.

PERSONAL ELECTRONIC DEVICES

Personal electronics such as iPads, iPods, Phones, tablets, Kindles, etc... are not to be used during the school day (including during extended school care). Sacred Heart Catholic School would prefer that students not bring these devices to school; however, we recognize that in some situations, students may have reason to do so. When these devices are brought to school, students must leave them in backpacks, and they must be silenced. If a student is found with a device during school hours (including recess and lunch) the device will be taken away from them. The device will be taken to the office and must remain there until dismissal time. If the student has a device taken from them more than three times, the device will not be returned to the student. A parent will have to come to the office to retrieve the device.

Parents are asked to please contact the office if they need to get a message to their child. Please do not text or leave voice messages for your child. Students should not text parents, encourage your child to come to the office if they need to contact you.

TELEPHONE CALLS

No student may use a phone in the school without the principal's or office staff's permission. Students may not use cell phones or another technology to convey their needs/wants to parents, friends, classmates, etc. A supervising teacher may give written permission for a student to call home from the office phone for a missing book, assignment, lunch, clothes, or permission slip if it is an infrequent occurrence. Students may not use the school phone or cell phone to make after-school plans. These arrangements should be made before coming to school. Parents should notify the office of any changes to existing plans and the office staff will inform the classroom teacher and the student. Do not call the classroom teacher directly.

TUITION AND FEES

Sacred Heart Catholic School tuition does NOT include the nonrefundable \$100 registration and \$125 technology fees.

KINDERGARTEN-8TH GRADE

The goals of the tuition and fee schedules are:

- To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
- To foster a trusting, community relationship between the parish, the school and the Catholic family.
- To generate funds so the school has a solid financial base that can more effectively improve programs and services.

CHILDCARE MINISTRY and PRESCHOOL (3 to 5 years old)

There are no "make-up" days for Preschool. If a student misses due to illness, vacation, or snow days, no additional time will be given free of charge nor will days be made up.

PAYMENT METHODS

All tuition payments are managed in FACTS Management System

- **Full Tuition Payment** due August 5th of the current school year.
- **Semi-Annual Payments** due August and January of the current school year.
- **Monthly Payments** Total tuition and fees are divided into 10/12 equal payments from August through July of the current school year.

Tuition contractual obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please, contact the principal.

FINANCIAL ASSISTANCE AND FINANCIAL RESPONSIBILITY

It is the goal of the School and Parish to provide financial support to families who desire a Catholic education. The School offers its own Need-Based Financial Assistance Program and participates in the State of Indiana Choice Scholarship and SGO Programs (see school's website for more information). Families must first apply for admission (current families re-enroll) and apply for both types of Financial Assistance by completing the School's financial assistance application and FACTS Management application.

All School families must assume responsibility for paying the agreed upon tuition charges in full and on time as prescribed by the School. **All School families who receive financial assistance are expected to give of their time and talent to help support the School** (example: Lenten Fish Fry Fridays, PSTS events, assisting in the classroom (running copies, putting papers in folders, etc.), helping in the cafeteria).

DELINQUENT TUITION

Non-payment of tuition and/or fees may result in dismissal of the student. Tuition must be current by the end of the school year to assure the student's place for the following year. Tuition must be current at the time of registration in August or the student may not be allowed to register. **All tuition and fees must be current for Sacred Heart Parish School to transfer information from our school to another school.**

VISITORS

Sacred Heart Catholic welcomes all parents and any other visitors who have a sincere interest in our school. All parents and visitors must enter the school through the main doors and are required to sign in at the office when entering the building and to pick up a visitor ID tag. **EVERY** visitor (non staff member) will be issued an ID tag to wear while in the school building. Parents and Visitors are asked not to interrupt class and must make an appointment to observe the class or meet with the teacher.

SCHOOL VISITS

Parents are always welcome to visit the school. To visit a classroom requires an appointment by contacting the principal. All visitors (including parents) must report to the secretary to sign in and obtain a visitor's badge. The badge is to be worn at all times while in the school. Cafeteria workers also report to the school office to sign in. When leaving, sign out and return the badge to the secretary. No one, except school personnel and authorized persons, are permitted in the areas of classrooms, library, Parish Activity Center, and gym during school hours. The faculty, staff, and students are instructed to report to the school office questionable persons on the premises or in the school buildings.

VOLUNTEERS

All volunteers are welcome! All volunteers must go through Safe Parish Training and a Criminal Records Check must be done prior to volunteering. Volunteers (this includes parents) must enter the school through the main doors and are required to sign in at the office when entering the building and to pick up a visitor ID tag. This is a safety precaution for our students. Anyone who would like to donate his/her time and/or talent for the benefit of Sacred Heart Catholic School is encouraged to do so. It is up to the teacher's discretion as to the appropriateness of volunteers in the classroom during class time. Because this is a special time for students enrolled in our school, siblings may NOT accompany their parent(s) when they volunteer their time and talent. This includes parents who are Room Mothers or who come to school to help out during parties, crafts, etc.

SAFE PARISH TRAINING

All employees and volunteers working with children in our school must take part in the Archdiocesan program called Safe Parish, which is designed for the protection of all God's children. Employees and volunteers must take part in the initial training online and provide a copy of the Certificate of Completion to the principal, or email a copy to the school before working with students. All employees and volunteers must then complete the required updates to work with students in our school or parish. Please visit www.sacredheartschool.us under **PARENTS/SAFE PARISH TRAINING** to get started.

VOUCHERS

The State of Indiana School Choice/Voucher program has expanded to offer support to more students. If a family income is below the eligible amount, the voucher can be awarded. This program provides the child a "voucher" to pay all or part of the tuition, books and fees for an academic year. These funds must be applied for each year. Parents are strongly encouraged to investigate and determine if their child qualifies for this program. Please visit www.sacredheartschool.us under **PARENTS/DOCUMENTS & FORMS** for the Financial Assistance application form.

WELLNESS POLICY

Sacred Heart Catholic School asks that you act on the side of caution when your child is not feeling well. It is imperative that you keep the safety of everyone in mind. This policy outlines illnesses and situations that require removal from the school and those that do not. The policy is always in effect.

Absence from School is required when the child has any of the following conditions, unless a health professional determines the child's condition does not require:

- **Fever of 100.4 degrees or higher.**
- When medication such as a pain/fever reducer is necessary to treat the child's fever or symptoms of illness.
- Diarrhea- Students may return after **24 hours of being diarrhea free**, or once the reason for change in bowel has been resolved.
- Vomiting- Students may return after **24 hours of being vomit free**.
- Conjunctivitis (Pink Eye)- A child should stay at home for bacterial conjunctivitis (red eyes, green or yellow discharge). They may return after treatment has started and are able to participate in activities.
- Head Lice – A child with live lice needs to stay home until appropriate treatment has been given. An additional treatment may be needed 7-10 days later to kill the eggs that survived through the first treatment. The presence of nits (egg cases) is not grounds for absence. Using a nit comb after treatment is the most effective way to remove lice and the sticky nits. If live

lice are found, this information will be shared through a communication to parents of the grade level exposed. HIPPA Laws will be followed by not giving specific student information or names.

- Rash – A rash with fever and/or behavior change
- Strep Throat – A child must stay home until 24 hours after treatment has started and the child is able to participate in school activities.
- Chicken Pox – Exclude the child until all the lesions have dried and formed scabs, usually within six days of onset of rash.
- Any child determined by the local health department or to be contributing to the transmission of illness during an outbreak.

The office has the right to send a student home at our discretion. Your immediate attention to pick up is required. We will allow 1 hour for you to pick up your child. If your child is sent home early due to illness or sickness, they are required to remain at home for at least 24 hours.

WITHDRAWAL POLICY

Parents should notify the principal or school secretary of the date and reason for withdrawal. The student's permanent records will be mailed to the new school upon request from that school. If all financial obligations have not been met, no records will be released to the requesting school. It is the responsibility of the parent to get the child's report card and personal possessions on her/his last day at Sacred Heart Catholic School.

RIGHT TO AMEND

Sacred Heart Catholic School retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Please complete the [Google Form](#) indicating you have read the handbook in completion as well as the Technology Use Policy (separate document). Paper copies will be available at Back-to-School Night.