



# ***2023-2024 FAMILY HANDBOOK***

Revised July 2023

**Sacred Heart Catholic School is fully accredited by the Florida Catholic Conference and is a member in good standing of the National Catholic Educational Association.**

**7951 46th Way North, Pinellas Park, FL 33781**

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**“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illuminated by the light of faith, and having its own unique characteristics.”**  
*-The Religious Dimension of Education in a Catholic School, 1988, para. 25*

## **INTRODUCTION**

### **Our Mission Statement**

*Sacred Heart Catholic School puts our students on the path to College and Heaven by providing a challenging, faith-filled, educational experience that serves as the foundation for a life-lived in service to Jesus, the church, and community.*

### **Our Root Beliefs**

*God is Good*

*Jesus is the Center*

*The Holy Spirit Inspires Us to Excel*

### **Our Core Values**

*Seek, Persist, Excel, Love, and Serve*

### **Our Shared Purpose**

*To make God known, loved, and served.*

# I. POLICIES AND PROCEDURES

## PARENT/SCHOOL COVENANT

*As parents/guardians of children in Sacred Heart Catholic School, we promise to read carefully and support the philosophy of the school, as stated in this Handbook. As a family, we promise to attend weekend Mass and Holy Days of Obligation, when possible. We promise to provide prayer experiences in our daily living and set a Christian example for our children. We promise to help our children with their lessons and take an active part in their education. We promise to support with regular attendance at Home and School meetings, to fulfill our required volunteer hours, and to assist with fundraising. We promise to follow the designated stewardship plan for the parish and use the envelope system for our offering to help the parish acknowledge our accountability. We understand that our reception of the Diocesan subsidy for tuition throughout the year is dependent upon our fulfillment of the covenant.*

## CONSENT TO EXCHANGE INFORMATION

No information regarding a current or former student may be exchanged with any non-school based party without a signed, written **Consent to Exchange Confidential Information**, except in situations of suspected abuse, neglect, exploitation, endangerment, or medical emergency. This form is available in the school office and must be signed by the parent/guardian.

## IMMUNIZATIONS

Florida State Law requires that school-aged children are immunized against communicable diseases. Catholic Schools within the Diocese of St. Petersburg require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Catholic Schools in the Diocese of St. Petersburg do not recognize a religious objection to this immunization. This policy is effective as of the 2011-2012 school year. The immunizations are not optional and must be fulfilled in order for your child to be enrolled in school. Records of immunization must be submitted to the school on the DH 680 state form on or before the first day of school.

Pinellas County requires the following schedule of immunizations for school aged children:

<b>VPK Four-year-olds</b>	<b>Kindergarten</b>	<b>Seventh Grade</b>
4 DTap	5 DTap	1 Tdap
3 Polio	4-5 Polio	
1 HIB	2 MMR	
1 MMR	Hepatitis B Series (3 Shots)	
Hepatitis B Series (3 Shots)	Varicella (2)	
Varicella		

### All families must complete/submit the following before school begins:

- A physical examination (completed within the last year) is required for Kindergarten students and all new students, documented on Form DH 3040 (ORIGINAL physical form).
- All students entering Kindergarten and all new students must submit Form DH 680 (ORIGINAL Certification of Immunization form).
- All children entering Kindergarten must have had all three Hepatitis B shots and a second Varicella vaccine.
- **Please Note: If the fourth dose of polio vaccine is administered prior to the fourth birthday, a fifth dose of the vaccine is required for Kindergarten entry. This requirement applies to Kindergarten only, no other grade.**

- **Students entering grades 7 and 8 are required to have one (1) Tdap.**

**Note:** The *Diocese of St. Petersburg* does **not** accept any Religious Exemptions. Please ask your family physician if there are any concerns or questions regarding these immunization requirements.

### **NON-CUSTODIAL PARENTS**

This school abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If there is a court order specifying non-release of a child to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce decree.

### **TITLE IX**

Sacred Heart Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **NONDISCRIMINATION POLICY**

The Catholic schools of the Diocese of St. Petersburg admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship programs, athletic programs, or any other school administered programs.

### **ACCOMMODATIONS FOR STUDENTS WITH EXCEPTIONALITIES**

If possible, accommodations for a child diagnosed with learning disabilities or other exceptional needs will be made within the regular classroom. Additional services that may be offered include the school resource program, speech/language therapy (provided through the School District of Pinellas County), and Title I tutoring. Concerns about a currently enrolled child’s academic progress should be brought to the attention of the classroom teacher. If a learning disability or other exceptional need is suspected, a meeting will be scheduled with the School Counselor, resource teacher, and involved teacher(s).

## **II. ADMISSIONS AND ENROLLMENT**

### **ADMISSIONS POLICY**

Sacred Heart Catholic School gives preference of admission to students in the following order:

- Siblings of students currently enrolled in the school;
- Children of families who are registered, practicing, and contributing members of Sacred Heart Parish;
- Catholic children whose families are registered, practicing, and contributing members of parishes other than Sacred Heart;
- Other applicants.

The administration reserves the right to deny admission to any student upon review of his/her academic or conduct record for just cause.

### **PRE-K AND KINDERGARTEN ADMISSION**

In order to be admitted into Pre-K, children must have attained the age of at least four years on or before September 1<sup>st</sup> of the current school year and have proof of the necessary immunizations and physical examination. In order to be admitted to Kindergarten, children must have attained the age of at least five years on or before September 1<sup>st</sup> of the current school year and have proof of necessary immunizations and physical examination. All students must also be fully toilet trained.

### **REGISTRATION**

Re-registration for current students takes place in early spring. Current families will be automatically re-enrolled for the 2024-2025 school year in early 2024. If a family does not wish to re-enroll at Sacred Heart for the following school year, the Principal must be notified in writing by February 1, 2024. In consultation with the Office of Catholic Schools and Centers, the principal has the sole right to deny acceptance of registration or re-registration for any reason.

### **STUDENTS WITH EXCEPTIONALITIES**

Parents/Guardians of students with suspected or diagnosed special needs should contact the School Principal, Assistant Principal, or School Counselor's Office for assistance. Sacred Heart Catholic School may accept students with exceptional needs, though the school is not required to do so, if following discussion with the parent(s) and other advisory faculty, school administration believes the child's needs may be met.

### **PROBATIONARY REPORTS**

All new students or students promoted conditionally will be placed on behavioral and academic probation for a nine (9) week period. If warranted, probation will be extended for an additional six (6) weeks. Reports will be sent to parents/guardians bi-weekly to allow families and the school time to assess whether placement at Sacred Heart is the best placement for the child. At the end of the probationary period, school administration will conduct an informal evaluation of placement. Administration and/or teachers may recommend that a student presently in the school be placed on probation at any time, if academics or behavior become consistently unsatisfactory.

### **TRANSFERS**

Parents must come in person to the school office to complete a Withdrawal Form in advance of the date of transfer. Upon request from the receiving school, the office assistant will mail out the transfer, transcript of scholastic record, and standardized test results, duplicate of health record – directly to the school – provided that:

- All textbooks and library books have been returned to the school, and
- All tuition, fines, and book bill payments have been fulfilled.

## **WITHDRAWAL**

Acceptance at Sacred Heart Catholic School implies a commitment by the school to the child according to its mission. It likewise implies that parents/guardians make a commitment to the same.

The decision to withdraw a child from SHCS is a serious one. It is generally considered permanent and should be made only after due consideration, consultation with the school, and other professionals familiar with the child's needs. If a parent/guardian fails to re-register a student by the due date for re-registration, the school will immediately consider other students' applications for admission for the next school year. When a student leaves Sacred Heart Catholic School, he/she will be given a "re-admittance eligibility" status. One of the following conditions will be assigned based on the circumstances surrounding the withdrawal of the student.

**Eligible for Re-admittance** – one of the following situations would render the student/family eligible for re-admittance – given that a spot is available in the grade(s) requested. Student withdrew because:

- Family's financial situation that the school cannot support;
- Family relocated out of the area;
- Based on mutual agreement between the parents and the school administration – it is in the best interest of the child to move them (i.e., child needs to repeat a grade, or receive temporary specialized services)
- When withdrawing a student for any of the above situations, the school must be given at least 30 days notice prior to the transfer or to the last day of the school year (an exception can be made in the case of a job relocation).

**Ineligible for Re-Admittance** – if a family/student withdraws under any of the following conditions, the student will not be readmitted to the school:

- Student is asked to leave for violation of the school policies or for disciplinary reasons;
- Family withdraws from the school, is re-admitted and withdraws again, for reasons other than financial or family relocation;
- There is a potential or actual conflict between the school and the student and no effort is made on the part of the family to resolve it with the school administration – the child is simply withdrawn.

### **III. SCHOOL INFORMATION**

#### **SCHOOL HOURS**

Daily- 7:50 AM to 2:50 PM

Half Day- 7:50 AM to 12:00 PM

**School Fax Machine** – (727) 544-1737

**School Website-** [www.shsaints.org](http://www.shsaints.org)

#### **ARRIVAL**

Please see Appendix #3 for a Morning Arrival Diagram.

#### **FRIDAY MORNING ASSEMBLY**

Parents are welcome to join us for Friday Morning Assemblies every Friday at 7:50 AM.

#### **AFTERNOON DISMISSAL**

Please see Appendix #4 for an Afternoon Dismissal Diagram.

Any family who remains at school after 3:15 PM will be assessed a late fee of \$1 per minute for each occurrence.

#### **DISMISSAL CHANGES**

A written note from a parent or guardian is required whenever a change in dismissal procedure occurs. Students will not be permitted to call home to make afternoon arrangements. Sacred Heart Catholic School assumes no responsibility for children staying later than 3:15 PM unless the student has registered for an active athletic season. Parents/Guardians and teachers must make arrangements before a child is allowed to stay after school for any other purpose. Students are not permitted to leave the dismissal area and later return to the school grounds.

#### **EARLY PICK UP**

If it is necessary to pick-up a student before 2:50 PM, a written note from the parent notifying the teacher is required the morning of the early dismissal. Upon the parent's/guardian's arrival at the school office, the parent/guardian will sign their student out. The student will then be called. If a student will be going home with another parent/guardian that is an authorized pick-up person, the parent/guardian must call the school office or email the teacher before lunch. If the other parent/guardian is not an unauthorized pick-up person, a written note is required.

**At NO TIME is a parent/guardian permitted to go to the classroom to pick-up a child without permission from the school office.**

#### **BIKERS AND WALKERS**

Written permission must be sent to the school office by the parent/guardian for a child to be released by school personnel to walk or ride a bike home after school or after team/club events.

**AFTER SCHOOL ACTIVITY PICK UP**

Students involved in school-sponsored after school activities must be supervised by an adult at all times. Only club or team members may stay for meetings or practice.

Any student who remains after school following club or team events who does not have written permission from a parent/guardian to walk or ride a bike home will be assessed a late penalty of \$1 per minute beginning five (5) minutes after the scheduled end time of the activity.

## **IV. ATTENDANCE**

### **ABSENCES**

State of Florida Law requires those children between the ages of 5 and 16 attend school. Regular attendance and punctuality have a marked influence upon scholastic achievement. Attendance is an essential element to good progress in school.

All absences must be reported to the school office by 9:00AM the day the child is absent. The communication must include: 1) the child's full name, 2) date(s) of absence, and 3) the nature of illness or reason for absence. As a safety procedure, if a child is absent and the parents/guardians have not called, the school will attempt to contact the parents/guardians.

If a child has contracted a contagious disease, the child must have a doctor's note to return to school. If a child is absent for three (3) consecutive days or more, a doctor's note regarding the nature of the illness is necessary in order for the child to return to school.

Students should not be permitted to return to school unless well enough to participate in school activities. Students must be present for at least four (4) hours of the school day to be considered present that day. In order to participate in any after school activities, students must be present on that day. Students who are absent more than 20 school days during the year may be under administrative review for academic retention and may be asked to withdraw from Sacred Heart Catholic School.

Students who are absent are required to make up work missed in each class. If a student is out for only one or two days, upon return to school, the student should meet with the teacher about the work missed. The student will be given a deadline by the teacher to complete and turn in these assignments. It is the responsibility of the student to see that the work is completed. The student may log on to the portal (i.e. FACTS SIS (formerly RenWeb) or Google Classroom) to check the homework missed. If work is not made up by the deadline specified by the teacher, the grade for work missed may be recorded as a zero.

In the case of prolonged medical absence, lasting three or more days, parents/guardians may request make-up work. Due to teaching schedules, it may take up to 24 hours to have materials prepared for pick up in the school office. Based on the number of days absent and the amount of work missed, a reasonable amount of time will be allowed for its completion.

Any student who is absent on the day of a scheduled summative assessment will be expected to make it up upon his/her return to school. For every day a student is absent, he/she has that number of days to make up the summative assessment (i.e. 1 day missed = 1 day for summative assessment.) It is the student's responsibility to speak with his/her teacher regarding missed assessments. In the event of multiple-day absences, the teacher will determine when all assessments will be taken.

It is the responsibility of the student and parent to see that the work is completed.

Families are strongly encouraged to plan vacations during scheduled school vacations. Any vacation related absences will be included in the student's total number of absences.

## **TARDINESS**

Homeroom is the beginning of the school day for all students and it is important that they be present and on time. Homeroom/Friday Morning Assembly is the time we gather as a school family for a thought for the day, morning prayer, the Pledge of Allegiance to our country's flag and to rededicate ourselves daily to our mission as a school.

## **EXCESSIVE TARDIES AND ABSENCES**

Ten (10) tardies in a trimester are considered excessive. A notification will be sent home on the tenth tardy. A conference with the school counselor, a school administrator and homeroom teacher will be mandatory.

Six (6) absences in a trimester are considered excessive. A notification will be sent home on the sixth absence. A conference with the school counselor and homeroom teacher will be mandatory. On the seventh absence, consequences may be given. If your child is going to be out for any length of time due to a family commitment, please send a note to the school office at least a week in advance.

## **APPOINTMENTS**

Dental, medical and other appointments should be made outside school hours, when possible. If they must be attended to during school hours, the parent/guardian will provide the explanation at the time the student is signed out.

## **6A-1.09512 EQUIVALENT MINIMUM SCHOOL TERM FOR COMPULSORY ATTENDANCE PURPOSES**

Any child of compulsory school attendance age, who is enrolled in a non-public school pursuant to section 1002.42, F.S., shall be deemed to be in compliance with the compulsory attendance requirements of section 1003.21(1)(a), F.S., provided the child maintains regular attendance during the entire school term of either:

- (1) One hundred eighty (180) actual school days determined as prescribed by section 1011.60(2), F.S., or
- (2) A minimum of one hundred seventy (170) actual school days and the hourly equivalent of one hundred eighty (180) actual school days, determined as prescribed below:
  - (a) Kindergarten: Five hundred forty (540) net instructional hours.
  - (b) Grades 1-3: Seven hundred twenty (720) net instructional hours.
  - (c) Grades 4-12: Nine hundred (900) net instructional hours.

*Rulemaking Authority 1001.02, 1011.60(2) FS. Law Implemented 1002.42, 1003.21, 1011.60 FS. History—New 4-21-80, Formerly 6A-1.9512.*

## V. STUDENT UNIFORM AND APPEARANCE

Please label all student clothing and personal belongings, including sneakers, with your student's full name.

**Provider:** Risse Brothers School Uniforms is the official Sacred Heart Catholic School uniform provider.

### To Purchase Uniforms

- **Online:** Go to <https://www.rissebrothers.com/shop.cfm> and create or sign-in to your account.
- **In Person:** 11701 South Belcher Road, Suite 128-130, Largo
  - **Phone:** (727) 448-0357

### UNIFORM REQUIREMENTS

**Pre-K:** Students do not wear a uniform. Socks and comfortable shoes are required. Sandals are not considered appropriate footwear and are not permitted.

#### Girls

- Burgundy/Gray plaid jumper (K-3 only)
  - Burgundy/Gray plaid A-Line skirt/skort (K-8)
  - Gray solid A-line skirt/skort (K-8)
  - Gray walking shorts or slacks
  - Black, brown, or gray belt
  - White or burgundy interlock/mesh polo with SHCS logo
  - Burgundy/Gray sweatshirt: crew neck (k-8)
- \*Only plain white t-shirts OR PE t-shirts may be worn under the uniform shirt

**Skirts and shorts must be loose fitting and extend beyond the fingertip.**

#### Boys:

- Gray shorts or slacks
  - Black, brown, or gray belt (optional)
  - White or burgundy interlock/mesh polo with SHCS logo
  - Burgundy/Gray sweatshirt: crew neck (k-8)
- \*Only plain white t-shirts OR PE t-shirts may be worn under the uniform shirt

All slacks, shorts, and skirts must be worn at the waist. All shirts must be tucked in so the waistband or belt can be seen.

### Cold Weather Clothing

- Clothing without the SHCS logo can be worn to and from school ONLY.
- ONLY burgundy/gray sweaters, fleece, or crew neck sweatshirts (no hoodies) with the SHCS logo may be worn in the classrooms, hallways and offices of SHCS. Black, white, or gray turtlenecks or long-sleeve shirts may be worn underneath the polo shirts.
- No other jackets, sweaters and/or sweatshirts may be worn at any time during the school day.

### Shoes and Socks

- Shoes must be black or white with no accented colors. Any shoes with colors showing that are not acceptable will result in a uniform violation and the family will be asked to replace the shoes with shoes in compliance within five (5) school days.

- White, black, or burgundy socks or tights.
- Sandals and wheeled shoes are prohibited – Heels are prohibited.
- For safety reasons, all shoes must be tied/velcroed.

### **Physical Education (PE) Uniform**

The PE uniform may only be worn on a student's assigned PE days. If a student is wearing any part of their PE Uniform on a non-PE day, they will be sent to the office to change and may receive a Uniform Infraction.

- SHCS t-shirt with Sacred Heart logo
- Solid black uniform shorts with school logo
- **Shoes must comply with the uniform policy. ONLY comfortable/supportive athletic shoes.**
- **No dress shoes, heels, flats, wheel shoes or Mary Janes are allowed for PE.**
- Black, burgundy, or gray sweatshirts and sweatpants on cold weather days.

### **Body Tattoos, Body Piercings, Makeup and Nail Polish are strictly prohibited.**

#### **Jewelry**

- One (1) wristwatch
  - **NO smartwatches of any kind** (i.e. Apple Watch, Android Watch, etc.) may be worn at any time, even if their "smart" functions can be 'turned off.')
- Medical ID bracelet, if appropriate
- One (1) pair post or small hoop earrings, One (1) in each lower lobe only (girls only)
- Earrings on boys are not permitted.
- If any accessory detracts from the educational environment, parents will be notified and the item will be disallowed.

#### **Spirit Day**

PE t-shirts OR spirit shirts with uniform shorts/skorts/pants OR jeans (NO ripped jeans) and sneakers (only PE appropriate shoes allowed). All other uniform rules apply.

#### **Sunday's Best**

##### **Girls:**

- Dress or skirt, 2-inches above the knee or below
- Dress pants: Black, brown, gray, green, blue slacks (no shorts or jeans)
- Shoes: closed toe shoes only; heels are prohibited
- Shoulders must be covered: no sleeveless dress or blouse

##### **Boys:**

- Dress pants: Black, brown, gray, green, blue slacks (no shorts or jeans)
- Polo shirt or button-down dress shirt
- Ties allowed, but not required
- Same shoe requirements as standard uniform

**Book Bags and Backpacks:** Student backpacks should be large enough to accommodate student supplies as is grade level appropriate.

## **DRESS DOWN DAYS**

On dress down days, students may come to school in regular clothes. The guidelines for dress on these days consist of the following:

- Shirts must cover shoulders and midriff areas. Tank tops, midriff or spaghetti strap shirts are not permitted.
- Any clothing with rips, tears or holes are not permitted.
- Jeggings, stretch pants, or exercise pants (yoga pants) are never permitted.
- Short and skirt length may be no shorter than fingertip length.
- All shorts, pants or skirts must be worn at the hips or above.
- Shoes must have closed toes and closed heels. SANDALS, CROCS OR SKATE SHOES ARE NOT PERMITTED. Shoes with wedges or heels must not be higher than 1 inch, for safety purposes.
- Hats and/or hoodies are not permitted in doors.
- Any dress apparel with messages on them will not be allowed if the messages are contrary to the teachings of the Catholic Church or if the messages are anti-social or substance abuse related.

If proper dress down is not followed, students may be asked to report to the office for a change of clothes. This can be done at the discretion of the classroom teacher or the administration team.

Dress for dances, social events, sporting events and all extracurricular school related events should follow these same guidelines.

## **SAINTS SPIRIT DAY**

Once a month, usually the last Friday, is a school spirit day. Students may wear regular P.E. clothes, or a Saints spirit shirt with jeans. No ripped jeans may be worn.

## **OVERALL APPEARANCE**

### **Hair**

Hair should be neat and orderly. Extreme hairstyles as determined by school administration and artificially colored hair that is distracting is not permitted. Girls' hair accessories should be kept small and not be a distraction. Hair should not hang over the eyes. The length of boys' hair must be above the top of the collar when the head is held in an upright position.

### **Privilege of Sacred Heart Uniform:**

It is a privilege to wear a Sacred Heart Catholic School uniform. It should be worn properly, be in good repair and be complete. Uniform items with holes are to be repaired or replaced. Students are required to return home as they were sent to school, i.e., orderly and in full uniform. All shorts and skirts should be worn so that they fit at the waist, not rolled at the waist or hanging down around the hips. Sweatpants may be worn under or over school uniforms, only on extreme cold days. All students have the option of long uniform pants on cold weather days.

Students who are out of uniform may be removed from class and parents/guardians will be called to bring a complete uniform. Uniform infractions are a disciplinary offense.

## VI. ACADEMIC PROGRAM

### BOOKS

Hardback books should be treated with particular care, since they are utilized by students over a period of years. It is best practice to keep all hard-bound books covered, and the covers are to be kept clean and in good repair. Students are responsible to pay a fine or replacement fee for damaged or lost textbooks and library books.

### BEST GRADING PRACTICES (K-8) Office of Catholic Schools and Centers Diocese of St. Petersburg

#### Philosophy

We believe...

- Students should have a clear understanding of the learning objectives.
- Our system of grading should be timely, specific, fair and accurate.
- Grades should be based on a well-defined set of standards.
- Grades should be an accurate measure of a student's ability to demonstrate understanding.
- Criteria that are not a direct measure of student learning, such as work habits and behavior, should be reported separately from the academic grade.
- Assessments are critical to the teaching and learning process.

#### Purpose of Assessment

An assessment is defined as any instrument that is able to indicate or provide feedback on student achievement or performance. The purpose of an assessment may be summarized as follows:

1. To provide information to students in regard to their progress towards mastery of a learning standard(s). In addition, it provides information for self-evaluation and the incentives to learn.
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To allow teachers to use assessment data to plan instruction that will meet the needs of students.
4. To communicate information to parents/guardians about student achievement and performance in school.

#### Types of Assessments

While assessments will take many forms and types, they will be grouped under two broad categories.

- **Formative**- Whenever a student learns new material, he or she needs time to practice and gain familiarity with the material. It is expected that the student will make mistakes during this learning process. Any work done during this learning period is considered *formative*. The purpose of a *formative* assessment is to evaluate where a student is in the learning process, diagnose any problems, and motivate and help the student learn the material. Formative assessments also inform the teacher of learning areas that may need reinforcement or re-teaching.
- **Summative**- After a student has had instruction and practice on a topic, including assessments of a formative nature, it is then necessary to evaluate mastery of understanding, content or skills. The purpose of a summative assessment is to evaluate how well a student knows and understands the material.

#### Purpose of Grades

A grade is a recorded score derived from an assessment or assessments. The purpose of grades may be summarized as follows:

1. To provide information to students with regard to their performance relative to the learning standard(s).
2. To provide information to teachers on the individual student's level of mastery of the content/skill.
3. To communicate information to parents/guardians about student achievement and performance in school.
4. To document student performance for transcripts.

## The Grade Composition

In order to represent an accurate measure of student performance, the academic trimester grade needs to be based on work that is evaluated for an appropriate level of mastery of the standards. Summative assessments will therefore be the primary constituent of the trimester grade. They will account for no less than 70% of the trimester grade. Formative assessments will account for no more than 30% of the trimester grade.

1. All grading is done using the 100-point scale.
2. The lowest “earned” grade is 50.
  - a. An “earned” grade is derived from any assessment that is attempted and handed in.
  - b. An attempted assessment is one where the student has made a diligent attempt to follow the instructions and complete the assessment.
3. Assessments not attempted or not handed in will receive zero points.

Completed student work will be assessed and is a direct measure of student learning. Non-academic attributes will be reported separately. Please see *Section G: Reporting Approaches to Learning* and *Section 5: Conduct*.

## Grading Scale

Letter Grade	% Score
A	90-100
B	80-89
C	70-79
D	60-69
F	50-59

## Reporting Approaches to Learning

Our Catholic schools recognize that the cultivation of good behavioral and learning habits and behaviors support learning in the long run.

## Approaches to Learning (ATL)

While schools may create their own rubric for ATL, the principles of Organization, Communication/Collaboration and Reflective Thinking should be the focus for all ATL behaviors. The following are the indicators of Organization, Communication/Collaboration and Reflective Thinking.

- *Organization*
  - Prepared for class
  - Punctual with homework and in-class assignments
  - Completed homework and in-class assignments
- *Collaboration & Communication*
  - Participates in class
  - Attentive and engaged during instruction
  - Demonstrates helpfulness and teamwork
- *Reflection & Personal Initiative*
  - Open to teacher help and correction
  - Makes effort to improve behavior/performance by seeking help when needed
  - Makes time for personal study and improvement

## **Other Matters on Assessment and Grades**

### **Honor Roll**

Honor Roll is awarded to students who encompass merit and integrity that result in academic and behavioral success.

Honor Roll eligibility is determined by:

- a. Grades in all subject areas
- b. Approaches to Learning (ATL) in all classes
- c. Conduct in all classes

Students can earn Principal's Honors of Honors. Eligibility requirements are as follows:

- Principal's Honors
  - No grade lower than a A
  - 3 or 4 in ATL
  - 3 or 4 in Conduct
- Honors
  - All grades are a B or higher
  - 3 or 4 in ATL
  - 3 or 4 in Conduct

### **Retakes**

*The focus of our Catholic schools is to always encourage and support the learning process that leads to mastery. This retake policy supports this emphasis on learning and relearning. Teachers have the discretion to refuse retakes to students who do not fully engage in the learning process prior to the summative.*

The following retake policy is designed to encourage relearning on the part of the student.

### **Criteria for Retakes**

- Grades K-5
  - The retake process is initiated by the teacher. The teacher will communicate with the parent/guardian when a retake is necessary.
  - A student may retake a summative once.
  - Students may be required to participate in additional practice in order to qualify for a retake.
- Grades 6-8
  - The retake process **must** be initiated by the student.
  - A student may retake a summative once.
  - The Application for a Retake should be completed by the student (with parent/guardian, if needed), signed by student and parent/guardian, and returned to the examining teacher no more than five (5) school days after the grade has been posted.
  - On the Application for a Retake, the student will identify the deficient standards/topics and include a clear learning plan and timeline to close the learning gap.
  - Students may be required to participate in additional practice in order to qualify for a retake.
- **Limitations and Deadlines**
  - Only one retake will be allowed per summative.
  - All graded formative assessments must be completed prior to the original summative.
  - The retake for any summative in a unit must be completed before the date of the first summative of the following unit.
  - Semester/Trimester exams and summatives that are extended projects with ongoing feedback and clear completion deadlines do not qualify for retakes.
  - The student will forfeit the retake opportunity if either the scheduled retake date or a scheduled

teacher required additional practice is missed, unless excused or rescheduled by the teacher.

- **Teacher Facilitations**

- Teachers will group summative assessments around specific learning standards to help the student identify deficiencies and plan a successful retake. Teachers will post retake dates when the summative assessments are returned.
- The retake will only assess the deficient standards, allowing the student to focus on closing the learning gap and improving the assessment score. The higher grade (out of the retake or the original grade) will be recorded for credit in the grade book.
- Teachers have discretion and may require that a student complete missing ungraded assignments correlated to the deficiencies before the retake is administered.
- Teachers have discretion over the format of the retake assessment.

***Teachers reserve the right to deny a student from a retake before, during, or after the retake form is completed if the teacher can show due cause as to why there should not be a retake. This may include, but is not limited to, situations that involve academic dishonesty.***

### **INTERNET AND TECHNOLOGY USAGE BY STUDENTS**

All school families must have a signed Technology Acceptable Use Policy form in order to access the Internet or utilize the computers/tablets on school property. When signing the Technology Acceptable Use Policy, Parents/Guardians are accepting financial responsibility in the event a student damages their assigned Chromebook beyond repair. The policy also outlines acceptable use for students using school accounts and school provided devices.

Due to media release guidelines, no school related videos or pictures are to be posted on YouTube or any other online sharing site without the stated permission of the school administration.

### **PROMOTION / RETENTION / REMEDIATION**

In order for a student in the primary grades (K, 1, and 2) to be promoted to the next grade, he/she must demonstrate an overall mastery in the areas of Language Arts (Reading, Grammar, Composition, Spelling) and Mathematics skills, as indicated on the report card.

The core subjects for students in grades three through eight in the Catholic Schools of the Diocese of St. Petersburg include: **Religion, Math, Language Arts, Science, and Social Studies**. A student enrolled in a Catholic school who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the school principal. Failure of three or more core subjects will result in retention.

The following criteria must be met with regard to the remediation process:

1. Remediation must take place in one of the following ways:
  - a. By a teacher certified in the subject area contracted by the parent/guardian and approved by the school principal;
  - b. In a remediation program which has been approved by the school principal.  
\*Neither the student's current teacher, nor any teacher who presumably will be the subject area teacher in the future, may tutor or provide remediation for a student.
2. Prior to the beginning of the next school year, the school principal must receive:
  - a. Validation of attendance;
  - b. Proof of proficiency in the subject area(s), including work samples and test scores.

\*Failure to meet remediation guidelines will result in retention.

3. The following documentation guidelines will be followed after meeting remediation guidelines:
  - a. The original failing grade is recorded on the permanent record and may not be altered;
  - b. Proof of proficiency in the subject area must be recorded separately on the permanent record card.

Sacred Heart Catholic School reserves the right to withhold a student's report card and FACTS SIS Parent Portal privileges if tuition and/or additional fees are not current, Home and School Meetings not attended, or parent-teacher conferences not attended.

## **RELIGION**

Students attend daily Religion classes that provide the foundation for a clear understanding of Catholic faith and living. The student body has the opportunity for Reconciliation, Mass, and Eucharist on a regular basis.

Para-liturgical celebrations are also scheduled for special feasts. Every effort is made to lead the student to live his/her Christian commitment daily in all he/she does. Parents/Guardians are asked to cooperate in the faith formation of their children, especially through the example of their own Christian living in the circumstances of each day and in their faithful observance of the Sunday obligation.

## **REPORT CARDS**

Report cards are distributed three (3) times a year and will be distributed in November and February, with the final report card emailed to families on the last day of school.

## **STUDENT RECORDS**

The student permanent record card contains the following information: student's full name and any known changes there to due to adoption; authenticated birth date, place of birth, race, and sex; last known address of student; names of student's parent(s) or guardian(s); name and location of last school attended; number of days present and absent; date enrolled; date withdrawn; courses taken and a record of achievement; date of graduation; standardized test results; health data, sacramental information, divorce decree, and custodial information, if applicable. If parents, guardians, or an eligible student (18 years or older and self-supporting) wishes to view this record, this request must be made in writing and submitted to the school with no less than twenty-four hours notice. The inspection and review of the record will be held in the presence of the school principal or assistant principal.

## **STANDARDIZED TESTING**

**ASSESSMENT OF RELIGIOUS KNOWLEDGE (ARK):** All students in 2nd-8th grade within the Diocese will take the ARK each year to help determine strengths and areas for growth within the school's faith education program.

**TERRANOVA Next:** All K-8 Catholic schools within the Diocese will now take the TerraNova Next, also to be administered in the spring. The TerraNova Next, similar to the Iowa Assessment, is a standardized achievement and abilities testing program. Sacred Heart students are required to take the TerraNova Next in grades two through eight. Individual student test results are available to parents/guardians.

## VII. CONDUCT

Sacred Heart Catholic School strives to teach and foster self-discipline for the well-being of both the student and the school community and for the creation of a Christian atmosphere for learning. The collaboration of all – parents/guardians, teachers, and students, is necessary to achieve success in this most important area of growth and development. In guiding the students' growth in habits of virtue and Christian attitudes, it is helpful to emphasize the positive, rather than the negative.

Sacred Heart Catholic School exists to provide a Catholic education that will help each student to grow in awareness of God, self, and others, and to develop to his/her full potential, spiritually, academically, and socially. These objectives provide a guide for action in the area of discipline.

### REFERRAL SYSTEM

The objectives of disciplinary procedures are:

- to stop inappropriate action;
- to give students opportunity to explain and reflect on action and cause;
- to modify and/or teach appropriate behavior;
- to keep concerned parties informed.

Students in Pre-Kindergarten through Grade 4, who are in self-contained classrooms, work with their teacher and the School Counselor to develop respect, spirituality, and responsibility. Age-appropriate rewards and consequences are employed.

### Referrals

Fifth through eighth grade students utilize a referral system for correction of misbehaviors during the school day or school activities. Corrections will be made by the teacher or adult in charge immediately, whether verbally or in the form of a referral. The purpose of the referral system is to place responsibility on the child for his/her actions and to keep parents/guardians informed of their child's behavior.

### The Discipline Code includes two (2) types of notices:

**Approaches to Learning (ATL) Notice:** given to a student whose behavior is irresponsible in the area of academics, specifically in the areas of Organization, Communication/Collaboration, and/or Reflection/Personal Initiative.

**Conduct Referral:** given to a student whose behavior violates the expectations of spiritual growth, specifically in the areas of Respect and/or Responsibility.

All notice/referrals will be submitted to and documents in FactSIS by teachers and school administration. Notices and Referrals will be emailed to parents upon submission. Parents are responsible for reviewing the notices and referrals online.

It is recommended that the parent(s)/guardian(s) talk with and guide the student in making some resolution for improvement. Parents/Guardians should schedule a conference with the classroom teacher or person issuing the referral for further explanation should they have questions and/or concerns.

**Please note:** Teachers give serious consideration before issuing a notice/referral. It is important that parents/guardians support this process. If a notice/referral is treated as a serious matter by the parent/guardian, the student will also understand the seriousness of the notice/referral and the need to return it promptly.

## **CONSEQUENCES OF REFERRALS (GRADES 5-8)**

Approaches to Learning (ATL) Notices: The accumulation of five (5) ATL Notices will result in a Conduct Referral.

Conduct Referrals: Students who receive three (3) conduct referrals in one trimester will automatically earn an afternoon detention. Students who earn four (4) referrals or more throughout the year will be referred to the School Discipline Committee, where appropriate consequences will be decided upon. Consequences may include, but are not limited to conferences, detentions, suspensions and/or expulsion. Please note: Some behavior infractions are so severe that a student may be referred to the Discipline Committee prior to their fourth referral. Students who receive six (6) or more conduct notices over the course of the school year will earn an in-school suspension for each subsequent conduct notice, as well as be referred to the school discipline committee for further evaluation..

Eighth Graders who earn more than six (6) Conduct Notices through the course of the school year may lose Eighth Grade Privileges, including, but not limited to earned class privileges and the Eighth Grade Trip.

### **DETENTION**

- Detention dates will be assigned by a school administrator.
- Students must serve the detention on the designated day.
- The detention takes precedence over any other activity/appointment.
- If a student arrives late for a detention he/she will be given one lunch detention on the next available day.
- If a student does not show up for detention, he/she will be given two lunch detentions on the next available days.

### **SUSPENSION**

- Administration will specify day(s) of suspension.
- Suspension is the temporary removal of the student from his/her regular program for a period not to exceed ten (10) school days. The times of suspension may be served either in or out of school. Suspension from school is a severe disciplinary consequence and is imposed only for severe misconduct at the discretion of the administration.

### **EXPULSION**

Expulsion is the permanent removal of the student from the school. Expulsion of a student from a Catholic school is serious and is invoked only as a last resort. If the serious nature of the situation warrants (i.e. drugs, alcohol, assault, vandalism, lack of parent support, etc.), expulsion may be imposed against a student for a first-time offense. The Principal/Superintendent has the discretion and final authority regarding the expulsion of students. The Diocesan Office of Catholic Schools and Centers will be consulted in all situations where an expulsion is warranted.

Because it is impossible to foresee all behavior problems which may arise, the administrator(s) reserves the right, when necessary, to take appropriate disciplinary action in response to these problems, even though that action may not be specified in this Handbook. If a difference of opinion occurs between the administrator(s) and the student, or his/her parent(s)/guardian(s), and no other approaches to resolution of this difference of opinion are appropriate or successful, the administrator(s) will offer the family the appeals process established by the Diocese of St. Petersburg's Office of Schools and Centers.

## **ILLEGAL SUBSTANCES**

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

## **PHYSICAL RESTRAINT**

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom, or at a school activity or event, to prevent a student from harming him/herself, other students, and/or school/staff property.

## **SEARCH AND SEIZURE**

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

## **VANDALISM AND PROPERTY DAMAGE**

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

## **HARASSMENT POLICY**

Sacred Heart Catholic School strives to establish a Christian, professional and supportive educational community for administrators, faculty and staff, parents/guardians, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools/centers that addresses behaviors that interfere with fulfilling the school's mission. We, at Sacred Heart Catholic School, condemn any form of harassment. Concerns should be reported directly to the school counselor and/or school administration. All credible allegations will be addressed confidentially and according to the Diocesan policy.

Students should be aware that name-calling, teasing, bullying, and verbal or physical threats, whether made in person or through electronic communication, are forms of harassment, and are unacceptable in our Catholic/Christian environment. Under federal and state laws (Florida Statutes 111.32) and as well as Diocesan policies, sexual harassment is illegal and is prohibited in school settings. Harassment of any kind that interferes with a student's right to learn, study, work, achieve, and participate in school activities in a comfortable and supportive atmosphere is unacceptable.

Any student and/or parent/guardian who reports alleged bullying at school is required to complete the Bullying Complaint Report Form. This form is to report concerns of bullying to the school counselor/administration.

Parents/Guardians and/or students may use this form to report allegations of bullying. Per the policy, bullying is defined as:

- Unwanted aggressive behavior,
- Involves a real OR perceived imbalance of power, AND
- Is repeated or has the potential to be repeated overtime.

All three parts of this definition must be present in a situation to be considered bullying. Please understand that not all negative peer conflict is actually bullying. Please note: this form can be obtained through the School Counselor's Office.

In keeping with the Christian regard for the dignity of each person, no form of harassment will be tolerated at

Sacred Heart Catholic School and could lead to suspension and/or expulsion.

## **SOCIAL MEDIA POLICY**

Parents are encouraged to monitor their children's social media usage. The school cannot apply consequences for interactions between students via social media. However, if interactions on social media begin to impact the school day, disciplinary action may be taken including but not limited to loss of privileges, detentions, suspensions and/or expulsions.

## **VALUABLES AND ELECTRONIC DEVICES**

Valuables should not be brought to school when possible. If a cell phone or tablet is brought to school, it must remain powered off for the duration of the school day. Middle school students will turn their cell phones and tablets into their homeroom teacher and the phones will be kept in the front office for the duration of the school day.

Consequences for failing to abide by this rule are:

- **First Offense:** one (1) after school detention. A student violating this policy will have his/her cell phone/electronic device confiscated. A confiscated cell phone/electronic device will be returned only to the student's parent or guardian.
- **Second Offense:** one (1) day in-school suspension. The student is unable to have phones on campus for the remainder of the school year. A student violating this policy will have his/her cell phone/electronic device confiscated. A confiscated cell phone/electronic device will be returned only to the student's parent or guardian.

**Children who have exhibited unsatisfactory conduct during the year will be in jeopardy of not being accepted back into Sacred Heart Catholic School for the following year.**

## VIII. SCHOOL COMMUNICATIONS

### COMMUNICATIONS

All communications relating to Sacred Heart Catholic School activities, events, personnel, or students, whether oral or written, created to be distributed to the parish, school families, the community at large, or the media, must be submitted in advance and approved by the school principal. This includes press releases, photography, video, film, newsletter, solicitation letters, bulletins, annual publications, and video productions. Communications between the school and the home takes place through a variety of ways:

### ELECTRONIC MAILINGS

Newsletters, messages, updates, and Information Packets will be sent via email or text message with possible PDF attachments. Families are encouraged to print and/or read and disseminate the information accordingly. Other communications may be emailed as needed. Bi-weekly, parents/guardians will receive a “*Saints and Scholars News*” email from the school, which contains pertinent school information.

### FAMILY HANDBOOK

The Family Handbook contains the rules, expectations, and other pertinent information of Sacred Heart Catholic School. Families and students will be required to sign off that they have read and understood this Handbook in order to attend Sacred Heart Catholic School.

### HOME AND SCHOOL MEETINGS

The general Home and School meetings are held three times a year in a general assembly or information booth at a parent/guardian night. **Attendance is required at Home and School Meetings.** The dates for the meetings are printed on the annual calendar and disseminated via the electronic updates. General assembly meetings are held in the school building and in the Parish Center and begin promptly at 6:00PM and end by 7:30PM; information booths will be in the school building during conferences.

### CONFERENCES

There will be three conference days for families to choose from during the school year, two of which are mandatory. These conferences are designed to be “Student Led Conferences,” and therefore, students are required to attend with their parent(s)/guardian(s). This is an opportunity for students to take ownership of their schoolwork and behavior, celebrate successes, and develop an action plan to correct any issues and/or areas of growth.

If parents would like to schedule additional conferences, they should contact the teachers directly. Teachers will schedule additional conferences in a timely manner, at a mutually convenient time. **All teachers should be given the professional courtesy of preparing for a conference before it is held. Therefore, the teacher(s) should be provided the courtesy of being made aware of your specific concern prior to the conference.** Impromptu discussions in homeroom/hallway/carline and/or unannounced visits for a conference are never appropriate. Sacred Heart Catholic School reserves the right to ask that students NOT attend a parent-teacher conference; however, teachers may request for students to be present.

All faculty/staff members of Sacred Heart Catholic School promise prompt attention to problems, privacy in discussing matters, professional courtesy, respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. Communication is the most effective method of understanding and problem solving. Communication and cooperation between student, parent/guardian, teacher, and administration is essential. If at any time a parent/guardian has a concern pertaining to their child in a school situation, we ask that the child’s teacher be contacted as soon as possible.

## **Conference Request Sequence**

### **Conduct/Discipline Concerns**

1. Teacher or Staff Member
2. Assistant Principal/School Counselor (if needed)
3. Assistant Principal and Principal
4. Principal and Superintendent

### **Academic/Classroom Concerns**

1. Teacher or Staff Member
2. Principal and Assistant Principal/School Counselor (if needed)
3. Principal and Superintendent

**Parents/Guardians should discuss with the classroom teacher or staff member before going to the next step.**

## **TELEPHONE CALLS**

Telephone calls should be limited to emergencies. Students may not be called to the phone. Only in cases of emergency will messages be relayed to the student. In case of illness or injury, parents/guardians of the students will be called. It is essential that any change in home or work phone number be communicated to the School Office.

If for some unforeseen circumstance, an after-school activity is canceled, or with the Principal's authorization, students will be allowed to use the office phone. Please read all school information carefully, so that phone calls to the school office can be kept to a minimum.

## **PARENT TO STAFF MESSAGES**

Enclose all correspondence to school staff in a sealed envelope with the name of the recipient clearly marked on the front. Envelopes addressed to school staff may not be opened by students.

## **ADVERTISEMENTS**

Only flyers provided by the community for not-for-profit organizations which relate to services/activities for children or families of Sacred Heart Catholic School will be included in the monthly electronic mailings.

## **FACTS SIS (formerly RenWeb): SCHOOL INFORMATION SYSTEM**

FACTS SIS is a secure, online communication tool. The objective of the FACTS SIS site is to provide information to parents/guardians about attendance, assignments, Approaches to Learning/Conduct Referrals, and numerical grades and to increase communication between the school and home. This communication replaces all paper progress reports in grades 3-8. Parents/guardians should periodically check their child's progress and communicate any concerns to the teacher. Families that are not current with tuition and/or fees or who have not attended mandatory meetings may lose their FACTS SIS privileges.

## **INSTANT ALERT SYSTEM**

Instant Alert broadcasts instant voice and Email messages using a database of parent or guardian contact information. To participate in receiving Instant Alerts: email or text messages, parents/guardians need to supply contact information on their child's registration. Instant Alert is utilized through FACTS SIS and is designed to help eliminate phone tie-ups, miscommunication, unnecessary trips, and other pertinent information that needs to be communicated home, or during an emergency or unplanned event. Any questions regarding the Instant Alert System should be directed to the school office.

### **MEDIA RELEASE AND PERMISSION**

In order for a student's image to be used for any video production or print media which will be seen outside the school, a signed media release form (completed during registration) must be on file in the school office. All media personnel must have prior written consent from the pastor to film, interview, or photograph anyone on parish grounds.

### **CALENDAR**

The official school calendar, which is in compliance with the diocesan school calendar, is posted on the school website. **Any changes and/or additions to the calendar are updated as needed. It is wise to consult the Calendar (on the school website) regularly since this is where changes will be shown.**

## IX. STUDENT LIFE AND RESPONSIBILITIES

### FIELD TRIPS

At the discretion of the classroom teacher, field trips of an educational nature may be taken during the school year. The identity, number of and role of trip chaperones are determined solely by the classroom teacher in advance of the trip. Siblings or other children not in the class are not permitted to attend. Additional parents/guardians are not permitted to visit the same venue(s) of a class trip while the students are present. Parents/Guardians must be willing to assume responsibility for students other than their own child and to follow the teacher's directives for the day. **PARENTS/GUARDIANS WHO CHAPERONE MUST FOLLOW GUIDELINES SET BY THE DIOCESE OF ST. PETERSBURG AND THE SCHOOL.**

### FUNDRAISING

Fundraising using the school name or premises must first be approved by the Principal. The purpose of fundraising activities must support the mission of Sacred Heart Catholic School. The school relies on fundraising activities to help defray the rising cost of educating your child(ren).

### LUNCH

Children may bring their own lunch to school or buy it in the cafeteria. All lunch ordering and payment will be handled through School Eatery. Any questions and concerns should be directed to School Eatery. **No lunches are served on early dismissal days.** No parent/guardian may pick up a child during lunchtime to take them to lunch off campus. Parents/Guardians are welcome to secure a visitor's pass and have lunch with their children at the regularly scheduled time.

### BIRTHDAYS

Students celebrating birthdays may bring in a small prepackaged snack to share with the class on their birthday. If you have questions regarding allergies or dietary restrictions for the class, please contact the homeroom teacher. Invitations to private parties may be distributed at school only under certain conditions. All children in the class must be invited and they must be given **to the teacher** for distribution. The school office, school faculty, or school staff will not accept gift deliveries, i.e. flowers, balloons, etc. for students.

### STUDENT ACTIVITIES

The Sacred Heart Catholic School community desires to join in students' recreation, share with them in friendly conversation, and enjoy the gift of life that God grants. To that end, activities are offered at various stages of a student's life here at Sacred Heart Catholic School to help students develop in a well-rounded, holistic way.

## **X. ATHLETICS**

The Sacred Heart Catholic School athletic program provides athletic activity, training, and competition for the students enrolled in the school. The purpose of the athletic program is to provide athletic experiences for as many of our students as possible and to promote well-rounded students. To this end, the guidelines listed below serve the students, their parents, and the coaches with a program consistent with the mission and philosophy of the school.

Participation is the measure of the program's success. Winning is a desirable outcome of effort, hard work, skill development, and fair play. Losing offers opportunities to learn from mistakes, to plan, to make adjustments, and to improve concentration.

### **CONFERENCE AFFILIATION**

Sacred Heart Catholic School is a member of the Lower Pinellas Catholic Conference (LPCC) and will abide by its guidelines and rules unless noted.

### **ORGANIZATION**

The following sports are offered for boys and girls:

- Basketball
- Soccer
- Track & Field
- Volleyball

In order to provide as much participation as possible, more than one team may be organized at either the varsity or junior varsity level. When sufficient interest exists to organize more than one team, the coaches and director of athletics will determine the make-up of these teams.

Playing time must be appropriate and substantial. Coaches must work diligently to include all student athletes in all contests. Maintaining this participation goal may be difficult in specific athletic contests.

### **COACHES**

Volunteer coaches are recruited for their sincere interest in children. All behavior and language must be consistent with our faith and the purpose of the school. Coaches must arrive on time for practices and competitions and are responsible for supervising the student athletes under their direction. Coaches may not drive students to or from practices or competitions (with the exception of a parent-coach), and they may not leave an athlete unattended. Coaches must always be aware and concerned for the safety of the players.

### **ATHLETIC FORMS**

All parents and participants are required to complete the following forms: Florida Physical Health Screening and Athletic Contract. A licensed physician must complete the Physical Screening form. This must be done **after July 1st** of the year in which the student will be participating. All forms must be completed and turned in PRIOR to tryouts.

### **PARTICIPATION**

The number of participants will be determined by the number of coaches available in any given season. A student, who comes to the try-outs, makes the team and attends the practices will play as long as grades, behavior, and health permit. A student **MUST** attend tryouts to be considered for the team. A player must attend all practices and games. As long as a sufficient number of qualified coaches are available to assure proper instructions and safe

competition, every effort will be made to accommodate the number of participants. A limited number of coaches will limit the number of participants.

### **ATHLETIC ELIGIBILITY**

All participants and parents are required to read, sign, electronically submit and abide by the directives of the school's Athletic Contract. Athletic eligibility depends on a number of worthwhile characteristics. These include, but are not limited to, a student's behavior, academic achievement, and attendance. All of these characteristics must be acceptable to the student's teachers, coaches, and athletic director to allow for participation in the Sacred Heart athletic program. Athletics is an extra-curricular privilege. Classroom requirements, i.e. homework, classwork, tests and projects must be successfully fulfilled in order to participate. In the event of absences from school, the make-up work must be completed prior to the student returning to the sport. Students can return to sports upon the discretion of the teachers with the approval from administration.

To ensure all student athletes are working to their potential in the classroom, grades will be monitored on a regular basis. If any student's current trimester average in a core subject is 64 or below when the bi-weekly eligibility report is generated, the student is placed on academic probation and is not eligible to participate in any athletic competitions or practices. However, he/she may support his/her team by attending his/her sport competition.

If a student is deemed ineligible, this student's ineligible grade will be reviewed weekly. The athlete may regain eligibility as long as the subject average is acceptable and/or they show an upward trend in academic progress as determined by the administration. A student is placed on athletic probation after the first instance of ineligibility. In the event that the student is deemed ineligible a second time, he/she will be removed from the team for the remainder of that sport's season.

An eligibility report will be run the week before tryouts begin for each sport. If a student's academic progress is in question, a letter will be sent home informing the parent that the student may try out but will be in danger of athletic ineligibility if their grades do not meet the above-mentioned criteria.

If a student is deemed ineligible after tryouts, he/she will be placed on probation and the eligibility criteria will be followed:

If a student earns two cumulative F grades in the same grading period in any subject, the student is removed from the team. However, the student will be able to compete in another sport if the failing marks are brought up to passing grades.

If a child is deemed ineligible, the administration notifies the athletic director(s) who, in turn, notifies the parents and the head coach of ineligible students.

Students may NOT participate in practice or competition the days they serve a detention or suspension. They may not practice or compete if they must attend Saturday School until the penalty is served. Students cannot participate in any extra-curricular activity on a day when they have been absent.

All incidents of misbehavior may be addressed with the Code of Conduct. Coaches have the ability to issue verbal warnings, temporarily and/or remove a player from practices or games. If a coach removes a player from a practice or a game, the coach MUST contact the Athletic Director who, in turn, may contact the parent. The director of athletics with the assistance of the administration and the Discipline Committee may issue a detention, or other disciplinary action, if necessary.

## **TRANSPORTATION**

Parents are encouraged to drive to all athletic events. All students who participate in athletics must have transportation to and from the games, either by his/her parents, or by carpools that have been previously arranged by each parent. Parents will be responsible for arranging transportation to and from each athletic event. Parents may not drop their child off at practice or game sites. They **MUST** remain at the practice or game site until the coach arrives.

The athletic director, staff and coaches cannot be responsible for arranging transportation to and from each athletic event. Parents need to be respectful of the coach's and athletic director's time and arrive on time to pick up their child from both practices and athletic competitions.

## **CANCELLATION OF SPORTING EVENTS**

Emergency cancellation of any sporting event will be communicated to the athletes' parents. Please make sure that your contact information is always up-to-date in the school office.

## **UNIFORMS**

Team uniforms are obtained on a rotating schedule as directed by the Athletic Director through the school unless other directives are given. The parents/guardians must purchase uniform accessories such as caps, socks, knee/elbow pads, etc. Any accessory to the uniform bearing the name of Sacred Heart Catholic Schools or SAINTS or the like must be approved for team wear by the Athletic Director in consultation with the Principal. Team members are responsible for their uniforms and must keep them clean and in good repair at all times. If loss or damage occurs, members must pay for their repair or replacement of parts or the whole. At the end of the year, team members must personally turn in their uniforms to their coach fully cleaned.

## **ATHLETIC CALENDAR**

A calendar of the dates and times of practices and games will be issued to parents/guardians and team members at the beginning of the sports season. It is the responsibility of the team member and the parent(s) to arrange to attend practices and games and provide transportation. Should a game or a practice be canceled, team members will be under the supervision of their coach until they are picked up.

## **XI: PARENT/GUARDIAN PARTNERSHIP AND RESPONSIBILITIES**

Enrollment at a Catholic school such as Sacred Heart Catholic School is a privilege. Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents/guardians. However, a situation may arise in which the uncooperative or destructive attitude, actions, or words of parents/guardians so diminishes the effectiveness of the school that the family may be required to withdraw from the school. Parental support of a child's defiance of the school rules is completely unacceptable and will not be tolerated. Therefore, the following *Code of Conduct* has been promulgated by the Office of Catholic Schools and Centers for use in diocesan Catholic schools within the Diocese of St. Petersburg.

*"In Unity We are One in the Lord"*

### **A Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors of Catholic Schools in the Diocese of St. Petersburg**

***"Search Me, O God, and Know My Heart"***

***-Psalm 139***

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of St. Petersburg. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of St. Petersburg.

### **Code of Conduct for Catholic Schools in the Diocese of St. Petersburg**

**The school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in relationship! This beautiful doctrine inspires all of us in Catholic Schools to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. "All rights have to be balanced by responsibilities because we are in a relationship" (Putney, 2005).**

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents/guardians/ caregivers/volunteers and visitors model acceptable behavior always within the school setting, at school sponsored activities or when the school can be involved in any social or professional media. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (*The Code of Canon Law*, Canon 796, Para. 2).

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models

within your child's life. "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators" (*Gravissimum Educationis*, 1965, para. 3).

This Code is designed to guide all stakeholders in their dealings with staff, other parents/guardians, students, and the wider school community. All staff and students at our Catholic schools are guided by similar codes. The Code is written in line with the school's values and expectations. The Code stands beside, but does not of course exclude or replace, the rights and obligations of individuals under common law. All Catholic schools are private property owned by the Roman Catholic Diocese of St. Petersburg.

### **The Gospel and Our Values:**

We are called to emulate Jesus' call to love God and to love each other. We look to the values taught to us in scripture and the Christian belief to guide us, including: **Love** (1 John 4:7-19); **Promoting Life in Abundance** (John 10:10); **Inclusion** (Luke 19: 1-10); **Reconciliation** (Luke 15: 11-32); **Compassion** (Luke 10: 30-37); **Justice** (Matthew 25: 31-46); **Liberation** (Luke 4: 16-21); **Community** (John 15); and **Hope** (Luke 24: 13-35).

### **In living out these Gospel values, we strive to develop the following:**

- An inclusive approach including a non-judgmental and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- Open, positive and honest communication
- The ability to work civilly with other people
- Reverence for Creation
- Trusting relationships
- Responsible actions

### **As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:**

- Support in words and actions the philosophy of Catholic Education
- Work in trust with the school for the common goal of achieving what is best for all
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Help your child/ren to discover that it is more the process that is experienced, rather than the end-product, that makes it all worthwhile
- Model flexibility – encourage healthy problem solving
- Respect the decisions made by the administration, even if you disagree with them.
- Help your child/ren to understand that 'giving of your very best' is what matters rather than always comparing yourself against the capabilities or achievements of others
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Validate that both parents/guardians and teachers work together for the benefit of the child/ren
- Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members

- Support the school in its efforts to maintain a positive teaching and learning environment
- Cast off gossip and hearsay by communicating with the school and always model good manners for your child/ren
- Sustain a positive and co-operative attitude and interact positively with other parents/guardians and members of the school community
- Encourage community building with other parents/guardians in your year, level, and across the school
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises

**Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- To be treated with respect and courtesy by staff, students and other parents/guardians
- To be listened to, and clearly communicated with by the school, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised, usually within 24-48 hours
- To be treated with professionalism by all faculty/staff members

**Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members and other parents/guardians
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Respect teachers' preparation time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- To protect our children do not discuss any grievances or perceived failings in front of them regarding the school
- On excursions, helping in class or on campus, parents/guardians must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies or special events including athletics, concerts, academic and cultural events

**Grievance Process for a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

**Our Catholic schools want to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance:**

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other

designated leadership personnel

3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, you may complete the online form found on the website of the Diocese of St. Petersburg - Office of Catholic Schools and Centers for further facilitation.

**It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.**

Deliberate breaches and inability to respect the Diocese of St. Petersburg – Office of Catholic Schools and Centers Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement.

*Excerpts of this policy have been used by permission of the Diocese of Townsville, AU.*

## **HOME AND SCHOOL ASSOCIATION**

All parents/guardians of Sacred Heart students are members of the Home and School Association, which meets throughout the year to facilitate communication and cooperation between home and school. Parents/guardians are required to attend these meetings that are general assembly, or visit the Home and School booth at student-led conferences. In order to ease the financial burdens faced by the school, the Home and School Association pledges to raise a determined amount of money each year. This can be done only through your support of Home and School fundraising events and your cooperation in the Service Hour Program.

### **Service Hours**

At the time of registration, each individual parent/guardian agrees to give thirty (30) hours of service per school year, consisting of:

- Six (6) hours per festival
- At least four (4) hours for the Auction

Single parent households will be required to do sixteen (16) services (10) hours of service (20 for each household or 10 per parent in single households) to the Home and School Association by May 15<sup>th</sup> of each school year.

The Home and School Association and the School's main office will maintain records of all qualified service hours. It is the parent's responsibility to submit service hours either by signing-in and signing-out at a particular event or by coordinating the number of hours served through the chairman of the event. Notice of all volunteer hours served will be provided to each family at the end of the school year. During the month of May, the Home and School Association/Main Office will submit a list to the Principal of the names of any families who have not completed their required hours and the number of hours owed by each family. **Each parent will be billed \$25.00 per hour for the unfulfilled hours.**

## **HOMEROOM PARENTS**

Each class has one or two volunteer parents who will assist the teachers for special projects. Home and School Association and teachers direct the activities of the homeroom parent.

## **VOLUNTEERS**

Diocesan policy dictates "...that any unpaid person who is engaged or involved in any diocesan institution or parish activity, and who is entrusted with the care or supervision of children...be screened. "Volunteers will be asked to complete a Level II Federal Background Screening (fingerprinting).

### **Note:**

- **Any adult chaperone or volunteer must also complete the Safe Environment Training mandated by the Diocese.**
- **All volunteers must report to the school office upon arrival where a visitor's pass will be issued. This pass must be visible at all times while on campus. A valid photo ID is required.**

## **VOLUNTEER DRIVERS**

The Diocesan policy concerning volunteer drivers is as follows:

Anyone providing transportation for school/center activities must have a valid Florida driver's license and his/her own automobile liability insurance with limits of at least \$100,000 bodily injury for each person and \$300,000 bodily injury for each accident, and property damage liability limit of \$50,000. The vehicle to be used must be in safe operating condition and occupancy must not exceed the maximum number of occupants for that vehicle. The Diocese of St. Petersburg does provide insurance coverage, but only as a secondary source to your own insurance since Florida Law requires the owner of a vehicle to be insured. In order to be covered under the Diocesan plan, proof of insurance must be furnished. A photocopy of the volunteer's **driver's license, automobile registration and insurance card** is required.

Sacred Heart Catholic School adheres to this policy. Therefore,

- The driver must have come into the school office to complete the Volunteer Driver form and submit their driver's license, automobile registration and insurance card for copying. (This must be updated each school year.)
- It is helpful to complete the Volunteer Driver form and submit documentation of insurance, registration and driver's license several days prior to the event.
- The Volunteer Driver regulations apply not only for school field trips but also for any school sponsored events, club outings and/or events for which the school distributes a permission form.

## **XII. SAFETY AND SECURITY**

### **ANIMALS**

For reasons of safety, no pets from home may be brought to the school for show and tell or for any other reason. The only exception to this directive will be afforded to those who rely on the use of service animals (e.g., service dogs that help the blind and the deaf) and who are thus protected by civil law. Class pets in cages may be permitted.

### **ASBESTOS MANAGEMENT**

The Facilities/Maintenance Department for Sacred Heart Catholic Church maintains the Sacred Heart Catholic School Asbestos Management Plan.

### **CHILD ABUSE REPORTING**

More than 1 million children are victims of child abuse and neglect each year, according to state child protective service agencies. Many victims don't receive help because they are not reported to the system. These abused and neglected children span all ages, races, religions and socio-economic backgrounds. Child maltreatment includes actions that result in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse or exploitation of a child under age 18 by a parent or caretaker.

Teachers and school staff are trained to recognize signs of abuse and neglect. If a student should report what is suspected to be abuse or asks for help in this regard, the school staff member is **REQUIRED** to make a report to the Department of Children and Family Services (DCF). It is not the responsibility of the school to launch a full investigation. DCF will make the determination of whether the report requires further investigation.

Florida Statute, 415 states that “any person, including, but not limited to, physician, osteopath, medical examiner, chiropractor, nurse, or hospital personnel, other health or mental health professional, practitioner who relies on spiritual healing, school teacher, official or personnel, social worker, day care center worker, or other professional child care, foster care, residential or institutional worker, law enforcement officer who knows or has reasonable cause to suspect, that a child is abused or neglected shall report such knowledge or suspicion to the Florida Abuse Registry immediately.”

The professional staff in a Catholic school has a moral and ethical mandate to ensure the safety of each child by state of Florida certification standards, National Catholic Education Association guidelines, Florida Catholic Conference Accreditation standards, Southern Association of Schools and Colleges standards and Diocesan guidelines.

The State of Florida mandates that any professional working directly with children must report any suspicion of abuse, neglect, exploitation or endangerment of a child to the Department of Children and Families. (F.S., 415) According to this law, those professionals, acting in good faith, who report such allegations to proper authorities under the law are held harmless.

Once a report is made, the investigation is in the hands of DCF. The school will follow all directives given them by this agency and any other law enforcement officers or judicial entities. A request will be made by the school to DCF to notify the parent of the report. DCF may deny this request.

## **EVACUATION**

In case of total school evacuation, students will be escorted, by SHCS faculty/staff, to the following location(s):

### **EVACUATION LOCATION #1:**

- In the event that Sacred Heart Catholic School (SHCS) needs to evacuate the premises, students will walk (accompanied by SHCS faculty/staff) to ***Morning Star Catholic School***, located at 4661 80<sup>th</sup> Avenue North, Pinellas Park, FL 33781.
- In order to reunite the parents/guardians and children, all parents/guardians will be contacted, via text message, phone call, and/or email, using FACTS SIS, our School Information System/Database.

### **EVACUATION LOCATION #2:**

- In the event that Sacred Heart Catholic School (SHCS) needs to evacuate the premises beyond our first evacuation location, students will walk (accompanied by SHCS faculty/staff) to the ***Pinellas Park Performing Arts Center***, located at 4951 78<sup>th</sup> Avenue North, Pinellas Park, FL 33781. This location was determined in cooperation with the City of Pinellas Park and the Diocesan Office of Catholic Schools and Centers.
- In order to reunite the parents/guardians and children, all parents/guardians will be contacted, via text message, phone call, and/or email, using FACTS SIS, our School Information System/Database.

## **EMERGENCY RESPONSE PLAN**

In the event of a crisis at Sacred Heart Catholic School, a diocesan crisis intervention team may be called in to assist administration, faculty, staff, students or parents/guardians as the situation warrants. The school's Emergency Response Plan, by Florida Law, is not a public record and will not be released for viewing by parents, guardians, or anyone other than the faculty and the school crisis team members.

## **HURRICANE PREPAREDNESS**

Diocesan policy requires that in case of closure due to hurricane warning or aftermath that two closure days will be forgiven and any days missed beyond two will be made up. The school calendar denotes the holidays that may be used as Hurricane Make-Up Days. If Pinellas County Schools are closed due to the threat of hurricane/bad weather/flood, SHCS is closed as well.] To ensure student and staff safety if conditions warrant, the Principal, in consultation with the Superintendent, may choose to close the school regardless of Pinellas County's actions.

## **INSURANCE**

Each child is covered for student accidents by a secondary insurance coverage provided by the Diocese of St. Petersburg. Participation is mandatory and is paid for through the annual school fees. Coverage applies during all school activities, and includes accidents that occur when the student is traveling between home and school. Accidents should be reported directly to the Sacred Heart Catholic School office. The office will then send the necessary claim forms. Only in case of difficulty with this company should the diocesan office be contacted.

## **ILLNESS & INJURIES**

Please do not send children to school if they have fever or have been sick during the night. If a child becomes ill or has an injury during school that requires more than basic first aid, parents will be notified by phone to pick up the child. For this reason, parents/guardians must complete a School Emergency Contacts (completed during registration). It is essential that any change in home or work phone number be communicated to the school secretary.

Children who have been excluded from physical education by their doctor must present a physician's note to this effect. A physician's note is also required when they are able to resume their physical education activities.

## **MEDICATIONS**

Parents are required to personally deliver to school any medication to be administered at the school. Children are not permitted to keep medicine in their possession at any time. When the medication is delivered, a release form must be completed authorizing the school representatives to dispense medication to the child. The medication must be delivered in the bottle or container in which it was dispensed and must be labeled with the student's name, dosage, frequency of administrations, and physician's name. Parental, as well as physician, authorization is required before any medication can be administered to your child. This includes over the counter medications such as Tylenol or Motrin. In addition to the release form, please include a note for the teacher advising that a medication is required at a specific time and the duration of the prescription.

Medication should not be transported between home and school on a daily basis. Separate containers should be kept at home and at school. If the parent has filled out the proper forms, the office will call children to the Clinic for forgotten medications.

If your child has special health needs (e.g., asthma or breathing problems, severe allergies, chronic illness, heart disease, diabetes, eye or ear problems) complete information must be submitted to the office in writing on the Medication Form. It is imperative that the parent makes sure there is a supply of emergency medication in the Clinic, or if necessary, in the classroom should the student require it. Parents should also make the teacher aware of any special health needs.

Sacred Heart Catholic School is not authorized to allow staff to assist in administering special treatments, procedures or therapies; it can only provide supervision for these. Therefore, children in need of such specialized treatments, etc. must be capable of self-administration. If a child cannot self-administer a parent is required to come to school and personally do so.

## **LICE**

The school will notify the parent any time lice or nits are found on a student. Parents will be given information regarding proper treatment for the removal of lice and nits from the scalp and the home environment. After treatment, the parent must accompany the student to the school office. Students will be reexamined by authorized school personnel upon returning to school after treatment. **Students will be excluded from school until COMPLETELY free of both lice AND nits.**

## **THE CRONAUER ROOM (CLINIC)**

The Cronauer Room is a designated area in the school office for children to relax while waiting for parents to pick them up in the event of illness or injury, to receive basic first aid, or to receive dispensed medications which must be taken during school hours. A school designee is available to assist children and to dispense medications in accordance with the instructions given by the physician or as contained on the bottle or container of medicine.

The Cronauer Room is not a medical facility and therefore does not contain equipment, supplies or expertise to provide more specialized medical care. Therefore, children with needs which require special equipment, treatment, procedure or therapy (such as a nebulizer) must bring to school the required equipment or supplies. Students must be trained for self-administration and will do so in the presence of the school representative. In a case where a student is not trained to self-administer such treatment; the parent must come in to do so for the child.

**In cases of emergency requiring immediate medical attention, a school representative will call 911.** Attempts to notify the parent will follow.

### **SAFETY IN PRIVATE SPACES**

The school complies with the requirements of §553.865, Florida Statutes, “The Safety in Private Spaces Act”, which is consistent with the teaching and tenets of the Catholic Faith. Except where facilities are specifically designated as unisex, the school’s bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school’s code of student conduct.

### **SAFE SOCIAL ENVIRONMENT**

Sacred Heart Catholic School is committed to protecting the dignity of all SHCS stakeholders (students, faculty, staff and parents) and ensuring the respect they should be afforded as God’s creations. This initiative is rooted in our Mission Statement and Statement of Beliefs. A safe social environment focuses on age appropriate boundaries that surround a person's physical, intellectual, emotional and spiritual well-being.

### **SMOKE-FREE POLICY**

Sacred Heart Catholic School and Parish Center have been designated smoke-free environments. Smoking is not permitted in the school, Parish Center, or on school grounds during regular school hours or at school sponsored events. Adults wishing to smoke must step outside the Parish Center’s north side entrance only (facing the church).

### **SCHOOL’S RIGHT TO AMEND**

The Superintendent, Principal, and/or the School retains the right to amend the Family Handbook for just cause, at any time, and the parents/guardians will be promptly notified of changes through the website or through a special written notice.

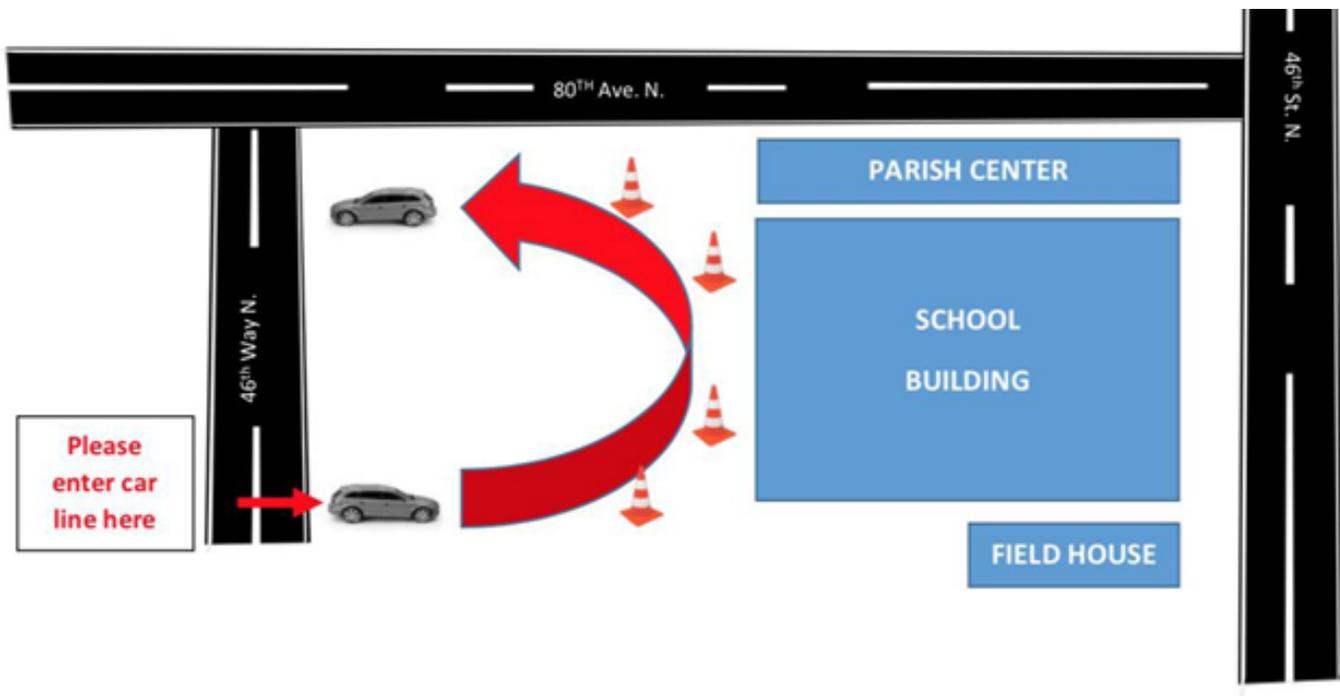
### Appendix #1 – Morning Drop Off

- The gate will open for drop off promptly at 7:30 AM. Students should not be left unattended prior to the school gate opening.
- Parents should remain in their vehicle during Morning Drop off. Faculty and Staff Members will be on duty to assist students exiting vehicles.
- Please be patient and watch for other students exiting cars.

#### Procedure:

- All cars enter the driveway at the front of the school building on 46th Way N.
- All cars enter on the south side of the driveway (closest to the playground) and exit through the north side, closest to the Parish Center.
- All students will enter through the gate near the Parish Center and report to their classrooms.

If a parent has business in the school office or a scheduled meeting, they will park in the Church parking lot.

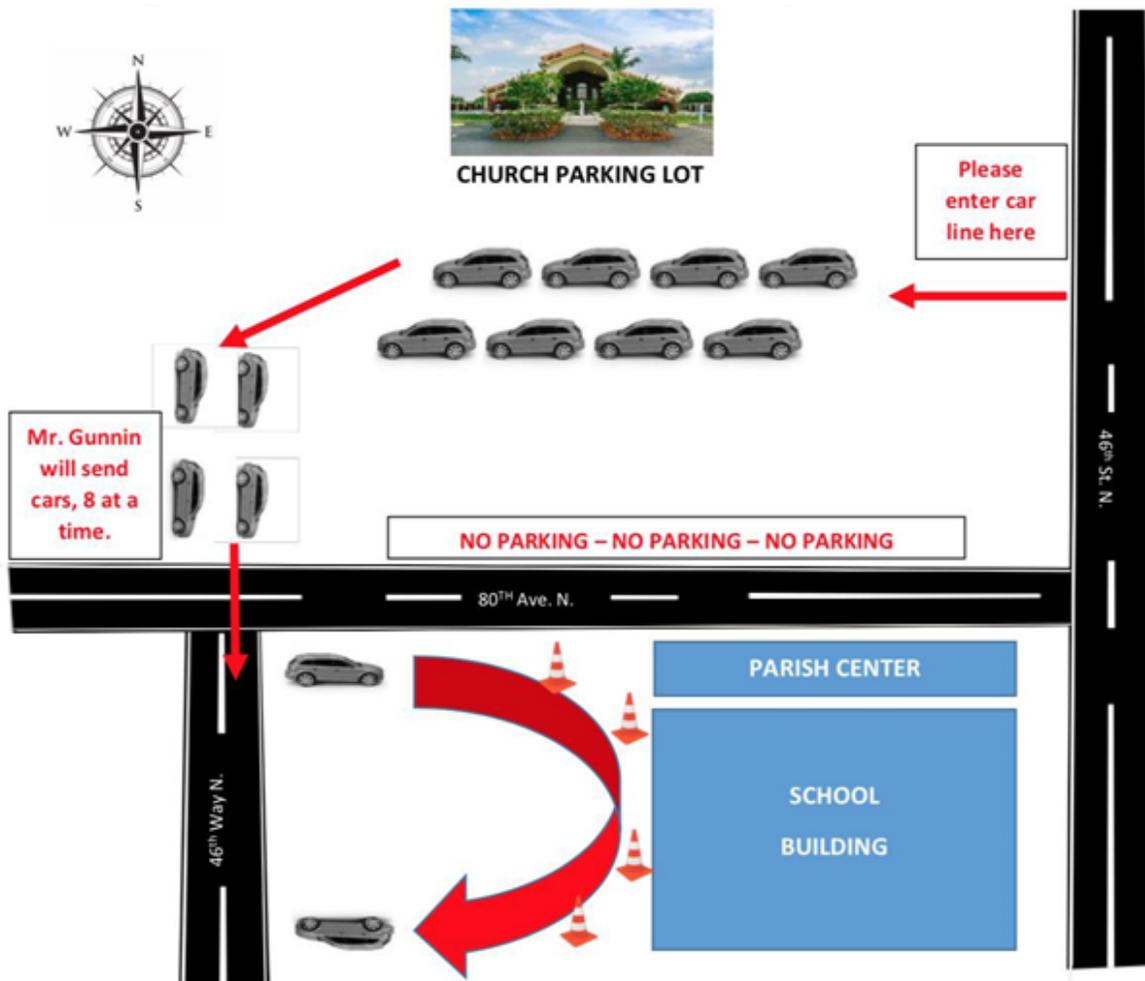


## Appendix #2 – Afternoon Dismissal

- All students, including full-day VPK will follow the same procedure.
- Please be patient and wait to be released from the Church parking lot to the school driveway.
- Be sure your name tag is clearly displayed in your vehicle.
- Please do not park and come to the school doors. If all families follow the dismissal procedure, we will be able to execute dismissal quickly.

### Procedure:

- All cars line up two by two, in the church parking lot, starting at 46th Way N and 80th Ave N.
- Parents will scan the QR code on the signs in the parking lot to alert teachers and students in the classroom to be prepared for pick up.
- A staff member will call your family's name and release cars eight at a time to the school driveway.
- Please stay in your car. A staff member will walk children to their cars.
- Do not leave the front of the circle until a staff member gives the OK for all cars to safely exit.



## Appendix #3- Approaches to Learning Rubric

ATL Code	Organization	Collaboration & Communication	Reflective Thinking
<b>4 Exceeds</b>	Consistently displays readiness to learn through preparedness, punctuality and task completion.	Consistently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Consistently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
<b>3 Meets</b>	Frequently displays readiness to learn through preparedness, punctuality and task completion.	Frequently attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Frequently open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
<b>2 Developing</b>	Occasionally displays readiness to learn through preparedness, punctuality and task completion.	Occasionally attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Occasionally open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.
<b>1 Rarely</b>	Rarely displays readiness to learn through preparedness, punctuality and task completion.	Rarely attentive and engaged; participates well in class; works well in groups; seeks help when needed.	Rarely open to teacher feedback; reflects on how to keep improving; produces quality work; makes time for personal study and improvement.

# FAMILY HANDBOOK ACKNOWLEDGEMENT FORM

## 2023-2024

FAMILY NAME (please print): \_\_\_\_\_

**I/We, the undersigned, have read with my child(ren), understand, and agree to comply with the philosophy of Sacred Heart Catholic School and the policies and regulations of this *Family Handbook*, as well as additional policies that the school administration may communicate in writing during the course of the school year. I/We understand that these policies and regulations are based on the guidelines set forth in the Diocesan Administrative Handbook for the Diocese of St. Petersburg. I/We further understand that the School Principal and Diocesan Office of Catholic Schools and Centers have the right to interpret all policies.**

**I/We agree to, as well as agree that our child(ren) will adhere to the rules and policies set forth in this *Family Handbook*.**

Note: Signatures of both parents are required. Exceptions are single parents, deceased parents, or cases where one parent has sole legal custody. All students in Grades 5-8 must also sign.

Parent/Guardian Name	Parent Signature	Date
Parent/Guardian Name	Parent Signature	Date
Student Name	Student Signature	Date
Student Name	Student Signature	Date
Student Name	Student Signature	Date
Student Name	Student Signature	Date

**Please complete and return this page to school on or before Tuesday, September 5, 2023.**