



# Sacred Heart Catholic School

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## Parent/Student Handbook

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## Table of Contents

General Information.....	6
History of Sacred Heart School.....	6
Mission.....	6
Philosophy and Beliefs.....	6
School Wide Learning Expectations.....	7
Academic Information.....	8
Attendance.....	8
Spiritual Development.....	9
Stewardship Opportunities.....	9
Curriculum for Three Year Olds through Kindergarten.....	10
Curriculum for Grades One through Eight.....	10
Learning Labs (Grades Third through Eight).....	11
Library.....	11
Technology in Education.....	11
Grading and Related Topics.....	11
Grading Scale.....	12
Report Cards/Progress Reports.....	13
Testing.....	13
Homework.....	14
Homework due to Vacations/Planned Absences.....	14
Textbooks and Book Fees.....	14
Promotion Policy and Retention Policy.....	14

Promotion.....	
Retention.....	
Sacramental Program.....	
Graduation.....	
Student Activities and Services.....	
Athletics.....	
Code of Ethics.....	
Transportation Procedure for After-School Sporting Events.....	
Clubs/Organizations.....	
School Counselor.....	
Students with Special Needs.....	
Title 1.....	
Latin American Youth Center.....	
Field Trips.....	
Safety Management.....	
Child Abuse Laws.....	
Crisis Plan.....	
Emergency Drills.....	
Weather Emergencies.....	
Code of Behavior and Discipline.....	8
Conduct.....	8
Cheating.....	
Uniforms.....	
Gifts.....	

Gum.....	19
School Property.....	19
Harassment.....	
Bullying.....	
School Procedures and Guidelines.....	
Detention.....	
Off – Campus Conduct.....	
Technology Concerns.....	
Blogs & Social Media.....	
Cell Phones.....	
Sexting.....	
Texting.....	
Returning to School after Dismissal.....	
Drugs and Alcohol.....	
Threats.....	
Suspension.....	2
Expulsion.....	
Parental Information and Involvement.....	
Tuition.....	
Home – School Communication.....	
Medication.....	
Allergies.....	
Non-Discrimination Policy.....	
Office Records.....	

Parents as Partners.....	
Parents Role in Education.....	
Home School Association.....	
School Committees.....	
Student Records.....	
Transfer of Students.....	
Telephone Use.....	
School/ Classroom Visits .....	27
Visitors.....	7
Volunteers.....	
Parking Lot Safety.....	
Office Hours .....	28
Inclement Weather Policy.....	8
Fundraisers.....	
Uniforms and Dress Code.....	
Birthday Policy .....	31
Right to Amend.....	

## General Information

### History of Sacred Heart School

On August 8, 1905, eight Sisters from the Dominican Motherhouse at Sinsinawa, Wisconsin were assigned to 1621 Park Road Northwest to begin the Sacred Heart Academy. The school was to include students from primary grades through high school. Since that inception, the school has celebrated a history of excellence and growth surviving wars, depressions, changing always to accommodate the students and their families.

Sacred Heart originally was owned by the Dominican Sisters. In 1929 Sacred Heart Parish purchased the property and built the existing school, completing the project in 1930. The new Sacred Heart School opened its doors in 1931 in the Columbia Heights and Mt. Pleasant neighborhoods. Although Sacred Heart has always had a tradition of serving an immigrant population, it was not until the late 1990s and early 2000s when the Columbia Heights area saw a large influx of families from El Salvador that the bilingual Spanish program was created. This program helped facilitate the transition of immigrants to the United States in a loving and supportive environment. The school is a member of the educational system of the Archdiocese of Washington D.C. and the Consortium of Catholic Academies, and is staffed by qualified and devoted lay teachers.

### Mission

The mission of Sacred Heart School is to provide dual language education in English and Spanish within a Catholic elementary and secondary setting. Students will develop bilingualism and bi-literacy in Spanish and English, achieve at high academic standards, and adopt positive cross-cultural attitudes and behaviors. Our program nurtures the complete development of each individual student academically, socially, and spiritually. We work to offer rigorous academic programs and align our instruction and daily interactions with Catholic values and faith.

### Philosophy and Beliefs

#### Community

The education of a student is a joint effort among the parents, students, teachers, religious leaders, parish, and community.

It is the responsibility of the School to prepare and guide students to become productive and compassionate citizens in a competitive and multicultural society.

### Faith Formation

The parents are the first teachers in the faith and the family is the domestic Church.

Sacramental preparation, celebration of the Eucharist, Catholic history and Bible studies, and the demonstration of values in daily interactions are the core of Catholic education.

### Instruction

Differentiated instruction is vital to the success of all learners and provides the opportunity for each learner to reach his/her potential.

Second language acquisition is critical for students to compete and succeed in a global economy.

### **School Wide Learning Expectations**

**The Sacred Heart Catholic School Student is A CHRISTIAN ROLE MODEL who:**

- Makes choices based on Gospel values
- Respects and appreciates all of God's creation
- Expresses gratitude to God through stewardship
- Continues to grow in love for Christ, self, and others
- Practices empathy and compassion in relationships
- Exhibits knowledge of and appreciation for Scripture, liturgy, and the teachings of the Church

**The Sacred Heart Catholic School Student is A LIFE-LONG LEARNER who:**

- Manifests intrinsic motivation to embrace and accomplish personal goals
- Possesses a strong foundation and appreciation for all areas of study
- Uses resources and technologies for learning, communication, and enjoyment
- Applies organizational, study, and critical thinking skills
- Reflects upon and assesses personal strengths and areas for improvement

**The Sacred Heart Catholic School student is AN EFFECTIVE COMMUNICATOR who:**

- Listens actively
- Speaks and writes with clarity and confidence
- Demonstrates a spirit of collaboration
- Resolves conflicts peacefully

**The Sacred Heart Catholic School student is A RESPONSIBLE CITIZEN who:**

- Considers the good of others in making choices and decisions
- Possesses integrity
- Demonstrates good sportsmanship
- Appreciates the unique gifts and talents of others
- Responds to those in need

- Works for social justice

### Academic Information

School doors open at 7:30 a.m. Students who arrive at 7:30 a.m. should report to the School Theater. Morning Prayer will begin promptly at 7:50. The school day begins at 8:00 a.m. Students should arrive early enough to have ample time to prepare for Morning Prayer. Students not in the classroom by 8:00 a.m. are considered tardy. Any student arriving after 8:00 a.m. must check in at the office.

**Students arriving before 7:30 A.M. without a supervising parent or guardian are considered as participating in Before-Care and will be assessed a fee for this service.** After-care is also offered from the end of the school day to six o'clock in the evening. Rates are made available upon request in the School Office.

### Attendance

Parents must call the school office by 9:00 a.m. if their child will be absent for the day or will be coming in late to school due to doctor's appointment, etc. This requirement is for all students in Pre- Kindergarten three through grade Eight. For each day the child is absent, you must notify the School Office. Absences due to medical conditions require a doctor's note upon the child's return to school. If you do not call us within two days, we are required to call you as we must report daily attendance to the Archdiocese and to the Health Department. Please call us and save our staff that valuable time.

The following are considered excused absences; if the consideration is not listed it will be otherwise an unexcused absence:

- Medical or dental appointment
- Death in the student's immediate family
- Necessity for a student to attend a judicial proceeding
- Lawful suspension or exclusion from school by the Principal

Students arriving to school after 10:00 A.M. or leaving before 12:00 PM are considered ½ day absent.

If a student has three (3) or more unexcused absences, the School Principal shall notify the student's parents/guardians in writing of a mandatory conference to address the issue.

Two (2) days after any student has accumulated ten (10) consecutive days of unexcused absences, those absences must be reported to child protective services in the School's jurisdiction. In addition, a School Incident Report (form 16) must be completed and filed with the Catholic Schools Office and the Office of Child Protection.

### Archdiocesan School Attendance

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer.
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

### **Spiritual Development**

The Sacred Heart School recognizes that it is first and foremost a Catholic school, a community of faith. Religious education and faith formation are of the utmost importance and form an integral part of school life. All students attend daily religion classes that provide the foundation for a clear understanding of the Catholic faith and the living of a faith commitment. The student body has the opportunity for prayer, Eucharist, and the sacraments. Liturgical celebrations are scheduled weekly and for major feasts and holy days. Every effort is made to lead the student to live his/her Christian commitment daily in all he/she does. Parents 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 their Sunday Mass obligation. Stewardship is a way of life for Sacred Heart students. Children learn from the earliest grades that service and outreach are a hallmark of the community. Opportunities for stewardship, both within and beyond the school community, are built into all students' educational experience.

### **Stewardship Opportunities**

Stewardship is a philosophy which recognizes the abundant blessings given by God and responds with gratitude by the sharing of time, talent and treasure for the good of others and the Church. The students of Sacred Heart School grow in a spirit of stewardship as they practice works of charity for the parish, the local community, and missions elsewhere. Some examples of activities through which the students demonstrate stewardship are:

- Food and Clothing for the Homeless
- Classes take turns making seasonal gifts for sick and shut in, senior citizens, etc.
- Middle school students participate in the Youth Rally and Mass for Life
- CRS Rice Bowl
- St. Jude Math-a-thon

### **Curriculum for Three Year Olds through Kindergarten**

The program for three year olds through Kindergarten is designed to lead a child from wonder to discovery, developing and mastering a wide range of skills with which to meet future educational challenges. The curriculum for three year olds consists of a basic religion program, beginning language skills development, math readiness, and motor skills development; art and music classes are a regular part of this program as well. At this level of the Early Childhood program, the greatest focus is on personal and social development. Nurturing these skills prepares the child for positive interactions with both family and peers.

The curriculum for four year olds focuses on the spiritual, social, emotional, physical and cognitive growth of each child. The curriculum uses a thematic approach to promote the development of the whole child. All subject areas, including religion, language arts, math, science, social studies, motor development, music, art, technology, Spanish, and physical education are integrated in the curriculum.

The Kindergarten program builds on the learning readiness fostered in the first two years of the Early Childhood Program. Religion, language arts, and math are developed more extensively in order to prepare the child for the primary grades. Enrichment classes include art, technology, library, music, and physical education.

### **Curriculum for Grades One through Eight**

Sacred Heart School offers an excellent course of studies designed to foster the holistic development of the children it serves. The curriculum utilizes the academic guidelines set by the Archdiocese of Washington. Core curricular subjects include Religious Education, Language Arts/English, Mathematics, Science, Social Studies, and Language Arts/Spanish. Core curricular subjects are taught by two teachers, for English and Spanish curriculum, in grades Kinder through Fifth. Core curricular subjects are departmentalized for students in grades Sixth through Eight. Additional curricular subjects include Art, Music, Physical Education, and Technology.

### **Learning Labs (grades third through eight)**

Designed to tap into students' innate desire and ability to learn, Learning Labs have worked to establish a culture of thinking and student driven learning at Sacred Heart. These labs, while standards based, explore one topic in depth over a nine week

period and offer students learning opportunities outside of the traditional classroom model. Learning Labs are not bound by traditional assessments. Instead, teachers rely on student journaling, reflection, and performance assessments as a means for evaluation. Tapping into the authentic interests of learners, providing them access to resources outside of the classroom (through speakers, field trips, and research), and providing opportunities for collaboration with peers have all contributed to increased student engagement and overall success. Sacred Heart's Learning Labs allow students to cultivate their own sense of ownership over their learning as they embark on collaborative journeys of inquiry, exploration, and discovery.

### **Library**

Students are encouraged to use neighborhood library for curricular enrichment and pleasure reading. Borrowed books are to be returned on time and in the same condition as borrowed in accordance to DCPL policies.

### **Technology in Education**

The mission of Sacred Heart Catholic School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. Access to telecommunications enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The benefits to students from access, in the form of information resources and opportunities for collaboration, are critically important for learning. The school acknowledges that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making. Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the School and the Church's mission of spreading the Gospel to all people. It is expected that all use of technology, at Sacred Heart Catholic School, follows the *Technology Standards set by the Archdiocese of Washington*.

Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyber bullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not „surf“ the Internet or visit „Facebook,“ or any other social networking websites while at school; shall not log-on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

Each student's parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year.

### Grading and Related Topics

Grading is based on a variety of types of assessment such as class work, projects, group activities, presentations, homework, and tests. Sacred Heart Catholic School offers a developmentally appropriate grading system at each of the levels of the School. Grading symbols change as a student progresses through the school. These scales are included below. For example, letter codes, letter grades, or number grades may be used. Individual classroom teachers explain grading scales and report card symbols on Back to School Night. Student report cards are sent home at the end of each quarter. Schedules for distribution of report cards are included in the school calendar. **No report cards will be distributed to families of students whose financial commitment is in arrears.**

### Grading Scale

#### GRADING AND EVALUATION

*Grading Scales* are set by the Archdiocese of Washington Catholic Schools Office and used by all Catholic elementary schools under their direction.

#### Pre-Kindergarten 3, 4 & Kindergarten Scale

P = Progressing Satisfactory

N = Needs More time

N/A = Not Applicable At This Time

#### Grades 1-3 Scale

E/4 = Excellent

G/3 = Good

S/2 = Satisfactory

I/1 = Improvement Needed

U = Unsatisfactory

Grades 4-8 Scale

*Academics*

*Specials*

A = 93-100

E = Excellent

B = 85-92

G = Good

C = 77-84

S = Satisfactory

D = 70-76

I = Improvement Needed

F = Below 70

U = Unsatisfactory

\*- The asterisk (on a progress report/report card) indicates subject was taught with accommodations.

Specials are non-academic subjects which include Music, Art, Technology, and PE.

### Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Progress Reports will be given mid-way between each nine-week grading period.

**No student will be given a Progress Report or Report Card if financial responsibilities are in arrears.**

An academic honor roll exists for grades one through eight. Academic achievement awards are given to students within a specific academic area for effort, good conduct and service to others. Honor Roll distinction is recognized each marking period in the areas of academic achievement and grade point average of 3.0 or higher.

### Testing

The Performance Series Test is administered in grades 1-8 in the fall, winter, and spring each year in English. This test assesses student achievement and areas of need in reading and mathematics. Fall and winter scores are interpreted carefully by teachers to plan differentiated instruction for students.

Students in Pre-K4 through 4<sup>th</sup> grade take the PALS Assessment in Spanish at the beginning and end of the school year. Students in Kindergarten also take the PALS Assessment in English at the beginning and end of the school year. The PALS assessment evaluates phonetic awareness and provides information to teachers about critical interventions needed for early literacy development.

All English Language Learners (ELL's) in grades K-8 participate in the ACCESS for ELL's test in May/June. The ACCESS test measures students' in the domains of listening, speaking, reading and writing in each of the content areas.

### **Homework**

Formal homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Considering each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

### **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations.

### **Textbooks and Book Fees**

Sacred Heart Catholic School charges book fees to cover the high cost of textbooks. Students are expected to be good stewards and take proper care of textbooks. Damaged or lost books must be replaced at the parent's expense. Explanation of fees is given to parents on Back to School Night and at registration each school year. It is also available from the office upon request.

### **Promotion Policy and Retention Policy**

#### **Promotion**

Advancement to the next grade in Sacred Heart Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

### **Retention**

Recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. This decision is based on the total evaluation of a student's growth in all areas of development. Consideration may be given in special circumstances, and will be decided upon by principal, parents, and advisory staff. In all cases, the final decision for retention rests with the principal.

### **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Sacred Heart School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

### **Graduation**

Sacred Heart Catholic School honors its graduates each year with a Mass and special ceremony. Graduation is a dignified ceremony celebrating the unique value of a Catholic education. Appropriate attire should be worn for the occasion: dress shirt, tie, and dress pants for boys; modest dress attire for girls. Gowns are worn at the ceremony. Parents are asked to be inclusive of all students for all graduation festivities and to plan celebrations which are age appropriate. Additional graduation festivities are the responsibility of the graduating students' class.

### **Student Activities and Services**

#### **Athletics**

The Sacred Heart Athletic Program functions under the same philosophy as Sacred Heart Catholic School. The purpose of this program is to develop physical skill in conjunction with teamwork and positive leadership skills. Participating in a sport is a privilege, and all athletes must exemplify good Christian behavior in order to keep that privilege. All student

athletes in every sport must have the appropriate permission document completed, and a current medical certificate completed by a physician must be on file in the office.

### Code of Ethics

The **coach** is expected to conduct him/herself in a sportsman-like manner and lead his/her team not only by words, but also by example. The coach should at all times be a positive role model to his/her players. It is the coach's responsibility to ensure that athletics is a rewarding experience for each player by promoting an attitude of support and encouragement among all team members. This Code of Ethics applies to assistant coaches as well.

The **athlete** is expected to exhibit the highest degree of cooperation, enthusiasm, and sportsmanship at each athletic event. Each athlete is an ambassador of the Sacred Heart Catholic School and is expected to demonstrate moral behavior parallel to that which is expected of them during each school day. Each athlete should always exhibit honorable behavior toward his/her coach, the officials, his/her teammates, and the opposing players and coaches. A Sacred Heart Athlete is expected to accept victory or defeat in a positive, dignified manner.

The **parent** is expected to support his/her child and the coach in a positive way in order to reinforce the moral values which are taught at Sacred Heart Catholic School. Each parent should refrain from being critical of the officials, and each should understand that his/her child must learn to cope with the situation, no matter how adverse. Each parent should demonstrate to his/her child that success is built through hard work and dedication, not excuses.

### Transportation Procedure for After-School Sporting Events

It is the responsibility of the athlete and the parent(s) to arrange transportation for their child to and from practices and after-school sporting events. You are encouraged to make arrangements with other families in advance if you are unable to drive to an event. Sacred Heart Catholic School coaches will not be responsible for arranging car pools and are not allowed to transport athletes to and from games. If you are releasing your child to another parent for transportation to an event, you are required to send a written request to your child's homeroom teacher. In this request please ask the teacher to release your child to the driver(s) who will be transporting him/her. This request may include more than one driver and may be good for the entire season of the sport.

### Clubs/Organizations

Sacred Heart Catholic School offers numerous activities and clubs geared to the varied interests and talents of its students. All after-school activities are completed based on activity times. Students have the option of participating in after-school activities with the understanding that they are picked up immediately after the activity. For the sake of safety, any student not picked up promptly will be escorted to After-Care; there will be a fee charged for this service. **No student may be on the school property unsupervised at**

**any time.**

### **School Counselor**

Sacred Heart Catholic School has two part-time School Counselors through the Christ Child Society. The fundamental goals of the guidance program are to:

- Assist students to develop increased maturity, greater self-direction and to assume responsibility for their behavior
- Assist students in developing improved relationships with peers, teachers, and staff
- Assist each student in increasing self awareness
- Assist students to become aware of alternatives and problem solving and decision-making skills
- Assist students to become independent learners responsible for their academic success
- Assist in building a partnership among student, home and school
- Assist students in focusing on career, college and life choices
- Assists parents in promoting children's emotional and social growth
- Assists in the implementation of Archdiocesan child safety programs

An appointment with the School Counselor may be initiated by a student, parent, teacher, administrator or other appropriate school personnel.

### **Archdiocesan Catholic School Counseling Services**

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Sacred Heart School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

### **Students with Special Needs**

At the time of admission, parents/guardians must make available to the Principal and Director of Admissions any of the following documents, should they exist: Psycho-Educational testing, Individual Educational Plans (IEP), 504 Plan, Speech and Language Testing, or any other comprehensive testing or documents written to describe the child's specific educational needs. Submitting documentation of a disability in no way obligates Sacred Heart Catholic School to fulfill the student's documented needs. Documentation is requested and required only to enable Sacred Heart School to determine if reasonable accommodations are possible.

If an administrator(s): Principal, Director of Admission and Educational Specialist/ Coordinator of Special Education, determines that Sacred Heart Catholic School is able to meet the child needs, the Administrator will provide the parent with a draft of a Catholic Accommodation Plan (CAP form 10) or a draft of an Individual Catholic Education Plan (ICEP form 11) to indicate the type(s) of support that Sacred Heart Catholic School may be able to offer the student. Parents/guardians must review and sign the draft CAP and ICEP. The final CAP or ICEP will be written six week of the child's admission to Sacred Heart School.

## Title 1

Title I is a federally funded program that provides English language and Math support for students who reside in Washington D.C. Title I services will be available and mandatory for all students attending Sacred Heart School who qualify and or already receive services. It is offered during the school day. There will also be after-school reading, provided by Title I resources, for qualifying students.

## Latin American Youth Center

The Latin American Youth Center (LAYC) is a multicultural community-based organization that supports youth and their families in their determination to live, work, and study with dignity, hope, and joy. The LAYC will be facilitating the after-school program, the Sacred Heart Athletic Program, and providing the Physical Education Teacher for the 2011-2012 school year.

## Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
6. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
7. A written **official permission slip**, completed on both sides and signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office 24 hours prior to the field trip. **Note:** a fax does not take the place of an original signature.

8. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. Students who are participating in the field trip must ride to and from the field trip with their class.
11. All monies collected for the field trip are **non-refundable**.
12. Monies for field trips should be sent in a labeled, sealed envelope.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are official chaperones must be both fingerprinted and have completed the Protecting God's Children Training through the Archdiocese.
15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
16. All chaperones must be 25 years of age or older.

## Safety Management

### Child Abuse Laws

Sacred Heart Catholic School abides by the Child Abuse laws of the District of Columbia and the Archdiocese of Washington D.C. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### Crisis Plan

Sacred Heart School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to Sacred Heart Church. Once the children are safe, parents will be contacted with the most updated information, and contact information. In some cases, depending upon the severity of emergency, children will be kept safe until local authorities authorize release. Once the children are safe, each parent will be called by the designated staff person and made aware of location.

### Emergency Drills

Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds; teacher closes the classroom door.
2. Walk to the designated exit, outside, and to the assigned place briskly, in single file at all times, and in silence;
3. Teacher takes attendance once the class arrives off campus.
4. Return to building when signal is given.

## Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the SCHOOL REACH® system. Sacred Heart follows Montgomery County for decisions on closures and weather emergencies.

## Code of Behavior and Discipline

### Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other MP3 players, cameras, or anything that will detract from a learning situation are not allowed at school at any time. The School Administration, in accordance with District laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, or more serious consequences as the circumstances require.

### Uniforms

Students are expected to be in complete uniform each day. (Please see the uniform section below.) Students who repeatedly fail to comply with the uniform policy will not have the option of participating in non-uniform days. Also, students will receive in-school consequences and notices will be sent home.

### Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### **Gum**

Students should not chew gum at school at any time. This includes before school, during school, and after school. Disciplinary action will occur for any student chewing gum during the course of the school day.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In general, "harassment" is conduct that meets all of the following criteria:

- a.) Is directed at one or more students;
- b.) Substantially interferes with educational opportunities, benefits, programs of one or more students;
- c.) Adversely affects the ability of a student to participate in or benefit from the school's educational programs or activities because conduct, as reasonably perceived by the student is so severe, persuasive, and objectively offensive;
- d.) Is based on a student's actual or perceived distinguishing characteristic; or is based on an association with another person who has or is perceived to have any of these characteristics

### **Bullying**

"Bullying" is a type of harassment only between students. Specifically, bullying occurs when:

- a.) A student is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and has difficulty defending himself or herself.
- b.) Bullying has three distinct features: 1. Harassment occurs overtime, 2. Intentionality to cause mental or physical harm; 3. Imbalance of power.
- c.) Bullying behaviors are dynamic and take many forms such as written, verbal, graphic, subtle, physical or non-physical acts or gestures (including electronically transmitted acts- i.e. internet, cell phone, personal digital assistant (PDA), or wireless,

- communicative device).
- d.) Bullying behaviors are reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.
  - e.) Such behavior is considered bullying harassment whether it takes place on or off school property, at any school-sponsored function, in a school vehicle, or over communicative forums (i.e. internet, intranet) or devices (cell phones).

Sacred Heart Catholic School continues to explore and implement a preventive bullying program that promotes and develops awareness among staff, faculty and students. The School Program promotes a safe environment in accordance with the Child Protection Policy of the Archdioceses of Washington. Sacred Heart Catholic School continues to update and review frameworks that support the ongoing mission of preventing and eliminating bullying within our school.

### **School Procedures and Guidelines**

- a) The Catholic Schools Office requires the principal and/ or principal's designee at Sacred Heart to be responsible for receiving and investigating complaints of bullying.
- b) Members of the School community, including students, parents, volunteers, and visitors are encouraged to report any act that violate the School's Code of Conduct. Students may report bullying to any member of the School staff. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.
- c) The Catholic Schools Office requires the principal and or/ the principal's designee to be responsible for determining whether an alleged act constitutes bullying. In so doing, the principal and /or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation should be completed immediately, but in no case later than two school days after the report or complaint is made. The investigation must be fully documented. The principal shall speak with every student, teacher, volunteer, or parent involved in the incident, and completes the Bullying Incident Report Form. Based on the discussions, the principal shall:
  - 1. Make the determination of whether bullying or harassment occurred;
  - 2. Assess the nature, severity, and circumstances of the act;
  - 3. Determine and administer the appropriate disciplinary action;
  - 4. Complete the Bullying Incident Report Form and retain it on file.

### **Detention**

Detention is when a student is detained after school as a consequence for violation of classroom and/or school rules. Teachers assign and monitor students during detention.

Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the teacher who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

### **Off – Campus Conduct**

The Administration of Sacred Heart School reserves the right to discipline its students for off-campus behavior that is not aligned with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

### **Prevention Programming**

As a Catholic school, Sacred Heart School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Sacred Heart School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyber bullying. Bullying, harassment, and intimidation of any member of the school community are prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and

Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

### **Technology Concerns**

#### **Blogs and Social Media**

Engagement in online blogs and social media such as Facebook®, Instagram®, Twitter®, Snapchat®, KIK® etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should must keep their cell phones out of sight, turned off and in their personal backpacks upon entering the school and until 3:30 or they are dismissed. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

### Texting

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

### Returning to School after Dismissal

Students are not permitted to return to the school building after the dismissal unless accompanied by a teacher. Students who choose to return to school after 3:30 PM without a teacher face consequences.

### Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### Threats

Sacred Heart School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest or online**) face detention, suspension, and/or expulsion.

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Sacred Heart School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

## Suspension

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests during the days of suspension.

## Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Sacred Heart School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

## Parental Information and Involvement

### Tuition

Sacred Heart School, as a member of the Consortium of Catholic Academies, assesses a fee for each student enrolled. Tuition is billed and paid through an outside company called FACTS. This allows parents to break their tuition costs into affordable monthly payments. All payments MUST go through FACTS. If you have any questions regarding your tuition or financial aid, please contact Carla Ferrando at the Consortium of Catholic Academies at (301) 853-4552.

### Home – School Communication

In order to insure that all communication from school reaches home in a timely manner, Sacred Heart School uses a **daily red folder system**. Parents are responsible for emptying the contents of their child's folder nightly and returning any homework and important documents to homeroom the next day. There is a \$10.00 replacement charge for the folders that are lost. Report Cards and Progress Reports will not be sent home without a red folder. Information is not sent home if the red folder has not been returned.

Official school-wide emergency communications are sent using the SCHOOL REACH® phone system.

The school will also sent information via email and text using Remind101. It is the parent's responsibility to make sure all information is up to date.

### Medication

The Principal/Chief Administrator encourages parents/guardians to administer any required medication to students while at home. Principal/Chief Administrators discourage parents/guardians from requesting over the counter or prescription medication to be administered by school personnel. However, in the event that any medication must be administered during the school day, the parent/guardian must provide the medication to the school and complete a Student Medication Authorization Form (form 8) before the school and personnel can comply with their request.

For any student(s) who has a potentially life threatening allergy, parent/guardian, and physicians must inform the school in writing of the allergy to minimize the incidence of allergic reactions.

## Allergies

In order to provide a safe environment for all students, Sacred Heart is a nut free school. Please do not send students with any peanut related food items for snack or lunch.

It is the responsibility of the parents to notify the school of any known allergies and provide the Office with all necessary and prescribed medical supplies needed to deal with known allergies, including peanut allergies, bee stings, etc.

## Non-Discrimination Policy

Sacred Heart 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.”

## Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

## Parents as Partners

As partners in the educational process at Sacred Heart School, we ask parents:

1. To set rules, times, and limits so that your child:
  - a. Gets to bed early on school nights;
  - b. Arrives at school on time and is picked up on time at the end of the day;
  - c. Is dressed according to the school dress code;
  - d. Completes assignments on time; and
  - e. Has nutritional breakfast and lunch every day.
2. To actively participate in school activities such as Parent-Teacher Conferences;
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

4. To notify the school with a written note when the student has been absent or tardy;
5. To notify the school office of any changes of address or important phone numbers;
6. To meet all financial obligations to the school;
7. To inform the school of any special situation regarding the student's well-being, safety, and health;
8. To complete and return to school any requested information promptly;
9. To check red folder daily for school notes and newsletters and to show interest in the student's total education;
10. To support the religious and educational goals of the school;
11. To attend Mass and teach the Catholic faith by word and example;
12. To support and cooperate with the discipline policy of the school;
13. To treat teachers with respect and courtesy in discussing student problems.

### **Parents Role in Education**

We at Sacred Heart School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Sacred Heart School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers

remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

**Concerns regarding individual situations with staff/faculty *must* first be directed to the employee closest to the situation. Should the parent feel the need for additional assistance after that first contact, the parent may his/her concern to a member of the school's leadership (e.g., the student's classroom teacher, Vice Principal, School Counselor, or Parent Liaison).**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Parent/Guardian Cooperation**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Sacred Heart School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Sacred Heart School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Sacred Heart School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Sacred Heart School.

### **Home School Association**

The Sacred Heart School Home School Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are the goals of this organization.

### **School Committees**

There are several committees at Sacred Heart, including but not limited to, the Safety Committee, the Athletic Committee, the Catholic Identity Committee, and the Performing Arts Committee. Parents are invited and encouraged to participate in these committees. Committee Meetings will be listed on the School Calendar. Please contact the Secretary if you are interested in joining a committee and need additional information.

### **Student Records**

Sacred Heart School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

### **Telephone Use**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in the Teachers Lounge is for the use of the teachers only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students are not allowed to use their cell phones to make phone calls during school and after school hours.

### **School/Classroom Visits**

The School reserves the right to determine if and when a parent can visit a classroom. Parent visits violate the privacy rights of other students. If permission is granted, parents' visits will be limited for periods of time. Parents must schedule an appointment ahead of time, not visiting during testing or not staying longer than a specified time. There may be no more than one or two visitors at a time. Parents who fail to adhere to schools' visitation rules or who repeatedly cause disruptions can be restricted from the classroom.

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason visitors and/or volunteers are required to wear a designated badge that may be picked up at the office. Visitors/volunteers are to sign out at the time of departure. Visitors who have not been fingerprinted and completed Protecting God's Children Training through the Archdiocese may not walk unescorted through the school building.

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### Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated fingerprinting and Protecting God's Children Training. All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers.

All Parents are asked to fulfill at least 15 hours of service. If you are unable to comply, a \$10.00 per hour fee will be assessed. A maximum charge of \$150.00 will be due at the end of the school year. Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

### Parking Lot Safety

For the reasons of safety, you are urged to use extreme caution and lots of patience while driving in the school parking lot. Please drive 5MPH and be prepared to stop if necessary. **Use of cell phones while driving in our lot is prohibited.** Please do not park in a

handicapped space unless you are entitled to that spot. We share the lot with the Sacred Heart Academy and with the Spanish Catholic Center and we ask that you be respectful and do not park in their spaces. In addition, please do not park in any designated faculty and staff spots. Never leave your car in the traffic lanes, block other cars, and PLEASE NEVER leave a car with the motor running or a child unsupervised in a car, even for a moment.

We will not release your child to anyone without parent authorization. Parents must record the names of the individuals authorized to pick up your child on the Student Information Sheet filled out at the beginning of the year.

We also ask that you follow the local regulations regarding the use of car seats when transporting all Sacred Heart students.

### Office Hours

The Administration has set aside time from 8:15-9:00 am and 2:30-3:15 pm for designated office hours. The Administration will meet with parents on a first come, first serve basis. Preference will be given to parents who have called ahead and set up an appointment with the Office Secretary.

### Inclement Weather Policy

As the majority our families come from Washington, DC and Montgomery County and the overwhelming majority of our teachers come from Montgomery County, Sacred Heart School follows the snow policy of the Montgomery County school district.

In the event of a weather delay on a previously scheduled half-day, the start of school will be delayed and the half-day will be cancelled.

### Fundraisers

Parents who wish to assist a teacher in hosting a fundraiser to benefit their class or a club must receive permission from the Principal. Fundraisers must be placed on the school's calendar a month in advance. Fundraiser requests will be honored on a first come, first serve basis. There will be no more than 4 fundraisers each month.

### Uniforms and Dress Code

Uniform components may be purchased through:

<b>Flynn &amp; O'Hara Uniforms</b> <i>Personal checks are <u>not</u> accepted at this location</i>	
Loehmanns Plaza	Lanham Crossing Shopping Center
5210 Randolph Road	8807 Annapolis Road

Rockville, MD 20852  
(301) 838-8958

Lanham, MD 20706  
(240) 764-4545

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. **There is a special uniform for Physical Education classes, also to be purchased through Flynn O'Hara.**

**Grades Pre-K 3 – 1<sup>st</sup>:**

Light blue polo shirt with Sacred Heart Logo (long or short sleeves)  
Dark blue/navy blue pants or shorts  
Dark blue skirts/pants for girls  
Dark blue socks, or tights for girls  
Black shoes  
Dark/navy blue fleeces with SH Logo  
Dark belt if needed, no ties!

**Grades 2 – 8:**

White polo shirt with Sacred Heart Logo (short or long sleeves)  
Dark blue/navy blue pants or shorts  
Dark blue skirts/pants for girls  
Black shoes  
Dark blue fleece jacket with SH Logo  
Dark belt

\*No ties, no blazers

**P.E. Uniforms – All Grades**

White t-shirt with Sacred Heart Logo, short sleeves  
Red shorts or sweatpants with Sacred Heart Logo  
Red sweatshirt with SH Logo  
White socks  
Sneakers, gym shoes

**\*Skirts should be no shorter than three inches above the knee.**

**Out of Uniform Guidelines**

**Students may wear:**

- jeans
- tennis shoes
- short socks
- shorts no shorter than three inches above the knee
- skirts no shorter than three inches above the knee

- skorts
- sweatshirts
- jogging suits
- dresses
- slacks

**Students may not wear:**

- flip-flop sandals
- tank tops
- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- biker shorts
- pajama pants
- make-up
- large earrings
- low cut blouses/tops
- clothing that is extremely tight
- hats

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

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.**

No cosmetics, lip gloss, colored Chapstick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses. No body piercing besides pierced ears. Girls may wear **one pair of earrings not larger than a dime and without hoops.** Boys may not wear earrings of any type. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a **narrow silver or gold chain.**

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year. The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist.

**Students, who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.**

### **Birthday Policy**

Sacred Heart Catholic School recognizes that birthdays are a special day for our students. We must also ensure that party celebrations do not disrupt the learning process. Children's birthdays will be celebrated in class with each teacher acknowledging birthdays in a special way, such as birthday crown, singing happy birthday, or in a manner appropriate for their

age and grade during snack or lunch time.

Change in policy includes health concerns and the loss of instructional time. Some of our students have health concerns related to food, including allergies, obesity, diabetes, and sensitive to dyes. Additionally, this will limit birthday treats that are delivered on the same day, resulting in two sweet treats within one day. We encourage parents to arrange play date or other appropriate social activities off School grounds.

### **Right to Amend**

Sacred Heart School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday Folder or through e-mail communication.

