

August 2009

Dear Parents of Sacred Heart School:

This Parent/Student Handbook contains policies, regulations and services relative to Sacred Heart School (SHS). Please read and keep this handbook readily available throughout the year.

The Parent/Student Handbook is a means of communicating between the school and home. Close cooperation is essential to promote the best interest of the child. Parents are encouraged to visit school and attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is meaningful exchange of information between home and school. It is our hope that this handbook will be helpful to you and that it will promote that understanding.

As always, we appreciate your cooperation and interaction with us at SHS.

Blessings!

SACRED HEART SCHOOL



43- 775 Deep Canyon Road
Palm Desert, CA 92260
www.sacredheartpalmdesert.com

School Office	760-346-3513
Pre-School	760-674-3000
Fax Number	760-773-0673
Parish Office	760-346-6502

PARENT / STUDENT HANDBOOK

The Sacred Heart Parent/Student Handbook serves as a guide for parents and students. School policies, standards, services and administrative operations are included. Policy statements are necessarily general and the administration reserves the right to amend and make adjustments as circumstances arise. Parents* will be given notification of significant changes made. Please read this handbook carefully and keep it for reference during the year.

The term "parent", as used throughout this handbook, shall mean to include "legal guardians".

(August 2009)

INDEX

The handbook is divided into twelve sections:

<u>Section</u>	<u>Page</u>
I. Introduction: (Philosophy, Mission Statement, School-Wide Learning Expectations, History, Daily Schedule, Accreditation, Role of Parents, Community of Believers)	4
II. Governance: (Administration, Room Parents, Parent Club Board, Organizational Chart, Parents' Club, School Board)	9
III. Admission: (Non-Discrimination Policy, Student Admissions, Immunization, Age, New Students, Class Size, Registration, Livescan)	13
IV. Academics: (Curriculum, Evaluation, Homework, Promotion/Retention, Report Cards, Awards, Student Records, Student Supplies)	16
V. Attendance: (Absences, Medical Appointments, Tardy, Visitation)	21
VI. Communication: (Appointments, Calendars, Family Envelopes, Newsletter, Parent/School, Room Parents, Telephone)	23
VII. Discipline: (Discipline Policy, Suspension/Expulsion/Transfer, Student/Family Behavior, Citizenship, Parent Responsibilities)	25
VIII. Health: (Emergency Information, Illness/Injury, Insurance, Medication, Pets, Screening)	30
IX. Safety and Welfare: (Bikes, Closed Campus, Emergency, Money, School Property, Supervision, Traffic)	32
X. Student Services: (Altar Servers, Mass, Mission Program, Extended Care, Field Trips, Fund Raising, Lunch, Intra-School Competition, Library, Lost & Found, Music/Choir, PE, School Pictures, Student Council)	34
XI. Tuition: (Policy, End of Year Payments/Transfers, Parent Involvement, Rates)	39
XII. Uniform Policy: (Standard Uniform, PE Uniform, Mass Attire, Rules for all Grades, Free Dress, Out-of-Uniform Notice)	43
XIII. Preschool Handbook	47

2009-2010 STUDENT HANDBOOK (K-8)

I. INTRODUCTION

Statement of Philosophy

Sacred Heart School serves a diverse student body from many parishes and makes a significant effort to include children from all socio-economic, ethnic, and racial backgrounds. The school strives to provide a stable, safe and healthy environment wherein a positive self-image and sense of morality are enhanced. Our hope is to instill a committed love for God and of knowledge to enable each student to reach his/her highest potential in all areas: spiritual, apostolic, moral, intellectual, academic, physical, social and cultural.

We believe that the school exists to integrate the learning of each student with Catholic faith formation as embodied in the Gospel message and experienced in the school's faith community.

We acknowledge that the home is the child's first experience of life-giving community and that parents have been and will remain the prime educators of the child. In a shared effort, our parents, Priests, Sisters, teachers, aides, staff and students cooperate with and assist each other, striving to make our living community unique, contemporary and oriented to Christian service.

We believe that the Gospel message is reflected in the provisions of a core curriculum aimed at developing a totally integrated person. As age and development permit, students are encouraged to use critical thinking processes, communication and life-experience skills for continued intellectual growth. Committed to our Catholic philosophy, we root our community in Christ, the source of our faith, hope and love. We believe that Christian values underscore the school's task of forming individuals capable of living their choices responsibly and truthfully. This will give students a direction and stability that will sustain them through life, as they serve the Church and the world, as Christian adults in the twenty-first Century.

Mission Statement

TO TEACH AS JESUS DID

The Sacred Heart School Community is committed to modeling and teaching Catholic Christian morals and values, while creating a caring, respectful environment which promotes academic excellence and fosters a love for learning.

School-Wide Learning Expectations

In order to lead a Gospel-centered, well-informed life, a graduate of Sacred Heart School shall demonstrate the knowledge, skills, and attitudes essential to declare that:

I am a faith-filled person who

- ◆ A) recognizes God's presence in all creation
- ◆ B) demonstrates stewardship to all God's creations
- ◆ C) witnesses and practices Catholic values through words and actions
- ◆ D) participates in sacraments/liturgy of the church
- ◆ E) serves in the community

I am a life-long learner who

- ◆ A) seeks and implements information for continued academic growth
- ◆ B) is able to access and apply technology
- ◆ C) strives to imitate Christ in his/her whole person
- ◆ D) performs as confident individual as well as a team player

I am a loving person who

- A) respects differences of culture, beliefs, and individuality of others by practicing Christian values.
- B) accepts responsibility for his/her actions and consequences of those actions upon others
- C) responds to community needs

SACRED HEART SCHOOL HISTORY

Sacred Heart School has been in existence since 1984 when its' doors on Deep Canyon Road and Fred Waring were opened to receive students in Kindergarten and First Grade. The building had been constructed as a parish hall with three classrooms for religious education. With twenty-one (21) students in Kindergarten and First Grade in 1984, the school continued to add a new class each year. Enrollment growth was clearly foreseen.

The need for additional classrooms and a new school site was addressed in 1991. In the interim, a small staff worked with combined Grades 1-6 in the old school. Kindergarten was housed in the back of the old church.

Once the new school site and size were decided, the pastor of Sacred Heart Parish began fundraising efforts. Parishioners and visitors were very generous in supporting the drive to start the much needed building. Finances were in place and the new building was ready by September 1993. Provisions were made for larger classrooms for students in K-8. The computer room, library, offices and faculty space were great improvements over our earlier limited areas. On September 8th 1993, opening day for the new school, the expanded staff of eight (8) teachers in Kindergarten – Grades 7th/8th combination, welcomed a student total of 210. Soon afterwards, in

1994-1995 the computer room and library were staffed and running. Sizeable grants had enabled Sacred Heart School to develop its technology program earlier than was anticipated. Parents' Club Ways and Means Committee worked hard to match each annual grant received. School and programs were debt free by 1997. By 1999, school enrollment reached 291, close to capacity of 310.

In 2001 and 2002, the staff involved in K-8 at Sacred Heart School consisted of nine classroom teachers, a full-time computer teacher, five part-time teachers in Advanced Math, Music, Spanish, library and P.E., and teacher-aides in K-5. Each year new students were tested and registered in the Spring. A growing interest and provision for intramural sports and for music resulted in boys' and girls' teams in competitive sports and junior and senior choirs.

In 2002 a three classroom preschool opened with 68 children in the newly remodeled parish hall. Since its inception the preschool has been filled to capacity and a fifth classroom was added in 2009 bringing enrollment in the preschool to 93 students, ranging from 2 to 5 years of age.

In December of 2003 a four-classroom addition was opened. The 6th, 7th and 8th grade classes moved into these classrooms making space available to double Kindergarten and first grade. The computer lab moved into a new full size room and the library expanded into a portion of the old computer room. In the math/science room lab stations were added making hands on experiments possible. The latest in multi-media technology was added to each of the new rooms. Smaller class sizes of 25 in Kindergarten through second grade became a reality by 2004-2005.

After many years of hard work, Sacred Heart School applied for and was awarded the National Blue Ribbon Award. The designation by U.S. Secretary of Education Margaret Spellings is the highest to be bestowed on a select number of schools in the nation each year, and places Sacred Heart School among one of 250 schools across the nation to be so recognized in 2006. SHS is the first school under the direction of the Office of Catholic Schools of the Diocese of San Bernardino to receive the award.

In June of 2007 the Margie Speck Building, named for a generous donor, was opened making it possible to double 3rd, 4th and 5th grades. In addition, separate art, music and extended care rooms are part of this expansion. In addition to the classrooms, a larger play field was added. At the same time refurbishing the existing classrooms and adding the latest educational innovations to all classrooms was achieved.

DAILY SCHOOL SCHEDULE

School Office Hours: The school office is open for business from 7:30 a.m. until 3:30 p.m. each day that the school is in session.

KINDERGARTEN, FIRST, SECOND GRADES

07:00- 07:45 a.m. Extended Care
07:45- a.m. 1st bell
08:00 -a.m. Morning Prayer
10:00- 10:15 a.m. Recess K, 1, & 2 grade
11:30 - 12:10 p.m. Lunch (K-2)
12:10 p.m. Class resumes after lunch recess
02:50-3:00 p.m. Dismissal

GRADES 3-5

07:00- 07:45 a.m. Extended care
07:45- a.m. 1st bell
08:00- a.m. Morning Prayer
08:10- a.m. Core subjects, Religion, Math, Reading Literature/Language Arts
10: 15 -10:30 a.m. Recess 3rd, 4th and 5th Grades
10:45 a.m. Core subjects, Reading, Literature/Language Arts (as needed), Science or Social Studies
11:50- 12:30 p.m. Lunch 3rd through 5th Grades
12:30 p.m. 3rd – 5th Grades
12:30 – 1:00 p.m. 3rd – 5th Silent reading
1:00 – p.m. Classes resume (3-5)
Computer, Library, P.E., Music, (K -5th Grades), Art, Spanish
Social Studies or Science
02:50- p.m. Bell to signal preparation for dismissal
03:00 p.m. Bell to signal the end of the school day -dismissal
03:00- 05:30 p.m. Extended Care

JR. HIGH

07:00 – 07:45 Extended Care
07:45 – a.m. 1st Bell
08:00 – a.m. Morning Prayer
08:10 – a.m. Core subjects, Religion, Math, Reading, Literature/ Language Arts
10:30 – 10:45 Recess
10:45 a.m. Core Subjects, Reading, Literature/ Language Arts (as needed), Science or Social Studies
12:10 – 12:45 Lunch
12:45 p.m. Classes resume
Computer, Library, P.E. Spanish, Social Studies or Science
02:50 – p.m. Bell signal preparation for dismissal

03:00 p.m. Bell to signal end of day – Dismissal
03:00 – 05:30 p.m. Extended Care

Students who arrive before 07:45 a.m. must report to Extended Care. After dismissal (03:00 p.m.), students may not remain on campus unless they are in Extended Care. After school sports participants are allowed on campus only when supervised by an authorized adult.

Accreditation

Sacred Heart School is fully accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

Role of Parents

The Church's vision of the parents' role in educating their child/children is put forth in the following passage from the Declaration of Christian Education, Vatican Council II:

"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.

It is particularly in the Christian family, enriched by the grace and sacrament of matrimony, that from their earliest years children should be taught, according to the faith received in baptism, to have a knowledge of God, to worship Him, and to love their neighbor.

While belonging primarily to the family, the task of imparting education requires the help of society as a whole. As for Catholic parents, the Council calls to mind their duty to entrust their children to Catholic schools, when and where this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children."

Community of Believers

A Catholic school is not, a **place where**, but a **people who**. Catholic schools create for children an educational adventure, permeated by our Lord's Gospel. As a community of learners, Sacred Heart Parish School educates each child's whole heart, whole soul, whole mind, whole strength. As a community of believers, we grow together in our Christian faith to love God and our neighbors.

II. GOVERNANCE

Sacred Heart School is part of the Catholic school system of the Diocese of San Bernardino. The Catholic school system encompasses 27 elementary and 2 high schools which are located throughout the Riverside and San Bernardino counties

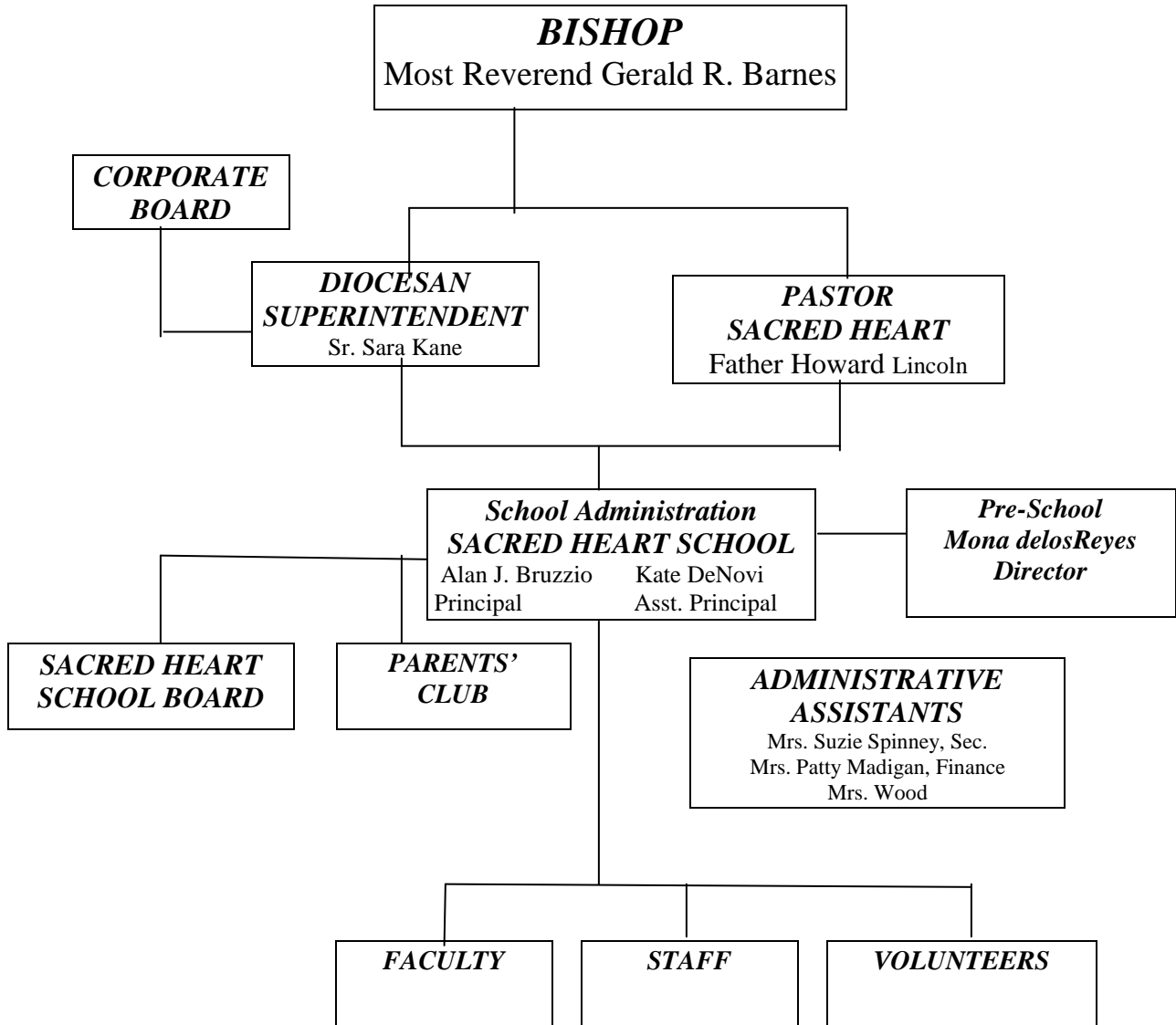
The Diocesan Office of Catholic Schools and the Office of the Superintendent are located in San Bernardino, as is the Bishop of the Diocese of San Bernardino. Under the authority of the Pastor of Sacred Heart Parish and the Diocesan Superintendent of Catholic Schools, the Principal is the Administrator of Sacred Heart School. The Principal is responsible for the building of a Catholic community, supervision of the instructional program, administration of school operations, marketing and public relations.

The Principal's leadership of Sacred Heart School is based upon prayerful discernment and the wisdom of the Pastor and advisory groups. In addition to faculty and staff, two consultative bodies are available to insure an active presence of the entire school community in our Catholic educational program:

- A. Sacred Heart School Parents' Club
- B. Sacred Heart School Board

Mindful of our families' instructional and financial interests, the full support and participation of these groups, both individually and collectively, help the Principal in administering Sacred Heart School. On the following page you will find an organization chart which illustrates the governance hierarchy.

Organizational chart
Diocesan School Organization Chart
SACRED HEART SCHOOL



PARENTS' CLUB

The purpose of the Parents' Club organization is to bring about a closer relationship between the school, the home and the parish through combinations of volunteer work, fundraising, education and special activities. The organization strives to bring parents together, as a community, to support and develop the school through active participation in the school "Parent Involvement

Program" (participation in this program is a mandatory requirement by the school). By getting involved, parents make the most of the opportunity to meet other parents and become an active part of their child's school life. As parents get better acquainted with other parents, they will find a refreshing diversity among them, as well as shared beliefs and values.

It cannot be over- emphasized how important each individual and combined effort is, to the support of the school and parish programs. Without parent involvement, our school could not function efficiently. The Parents' Club is headed by an Executive Board which spearheads and promotes participation in the club's activities. The Board also advises the Principal on school activities and services, excluding personnel and curriculum.

The club's objectives include, but are not limited to the following:

- A. To develop a closer relationship between the home and the school so that parents and teachers may cooperate intelligently in the education of each child and become partners in the educational thrust of the school.
- B. To support the school philosophy and promote an appreciation of Catholic education.
- C. To support the school, utilizing the Parent Involvement Program.
- D. To provide occasions for experiencing a sense of community and communication between home and school; through occasions such as community service, meetings/celebrations and hospitality events.
- E. To strengthen integration with and support of Sacred Heart Parish, and parish life in general.
- F. To sponsor fundraising activities in order to provide whatever is needed by Sacred Heart School.

See the school office for a list of current Executive Board Officers. The parent Involvement Program requirements are provided to each family in the school registration packet. **By registering your child(ren) at Sacred Heart School, you are agreeing to accept and fulfill your mandatory requirements in the Parent Involvement Program. Extra copies of the program are available in the office.**

SCHOOL BOARD

Sacred Heart School Board is an advisory group, selected by the Pastor and Principal. The purpose of this Board is to advise the Principal on long range planning and policy matters. The School Board does not involve itself with the daily operations of the school. The Board sets policies, as needed, for the best administration and operation of the school such as, but not limited to:

- Finance
- Development
- Long range planning
- Marketing
- Social Action
- Scholarships
- Building and Grounds

The School Board is comprised of representatives from Sacred Heart School Parents' Club, Sacred Heart parents at large, Sacred Heart Parishioners, members of the community at large and ex-officio members.

III. ADMISSION

Sacred Heart School adheres strictly to a policy of racial and sexual non-discrimination as dictated by the Diocese of San Bernardino which reads as follows:

Racial Non-Discrimination Policy

The schools of the Diocese of San Bernardino admit students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the respective schools. These schools do not discriminate on the basis of sex, color, national or ethnic origin in the administration of their educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Sexual Non-Discrimination Policy

Coeducational schools shall in no way discriminate against any student because of his or her sex.

Student Admission

The schools of the diocese are established as religious schools; therefore, preference in admissions shall be given to practicing members of the diocesan Catholic community. In cases of parish elementary schools, preference shall be given to the admission of children of parents actively engaged in the parish.

No one shall be admitted as a student in any Catholic school unless that person and/or his/her parents subscribe to the local schools philosophy and agree to abide by the educational policies and regulations of the school and the diocese.

The student admission policy of Sacred Heart (SHS) Catholic School will follow these priorities:

- SHS parish children with siblings attending SHS Catholic School and children of teaching staff of SHS Catholic School.
- Children of families moving into the area that have been committed to Catholic education in their previous place of residence.
- SHS parish children with no siblings attending SHS Catholic School.
- Catholic out-of-parish children with siblings attending SHS Catholic School.
- Catholic out-of-parish children with no siblings attending SHS Catholic School.
- Non-Catholic children with siblings attending SHS Catholic School.
- Non-Catholic children with no siblings attending SHS Catholic School.

The waiting list for grades at capacity adheres to the same priorities.

Immunization Requirements

The minimum requirements for entry into school, regardless of grade, are: four doses of Diphtheria/Tetanus/Pertussis (DTP) or Diphtheria/Tetanus (DT), three doses of polio vaccine, a Rubella (measles) vaccine, and a Rubella (German measles) vaccine. One dose of DTP and polio vaccine must be given after the fourth birthday. Both measles vaccines must have been administered on or after the first birthday. Mumps vaccine, although not required by law, is strongly encouraged. As of January 1, 2001, three doses are required before completing school year for all Kindergarten and transfer students. One dose of Varicella (chickenpox) must have been administered on or after the child's first birthday. One dose is required for all Kindergarten students. A parent/guardian or physician history of disease may be accepted in lieu of vaccine.

Age Requirements

Students may enter the kindergarten of this school if they will attain the age of five (5) years on or before September 1st of the year in which they are seeking enrollment. Students may enter the first grade of this school if they will attain the age of six (6) years on or before September 1st of the year in which they are seeking enrollment.

New Student Admissions

For the admission of a Kindergarten or First Grade child, parents are required to present the child's (a.) birth certificate; (b.) Baptismal certificate; (c.) evidence of compliance with immunization requirements; (d.) the mandated health assessment form; and (e.) social security number .

For the admission of students beyond First Grade, parents are required to present the child's (a.) birth certificate; (b.) Baptismal, First Holy Communion and Reconciliation certificates; (c.) the proper transfer or some appropriate notification from the school previously attended; and (d.) a copy of the last report card. The office requests cumulative records from the previous school.

New students will be accepted on the basis of readiness testing and on the recommendation of the previous school of attendance. All students will be on probation for their first year of attendance. Students who have been accepted either conditionally or non-conditionally and who prove to be discipline problems and/or are uncooperative will be asked to withdraw.

New students will be officially enrolled upon completion of all required forms and payment of all fees. Additionally, all parents must sign and return the Contract Page for the current school year (colored sheet located inside the back cover) acknowledging that they have read this handbook and agree to abide by the policies, rules, regulations and philosophy of Sacred Heart School and the Diocese of San Bernardino.

CLASS SIZE

Currently the maximum class size will be 25 - 30 students in grades K-2, 28 - 32 students in grades 3-5 and 32 - 35 in grades 6-8. . Thereafter, children will be put on a waiting list. Exception to the policy will be made at the discretion of the principal and/or pastor.

REGISTRATION

Registration is held in the Spring of each year. Families with children attending Sacred Heart School are given first option to register for the next academic year; new students are then invited to fill any vacancies in accordance with the school's Admissions Criteria. Once all vacancies are filled, applicants are placed on a waiting list according to both their readiness for the grade and the priority list.

In order to assure a place for new and returning students, the registration packet must be completed and all fees (registration and material) must be paid during spring registration to confirm students' position. New students who apply after spring testing will be required to pay fees on the day of acceptance.

In the case of returning students, all outstanding tuition must also be paid before confirmation of enrollment for the next school year.

Registration fees apply to all students. The fee covers a diocesan assessed per capita tax, office fees for registration, standardized testing and student insurance.

Materials Fees apply to all students. The fee is used to purchase all textbooks, workbooks and consumables used in each classroom.

Registration and Materials fees are payable at the time of registration. **Registration and Material fees are non-refundable.**

LIVESCAN

All parents are required to be finger printed ("live scan") prior to any involvement with school children. **You must pick up a live scan form from the school office containing specific information prior to taking care of this responsibility.**

IV. ACADEMICS

CURRICULUM

Sacred Heart strives to offer a well-rounded academic program following the guidelines given by the Diocese of San Bernardino. We incorporate the areas of:

- Religion
- Family Life
- Language Arts (Reading/Literature, Grammar, Phonics Spelling, Hand Writing, Composition and library)
- Math
- Social Studies
- Science
- Art
- Music
- Physical Education
- Computer Literacy
- Spanish

EVALUATION

Teacher evaluation of students, oral and written, is on-going. Standardized tests, Iowa Test of Basic Skills (I.T.B.S.) are administered to students in grades 2 through 8 in mid October. Standardized testing in the core subjects is also conducted in late spring to measure yearly growth. Teachers will give you the I.T.B.S. results and discuss the comparison between achievement in class and potential achievements. Direction will then be set for optimum progress and, if necessary, future conferences or student monitoring can be scheduled.

Parent/Teacher conferences are held at the time of the first progress report time. Conferences can be arranged, on prior request, as needed.

Should the situation arise that Sacred Heart School cannot properly serve the needs of a child, we will do all we can to help guide parents in placing the child in a school that can best accommodate his/her educational needs.

HOMEWORK

Homework is an integral part of the student's total learning experience. It helps students grow in responsibility, form good study habits and reinforce or improve the skills or concepts learned in

class. We expect students to do their best job on their homework. We expect homework to be neat, accurate and that assignments will be turned in on time.

While student ability and concentration will vary, general suggested time allotments for homework are:

Kindergarten	20-30 minutes
First and Second Grade	30-45 minutes
Third and Fourth Grade	45-60 minutes
Fifth Grade	60-90 minutes
Sixth, Seventh & Eighth Grades	90 -120 minutes

Homework will be assigned Monday through Thursday nights. Generally, no homework should be given over weekends or during vacation time except for long range projects. Jr. High students can expect homework over the weekends. All students should be reading on weekends and breaks. If parents have any questions about homework, a conference with the teacher should be arranged. This can be scheduled upon your request, with office personnel or directly with the teacher.

If your child is absent for one day, please do not request homework, use the homework board on-line. After the child returns to school, he/she will be given one day for each day absent to make up missed work. Extended illness may call for other considerations. When over extended periods of absenteeism occur, it is the responsibility of the parent(s), in cooperation with the teacher, to make sure that the child has learned the missed material covered in class.

If homework is late or not turned in, consequences will be based on grade level policies presented at back to school night. Work must be requested a minimum of 2 days prior to an anticipated absence. Work is due on the first day back from absence.

Parents and students of grades 2-8 can look up the child's homework on the school's homework board at www.sacredheartpalmdesert.com. The intent of the homework webpage is to provide parents with information regarding their child's homework. It is not intended to replace the assignment books which the students are required to maintain daily in class.

PROMOTION / RETENTION / PLACEMENT

Promotion -Only the students who have successfully completed the work of a particular grade will be promoted to the next grade level. Students will not pass just because they come to school. They must do all the classroom work, homework and pass the tests and evaluations given by each respective teacher.

Retention -In cases of slow progress retention may occur. Each situation will be considered individually by the teacher and principal. Any decision concerning retention shall be made after considering the student's emotional, physical, social, intellectual and academic development. The deciding factor will be what is best for the student.

Placement —If a student's academic performance is below grade level and he/she is unable to be promoted, the student may be "placed" in the next grade. Placement in the next grade is for students who have not met the academic criteria for promotion to the next grade, but for whom retention is not a feasible option. Feasibility for placement and retention depends upon: previous retentions / placements, physical size, chronological age, siblings in the same/next grade, academic ability, learning disability, attitude of student, and social considerations. Questions regarding student placement are to be directed to the principal. Placement to the next grade level may result in a student receiving a certificate rather than a diploma upon completion of the eighth grade.

REPORT CARDS

Report cards are issued each trimester. They are sent home in an envelope; the report cards are to be reviewed and retained by the parent(s). The report card envelope must be signed and returned to the office to verify receipt of the report cards.

Absences of 40 (approximately 13 per trimester) or more days during the year may result in the holding of the report card until the work is made up. The term "incomplete" may be entered on the report card. There could be additional consequences due to high absenteeism.

HONOR ROLL

Placement on the Honor Roll is a very special recognition for academic achievement. At the end of each trimester, Honor Roll certificates are awarded to those students who meet the required criteria. Each student's report card subject grades will be tabulated according the following scale:

3rd -8th Grades A=4, A-=3.75, B+=3.50, B=3, B-=2.75, C+=2.50, C=2, C-=1.75 D=1, F=0

Totals will then be divided by the number of subjects taken. All core subjects for the school year will be included. P.E., Music, Art and Spanish (in 3-5) are part-time subjects and are not included. Spanish is included in the Jr. High calculation for honor roll. Technology grades and Accelerated Reader, if included in core subject areas, are part of the honor roll requirements. However, if a student earns a grade of "D" or "F" in any subject, including those not calculated in honor roll, the student will be ineligible for honor roll recognition.

Gold Leaf Honor Roll

"A" Honor Roll

"B" Honor Roll

To merit Honor Roll, the student must, in addition, have commendable conduct. Students must earn an "A" in conduct for Gold Leaf and at least a "B" in conduct for "A" and "B" honor roll.

We hold our honor roll students up as role models for other students to follow, and as representatives of Sacred Heart School, we consider a student's long term behavior just as important as the student's academic achievement. Outstanding record of behavior is defined as not having received any disciplinary notices within a marking period.

STUDENT RECOGNITION AWARD REQUIREMENTS (K -2 GRADE)

In deference to the youth and sensitivity of the primary student, Sacred Heart School is giving Student Recognition Awards. Primary grades (K -2) will receive special recognition at the end of each trimester. It is the school's goal to recognize each student's special talents, strengths and gifts throughout the school year. These awards are done in the classroom.

To merit awards, the student must, in addition, have commendable conduct and have no conduct grade lower than "G" (Good). Sacred Heart School holds its award students up as role models for other students to follow.

Awards will be handed out in a separate ceremony following the close of each trimester. This time will be set aside so that parents and fellow students may celebrate student achievement in a manner appropriate for children of this age. Principal's Awards will be presented following the close of each trimester.

HONOR ROLL REQUIREMENTS (3 -8 GRADE)

Gold Leaf Honor Roll

1. Letter grade of "A or A-" in all core subject classes, totaling a GPA of 3.9 to 4.0.
2. "A" in conduct.

" A " Honor Roll

1. GPA of 3.5 to 3.89 in all core subject classes.
2. An "A" or "B" in conduct.

"B" Honor Roll

1. GPA of 3.0 to 3.49 in all core subject classes.
2. An "A" or "B" in conduct.

Core subject classes are made up of Religion, Language Arts, English, Math, Science, Social Studies, and Spanish (6-8 only). Since the work done by students in the Library and Computer Room is reflected in one or more of the core subject classes, these too, become part of the Honor Roll requirements.

The teacher can not just give a grade because of class participation or conduct. The grade has to be determined by documentation of class assignments (work) and tests given.

Principal's Award -to receive this award, teachers recommend a student who has set a commendable example of outstanding citizenship reflecting Catholic values.

STUDENT RECORDS

All official transcripts will be sent to a new school only on the written request of the receiving school.

Students' records are not given to parents or students. However, parents may have access to their child's records for review; at least one day's notice is appreciated.

STUDENT SCHOOL SUPPLIES

Students are responsible for purchasing most of their own consumable supplies. A list of supplies is provided prior to the start of each school year and these items are to be brought on the first day of school or at the teacher's discretion.

V. ATTENDANCE

State law requires regular student attendance for classes in school. Unless excused for a valid reason, students are expected to be on campus from 08:00 a.m. until 03:00 p.m. Students may not leave the campus for any reason without parent/guardian permission, office notification and approval.

ABSENCES

Excuses for dismissal for appointments, vacations and illness, are the parents' responsibility. Careful consideration should be given to having a child miss school for a reason other than illness or family emergency. Parents and students are asked to keep absence to a minimum and abide by the following rules:

- A. Parents must call the office before 08:00 a.m. to state the reason for the student's absence. If the school has not heard from the parent, you will be called. A parent must call each day of the absence, unless the length of the absence is known in advance (by submitting written note to the office, signed by a parent).

Upon returning to class after an absence, parents must send a written explanation listing the dates and stating the reason for the absence. Students must present this written excuse to the teacher the day of their return. Written excuses are kept on file for that school year.

- B. Notes for a student to be excused from school during the day should be addressed to the teacher, signed and dated by a parent. Include the time and reason for dismissal with the request. Parents must go to the office to sign the child out; staff will then request the student to be dismissed from class and report to the office to be released to the parent.

If students are absent 13 days in a report card period, they will not receive their grades unless a satisfactory make-up plan is agreed upon and conditions met.

MEDICAL / DENTAL APPOINTMENTS

Parents are asked to schedule medical, dental or orthodontic appointments outside school hours. When there are no other alternatives and appointments must be scheduled during school hours, parents must pick up and sign-out their children at the office. A note from parents should be given to the teacher on or before the morning of the appointment to advise the teacher; the note should include the time and reason for the absence.

TARDY

Tardiness interferes with the progress of the student, the teacher and the rest of the class. Students must report to the office and pick up a tardy slip if they arrive after the opening bell at 08:00 a.m. Accepting the responsibility for arriving to class on time is the obligation of students

and their parents. Reasonable excuses are acceptable if a note is received. The following is the school's tardy policy:

Excused Tardy: -a valid reason for being tardy, examples would be: illness, medical appointments, unexpected major traffic delays, car problems or flooding / natural disaster.

Unexcused Tardy: -reasons such as oversleeping, parent's fault, etc. After five (5) unexcused tardies within a trimester, the student and parent may be required to attend Saturday school from 9:00am until 12:00pm. The time will be spent cleaning up the school grounds of debris and other activities. If child and/or parent do not attend Saturday school at the scheduled time, a conference with the principal will be arranged to discuss the matter.

The Principal shall take appropriate action when a student is absent or tardy without validation or if there is reason to suspect the validity of the excuse.

VISITATION

All parents, volunteers and visitors to the school must sign in at the office and get a nametag before entering a classroom for any reason (field trip driver, room parent, birthday, speaker, etc.). Parents must also have "livescan" clearance prior to entering a classroom.

Class Interruptions -Only in the case of an emergency are teachers and students to be interrupted during school hours. Parents should leave messages or forgotten articles at the office; late delivery lunches are placed on the bench near the office door.

All messages to students will be given to them during morning or noon recess.

VI. COMMUNICATION

APPOINTMENTS

Parent / Teacher Appointment -Teachers want you to keep in touch and welcome your interest in your child's education. Do not let a concern become a problem due to lack of communication. Questions or concerns regarding your child should begin with your child's teacher. Teachers are available between 7:45- 8:00 a.m. to ask a quick question or to set an appointment and 03:15- 03:30 p.m., if you need a brief, informal conference. Should you want a formal conference; parents are advised to set an appointment with the teacher to insure readiness and ample time to confer. **PLEASE DO NOT SPEAK WITH YOUR CHILD'S TEACHER DURING DISMISSAL. TEACHERS ARE RESPONSIBLE FOR THE SUPERVISION OF ALL STUDENTS DURING THESE TIMES AND MUST NOT BE DISTRACTED FROM THIS VITALLY IMPORTANT TASK.**

Teachers can be contacted by e-mail. However, these should be kept to a minimum as 25+ e-mails from each student's parent each night would be impossible to answer. Please save e-mails for significant issues. You can expect a response within 24 hrs.

If there is a need for further assistance, then the Principal should be contacted in the manner described below:

Parent / Principal Appointment -In order to serve you in a more efficient manner, it is suggested that you call the office or come in personally to schedule an appointment with the Principal. Every effort will be made to see you in a timely manner. Understandably, appointments will be made to work around the Principal's schedule of tending to students, classes, meetings, observations, faculty, staff and other important administrative affairs.

When you phone for an appointment, please provide the following information: (a.) your name and phone number; (b.) the name of your child(ren); and (c.) the purpose of your appointment.

CALENDARS

A yearly calendar is provided to parents at the beginning of each school year. A monthly calendar is sent home each month via the weekly family envelope system.

FAMILY ENVELOPES

The weekly family envelope system is a major form of communication between the school and each family. Every Thursday, the envelope will reach you via the youngest child.

The envelope is to be opened and the contents read. You may send any correspondence, payment or completed forms via this envelope. You must return the envelope the following day (Friday) signed by the student's parent. This is done to try to assure that all parents receive the weekly envelope. Please impress upon your child the need for being conscientious in delivering the envelope to you

each Thursday. Monies sent in for multiple purposes must be noted on the check. The initial envelope will be supplied by the school; in order to keep this office expense at a minimum, if the envelopes are lost or not returned a replacement envelope will be provided at a charge of \$5.00 each.

NEWSLETTER

Included in the family envelope is a weekly newsletter. The newsletter is "published" by the Principal and is used to communicate information relating to school affairs and activities. Any item you wish to be published in the newsletter must be submitted to the Principal for approval by Tuesday morning.

PARENT/SCHOOL

Communication between parents and school is of utmost importance. In order to facilitate this communication, parents are responsible for:

- A. Reading this handbook and understanding the school's policies, rules and philosophy.
- B. Signing pertinent documents (progress reports, permission slips, etc.)
- C. Attending all Parents' Club "Open" meetings and participating in the Parent Involvement Program.
- D. Discussing and offering suggestions/solutions to any problem or concerns they may have regarding their child or the school.
- E. Parent involvement in the Out of Harms Way retreat.

ROOM PARENTS

This program focuses on assisting the teacher and acting as a liaison between the teacher and parents. Duties vary, but could include: helping in the classroom, coordinating field trips, planning parties, arranging speakers, etc. As a room parent, you are the coordinator/contact for the classroom in connection with class/school events. Being a room parent is strictly voluntary and is a very rewarding experience. Attendance at all scheduled room parent meeting is essential to continuing in this position. Parents of students new to the school are ineligible to be room parents. The Director of Special Projects, working from the office facilitates all volunteer activity.

TELEPHONE

Students do not usually use the office phone. Should a student need to use the phone, the call should be of a serious nature. A permission slip from the teacher must accompany students wishing to use the office phone. After school arrangements may not be made using the school phone. **NO CELL PHONE USE IS PERMITTED ON CAMPUS BY A STUDENT.**

VII. DISCIPLINE

Discipline in the Catholic school is considered an aspect of moral guidance and it is best achieved in an atmosphere of cooperation between home and school. The purpose of discipline is to teach the value of being responsible for one's own choices and actions. In correcting our students, we try to do so in a loving, but firm way, so they realize that their behavior is unacceptable by others, while they, as an individual, are loved. We learn from our mistakes. Sacred Heart School subscribes to the Marvin Marshall Discipline without Stress model of behavior modification.

DISCIPLINE POLICY

In order to avoid misunderstandings regarding school rules and regulations, the principle violations which result in disciplinary action and possible suspension / expulsion from school have been summarized below:

- A. Lack of respect for and lack of cooperation with teachers, staff, aides or adult volunteers assisting at school.
 - B. Open and persistent defiance of the authority of the school, either in action or language, in or out of the classroom.
 - C. Refusing to comply with reasonable request by a teacher, in or out of the classroom.
 - D. Leaving the school premises without office permission (includes leaving the campus to retrieve playground equipment).
 - E. Habitual tardiness, cutting class or truancy.
 - F. Fighting or behavior which might provoke a fight on or off campus.
 - G. Defacing or destroying school property. Students and/or parents are held liable for the cost of replacement or repairs as required by law.
 - H. Stealing, cheating, copying, plagiarizing or forgery.
 - I. Use of vulgar or profane language or possession of pornography.
 - J. Possession of anything that might harm another person, (firecrackers, knives, guns, laser light pens, etc.).
 - K. Possession and/or use of tobacco, narcotics or alcohol, on or in the vicinity of the school grounds.
 - L. Harassment or threatening (physical, verbal, racial, sexual).
 - M. Actions gravely detrimental to the physical, moral and spiritual welfare of others. Any disrespectful behavior which demeans or intimidates another person (verbal or physical); poor sportsmanship.
 - N. Habitual or repeated violation of school rules.
 - O. Bullying or threat of student violence.
-
- A. There shall be no tolerance of threats of violence. Any and all threats to inflict serious harm to self or others must be taken seriously. This will include the presence of threat of using weapons or accessing internet web sites dealing with weapons or destruction.

- B. Who ever hears of becomes aware of any threat made by a student should immediately report it to the principal or his/her delegate. In all cases, the superintendent of schools must be kept apprised of such situations and their proposed resolution.
- C. The school should immediately notify the police when the threat is made or the school becomes aware of such threat.
- D. A student who has made a threat should be kept in the school office under supervision, separated from his/her belongings, until the police arrive.
- E. The parent/guardian of any student who has made the threat should be notified immediately.
- F. Any adult or the parent/guardian of any student who has been verbally mentioned as a potential victim or listed in writing as a potential victim should be notified immediately.
- G. The student who has made the threat should be suspended and not be considered for readmission to school unless and until the following steps have been completed:
 - 1. If the parent/guardian of the student wants the child to be readmitted to the school, he/she must give the school requested permissions (as listed below) and fully cooperate with the school officials.
 - 2. A psychiatrist or psychologist must conduct a comprehensive mental health evaluation/risk assessment. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist for psychological consultation and/or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The cost of all evaluation/risk assessment is the responsibility of the student's parent/guardian.
 - 3. The school shall provide the mental health care professional (psychiatrist or psychologist) with the written permission of parents, with all relevant facts, including but not limited to aggressive behavior details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
 - 4. The mental health care professional, with written permission of the parents/guardians of the child, shall provide the principal a written comprehensive, detailed evaluation report and documented treatment plan

stating the basis upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address any other concerns raised by the principal to the mental health care professional.

5. The evaluation report and all subsequent reports shall be made available to the principal who shall share them with the school's pastor/pastoral coordinator, the superintendent of Catholic schools, and any legal and/or mental health consultants including the school counselor assisting the principal in his/her decision regarding the readmission of the student.
 6. With the concurrence of the pastor and the superintendent of Catholic schools, the principal may notify the parent/guardian of the student when he/she may be readmitted to the school. If the student is determined to be a possible danger to self or others, the school may remove the student from the school.
 7. The mental health care professional shall provide the principal a follow-up assessment within 30 days of readmission to the school. The follow-up assessment shall inform the principal if therapy, counseling and/or other treatment will be needed or provided.
- H. Counseling should be available to a victim of serious threatening behavior if it is determined that such is warranted or requested.
- I. Documentation from the mental health professionals concerning any student is to be placed in a separate, confidential file and should not be part of the student's academic or disciplinary file. This documentation may be kept for a period of one year beyond the time the child leaves the school as a result of expulsion, withdrawal by parent/guardian or graduation.
- J. This policy should be communicated clearly to all faculty, staff volunteers, parents/guardians and students on an annual basis. Each school will provide for a sign off process to indicate awareness of this policy by all the above mentioned individuals.
- K. This policy will be reviewed periodically or as needed to accommodate changes, as the mental health care professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

Each level and each teacher establishes and sends home his/her own individual classroom rules and procedures for dealing with inappropriate behavior for a particular age group.

SUSPENSION / EXPULSION / TRANSFER

Suspension -is defined as temporary removal from school for a designated period. A student who receives two (2) suspensions during the school year may be expelled. The actions/behavior listed in the discipline policy above will warrant suspension(s). Work missed while on suspension will be recorded as a zero in the teacher's grade book.

In-House Suspension- The principal may elect to have a student serve a suspension on school property. Students serving in-house suspensions will be allowed to do class work that is brought to them throughout the day; however, the work will be recorded as a zero in the teacher's grade book.

Expulsion -

The final decision to expel a student rests with the Principal and the Pastor .

- A. Full credit shall be given for work accomplished by the student prior to the time of expulsion.
- B. Only in exceptional cases will expulsion be imposed for a student who is in the eighth grade and has been enrolled in the school for three or more years.
- C. Expulsion or recommended transfers will usually be made at the end of the semester, unless the severity of actions requires immediate resolution.

STUDENT TRANSFER DUE TO FAMILY BEHAVIOR

Proper Catholic education and care of each child requires mutual trust and cooperation of the school and family. Ordinarily, a child is not penalized for actions of parents or family members. However, the Principal may recommend and/or require the transfer of a student for any of the following reasons:

- A. When parent(s) have been persistently and overtly uncooperative with the school staff.
- B. When parent(s) have repeatedly failed or refused to comply with school policies, regulations or programs.
- C. When parent(s) have repeatedly caused school personnel undue aggravation, annoyance or distress.
- D. When parent(s) have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their children or others.

After reasonable effort to elicit the minimum requisite parental cooperation, and after appropriate consultation, the Principal may recommend transfer. If the parent(s) refuses the recommended transfer, the Principal will order a mandatory transfer of the student from school, following the procedure of (a.) the notification to parents; (b.) a conference with parents; and (c.) written documentation of all events related to the transfer.

STUDENT BEHAVIOR AND RESPONSIBILITIES

The responsibility for basic behavior development rightfully belongs with the student and his/her parents. Parents will be expected to cooperate with and assist the school in promoting and maintaining acceptable moral and social standards of conduct. The Christian identity of our School resides in the actions of our students.

In accordance with diocesan guidelines, it is the responsibility of the student:

- A. To comply with the rules of the school.
- B. To pursue the prescribed course of study.
- C. To respect and respond to the authority of the school personnel.
- D. To respect the rights and property of others and expect the same.

STUDENT CITIZENSHIP

It is each student's responsibility to display qualities of good citizenship. Their best conduct is expected in the halls, lunch areas, playground, classroom or upon leaving the school grounds and at activities where students are representing Sacred Heart School. Teachers want students to become good citizens, therefore, expect teachers to remind students of their shortcoming. Teachers will give special emphasis to Christian practices of honesty, morality, courtesy, obedience to the law and respect for our country's flag. Appreciation of the Constitution, respect for parents and home, recognition of the dignity and necessity of honest labor, are characteristics desired and expected of all students. Character is our hallmark. We must stand up for honesty and justice.

PARENT RESPONSIBILITIES

Parents are the primary educators of their children and can encourage Christian behavior by maintaining a Catholic atmosphere at home by:

- Encouraging regular family prayer and a wholesome home environment.
- Fostering in the student a Christ-like concern for all classmates and their reputations.
- Helping to develop in the student the Christian attitude of respect for their own belongings and the property of others.
- Regularly attending Mass on weekends.

VIII. HEALTH

Sacred Heart School is equipped with a Health Room located in the school office. It has *basic* first aid supplies and two rest beds.

If a child has a health problem, (diabetes, allergies, asthma, etc.), it is absolutely essential that this information be given to the office and to the classroom teacher EACH YEAR.

EMERGENCY INFORMATION

By law, the school is not authorized to treat a sick or injured student. In order to properly attend to the student, parents are required to complete the "BLUE EMERGENCY SHEET" each year; the card must be on file on/or prior to the first day of school. All information on the "BLUE EMERGENCY SHEET" must be current and updated whenever any information is changed. Most importantly, among the information requested, the school requires parents' home and work phone numbers and two emergency contact persons (other than parents). This completion and submission of this form is mandatory. **IT IS THE RESPONSIBILITY OF PARENTS TO KEEP EMERGENCY CARD INFORMATION CURRENT.**

ILLNESS OR INJURY

In accordance with diocesan policy, should a student become injured or ill, the parents shall be contacted. No student shall be permitted to go home before this contact is made. If the parent cannot be reached, such designated persons named on the student's BLUE EMERGENCY SHEET shall be contacted. If there is serious injury and parents cannot be contacted immediately, the physician listed on the BLUE EMERGENCY SHEET will be contacted. In extreme emergency situation, the school may need to contact paramedics or other such professional medical personnel.

All injuries must be reported to the school office immediately.

Here at Sacred Heart School, when students are ill, they are sent to the office and are monitored by the office staff for a short period. The student's temperature is taken and his/her parent is called.

If at any time the staff attending the student is unsure of the condition of the child, the parent shall be called for direction. A student who is sick before leaving for school should not be brought to school. The school office is not always a quiet and restful place.

INSURANCE

All students attending parochial schools in the Diocese of San Bernardino have student accident insurance with the insurance carrier chosen by the Diocese of San Bernardino. The insurance premium is paid from your registration fee. Parents are given opportunity to purchase additional insurance at the beginning of the school year for a nominal fee.

When a student has sustained an accident that is covered under the terms of the policy, the school must be advised of the injury within 24 hours, if you choose to file a claim. School insurance claim forms are available in the office; claims must be filed by the parent/guardian.

MEDICATION

School personnel may not administer any type of medication (even non-prescription) to students without WRITTEN PERMISSION from parents and WRITTEN AUTHORIZATION, ORDERS AND INSTRUCTION from a doctor. Parents must complete a Medication Authorization Form for each medication (a copy of this form can be obtained in the school office). Any medication must be provided in its original container and must be delivered to the office by the parent. If your child needs to take medication of any kind (including cough drops and lozenges) during school hours, the above conditions must be met.

MEDICAL RELEASE FOR CONTAGIOUS ILLNESSES

Students who contract a contagious illness or health problem (chicken pox, measles, lice, etc.) must obtain a medical release certifying their fitness to return to school. This release must be presented to the school secretary BEFORE a child will be admitted to his/her classroom. This policy has been designed to protect the health and welfare of students and staff. It will be followed without exception.

PETS

For liability and health reasons, no pets are allowed on the school grounds without permission (in advance) from the Principal.

SCREENING

The school regularly schedules screening tests (hearing, scoliosis, vision, dental, etc.). Parents are notified of test dates and are given the opportunity to have their child tested. These tests are voluntary and require a consent form provided by the office. \

IX. SAFETY AND WELFARE

BICYCLES

Bicycles are permitted on campus for older students. Bicycles must always be walked on campus. In the interest of safety, bike riding on school property is not permitted at any time. Bikes are locked on the rack at the west side of the school behind our offices. REMEMBER, HELMETS MUST BE WORN BY ALL BIKE RIDERS as required by Law.

CLOSED CAMPUS

Students are expected to stay inside the school boundaries. At no time are students free to leave the school grounds during school hours without written permission from parents and administration. All students must be signed out at the office before being released to parents. Students who walk to school must provide written permission, signed by the parent, authorizing such.

DISASTER/EMERGENCY

Students are trained for fire drills and earthquake drop drills, which would be used in the event of a fire or natural disaster. During drills, all students, staff and volunteers must participate and vacate the building. If a disaster were to occur during school hours, the students would be kept at school until called for by a parent or authorized guardian.

All parents and volunteers on campus at the time of an emergency must report to the incident commander as they may be asked to fulfill the duties of a staff member not present. In case of an earthquake, a two-hour waiting period is advised to allow the city time to clear the roads of electrical wire and check broken gas lines. Each family must complete the blue "EMERGENCY RELEASE INFORMATION FORM" and it must be on file in the office at the beginning of each school year. IT IS THE RESPONSIBILITY OF PARENTS TO KEEP THIS INFORMATION CURRENT.

In time of local, regional or national emergency, Sacred Heart School will most often follow local Public School policy with regard to closing.

Each child is provided with an earthquake kit in school. The kit has a shelf life of five (5) years and will support life (with the proper proteins and vitamins) for three (3) days.

SCHOOL PROPERTY

The learning environment that the school strives to create is one which fosters an appreciation of education. Christian behavior among students, respectful attitude toward fellow students and school authorities, and respect for all property is expected of all Sacred Heart students.

- A. Books -Books are school property. For this reason, lost or damaged books must be reported and replaced at family or student expense. The school provides book covers. Textbooks must be kept covered at all times.
- B. Facilities -The buildings, grounds and equipment are to be treated with the greatest respect. Students are expected to take care of school property. If through carelessness or willful destruction, any property is damaged, those responsible are required to replace or repair the item.

WE WANT TO BE PROUD OF OUR SCHOOL; PLEASE TAKE CARE OF IT.

- C. Food, Drink and Gum -Because of the maintenance and safety problems posed to floors and furniture, eating and drinking are not permitted inside the classroom. **NO GUM IS ALLOWED ON THE SCHOOL CAMPUS.**

SUPERVISION

The school (principal and Faculty) is responsible for adequate supervision of students during the regularly scheduled school day. The school day is defined as 08:00 a.m. - 03:00 p.m. For those students enrolled in extended care, the hours are 07:00 a.m. -05:30 p.m. Adequate supervision is provided by the school through support staff personnel. Parents and volunteers are always welcome. No student is allowed to run or play before or after school, on school grounds.

TRAFFIC PATTERN

Traffic onto the school grounds is from the Deep Canyon Road access. Parking is not permitted in the lot off Deep Canyon in front of the playground as this is used for student recess. If you wish to park your car, use the areas west of the church.

During dismissal (3:00 p.m.) students are lined-up safely by their teachers. We request that parents picking up children do so at the designated pick up areas and do not attempt going to classrooms to pick up children. "Drive-through" pick-ups will have the children directed to their cars by designated staff. For morning drop-off, do not release students until your car is at the designated area. No students should walk unescorted in traffic areas. Please refer to school dismissal and drop off maps mailed over the summer or in the school office for more details.

X. STUDENT SERVICES

ALTAR ASSISTANTS

Students from Sacred Heart have the privilege of serving on the altar at the Eucharistic celebrations (Mass) under the training and supervision of Sacred Heart Parish personnel. Students 10 years of age and older are eligible. We highly recommend that every Catholic student, in this age bracket, be involved in this service to their church. Daily Mass at 7:45 a.m. provides this opportunity.

MASS

Each First Friday, a school-wide Mass is attended by all Sacred Heart School students. In addition, weekly Mass is attended by all Sacred Heart Students each Wednesday morning. Each class takes responsibility for preparing the liturgy and having an active part in at least one Mass during the school year. Parents are invited and encouraged to attend these Masses which start at 8:30 a.m. on First Fridays and 8:30 a.m. on Wednesdays. (Note: During the first week of the month, students will attend Mass on the First Friday rather than on Wednesday.)

All students must wear their Mass Attire (dress uniform) on First Fridays (refer to Uniform Policy). Students must wear Mass Attire for Wednesday morning Mass. Students who participate in P.E. (Physical Education) classes that day may bring their P.E. uniform to change into during recess. We expect parents to support the dress uniform policy by insuring that their children leave home properly dressed for Mass, as well as all school days.

We also look forward to seeing all our families at Weekend Mass. This is one way of putting into practice what is taught in school. Family Masses are at 9:30 and 11:00 on Sunday morning. Student choir provides singing at the 9:30 Mass. Sacred Heart School student readers are selected to read at these family Masses, alternating weekends with students from the CCD program. Parents are invited and welcome to bring up the gifts or to be otherwise involved in these Masses. Please inform the school office if you are interested and would like to participate.

MISSION PROGRAM

Sacred Heart School actively supports the Holy Childhood Association, which is a world-wide mission program, to raise funds for underprivileged children in underdeveloped countries. It is very important for students to grow in awareness and generosity for those blessings they have received.

OUTREACH PROGRAM

Families are involved in an on-going outreach program that includes:
Visits to Angel View which assists with the young who are physically challenged.

Visits to the Elderly in retirement/convalescent homes.
Martha's Kitchen -Brown Bag Friday program and helping serve the hungry .
Donations to Catholic Charity organizations.

EXTENDED CARE

This service is provided for the convenience of Sacred Heart School families who have working parents and for emergency situations. All students participating must have the necessary forms completed and on file with the extended care supervisor. Payments may be sent utilizing the family envelope system (similar to tuition payments). Parents must abide by the directives in the Extended Care Handbook. All rules and regulations of the school day also apply.

FIELD TRIPS

Field trips of educational and cultural value are encouraged and are arranged by the classroom teacher with the help of the room parent. A School Activity/Field Trip Parent Consent Form must be completed by the parent for each student and for each field trip or school-sponsored activity. This consent form is the parents' authorization for their child to attend the field trip. In addition, it releases the school from liability. If the consent form is not received prior to departure time, the student will remain in school. Neither telephone calls nor faxed notes will be accepted in lieu of the signed consent form.

For liability reasons, only students enrolled at Sacred Heart School can attend field trips; siblings of students are not allowed to accompany them. Field trips are considered part of the planned curriculum; however, the principal, teacher, or parent may restrict a student's participation due to a failure to meet academic or behavioral requirements. If a child's participation is declined, the child will remain at school to do work provided by the teacher.

For any trip outside of the Palm Desert area hired busses should be used. Drivers for field trips must complete the necessary forms and have them on file in the office in order to be authorized to drive. A seatbelt for each person is required. All parents participating on a field trip must have their "livescan" completed. Please see the office staff if you have not completed this requirement.

LUNCH

Students may bring a box or sack lunch or may purchase "hot lunch" on the days when it is available at school. Students are not permitted to call parents for a "forgotten lunch". Hot lunch will be provided for students who do not otherwise have a lunch and billed accordingly.

Parents who bring a lunch before the scheduled lunchtime are to mark the student's name on it and place it on the bench located by the office.

Parents bringing a lunch after the lunch period begins are asked to take it to the office for delivery. Students are not allowed to pick up lunches in the parking lot. We discourage delivery of fast food lunches by parents and disallow delivery by outside vendors to students at lunchtime since it creates unwanted problems. If you must drop off a “forgotten lunch”, it must be one that has preferably been prepared at home. All lunches must be dropped off by 11:30am.

Hot Lunch is prepared by an outside vendor with the help of parent volunteers. Lunches are available at school for purchase Monday through Friday. Students in grade K – 3 may order a box lunch. Each month a calendar and order form will be sent home for students to order from. The due date marked on the calendar is strictly held to. No late orders will be accepted. Students in grades 4 – 8 will be allowed to bring money to purchase their lunch from an ala carte style menu.

All measures are taken to inform parents of those days in which your child will not need to order lunch in the up coming month, (i.e. field trips). However it is the parents responsibility to cross reference classroom newsletters and calendars so that they are not paying for uneaten lunches. The school will give credit for “unknown” paid for, but missed lunches, (i.e. previously unscheduled field trip), however, credit will not be allowed for missed lunches outside of the school’s control, (i.e. sick days).

Kindergarten, Grade 1 and Grade 2 students begin their lunchtime at 11:30; Grade 3 – Grade 5 students will begin lunch at 11:50; Jr. High students begin their lunch at 12:15.

The following lunch rules apply at all times: all students must go to lunch area with their class at the **time and to the place** the class is assigned.

- A. Students will say grace as a class before proceeding to lunch area.
- B. Students must remain at the lunch tables for at least 15 minutes to allow adequate time to eat.
- C. Older students need to pace their own eating time; at least 10 minutes. No student is to be released to play until his/her eating area is clear and clean.
- D. Teacher or Aides in K-2 may dismiss students to play beginning at 11:50 a.m., if the students are ready.
- E. "Individual" place clean-up and trash disposal is required.

Lunch Hour is as follows:

Grades K -2	11:30 a.m. to 12:10 p.m.
Grades 3 - 5	11:50 a.m. to 12:30 p.m.
Jr. High	12:15 p.m. to 12:45 p.m.

INTRASCHOOL COMPETITION

All students are eligible to participate and represent our school in a variety of activities. Basketball, Football, Volleyball and Soccer programs are offered to our junior high students. Additionally, the Riverside Catholic Schools Track Meet is held once a year and is open to all students in first through eighth grade. This is a great opportunity to meet other Catholic Schools in our nearby area and compete for trophies and ribbons. Students are also eligible to compete in the annual Geography Bee, Science Fair, Spelling Bee and Academic Decathlon. Palm Desert Art & Essay competition is provided annually. All these are wonderful opportunities for fun competition and intra -school social interaction.

Eligibility: To participate, students must maintain a “2.0” average in each of their subjects. Eligibility checks will be done periodically throughout the school year to determine eligibility. The principal, at his/her discretion can determine the eligibility status of a student. The eligibility standard pertains to all extra-curricular activities.

LIBRARY

All students have access to the library at least once a week at scheduled times. All students are responsible for returning books on the due date. The Accelerated Reading Program, which entails students reading books and taking a comprehension "review", is in full operation. Students in grades 2 through 8 are required to participate in this program. Accomplishments or lack thereof, are reflected on report cards.

LOST AND FOUND

All personal items must be permanently labeled with name and grade. Clothing, school bags, lunch boxes, notebooks, etc. should be properly identified. "Lost and Found" is located on the benches in front of the school office. If clothing items are not marked with the students name and are not claimed, they will be sold through the school's "unique" uniform sales.

SCHOOL PERSONNEL ARE NOT RESPONSIBLE FOR LOST ITEMS

MUSIC/CHOIR

Music is taught twice a week in the classroom (Grades K-5). A select choir starts in late September. Practice is held at a time and place decided when the group first meets, usually after school or 12:30- 01:30 p.m. once or twice weekly.

PHYSICAL EDUCATION

P.E. classes are held twice a week for 45 to 50 minutes per class for all students. Students must wear their P.E. uniforms.

SCHOOL PICTURES

Pictures are taken each fall and spring. There is no obligation to purchase them. Students will wear their Mass attire for pictures (refer to Uniform Policy). These pictures will be used in our school's yearbook and cumulative files. We also offer optional spring pictures in non-uniform attire available for purchase.

STUDENT COUNCIL

The purpose of the student council is to provide service to the school community, to develop leadership and to encourage student involvement in all aspects of school life. The student council meets regularly and plans activities for the students under the supervision of a moderator. These students are invited to take part in the Student Leadership Program held each summer at Aquinas High School in San Bernardino.

ART

Art classes are offered in all grades and taught by each classroom teacher in grades 1-8. Classes are taught weekly in K-5 and offered as an elective in junior high.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

Students in the 6th through 8th grades, if eligible, are invited to apply to the (NJHS). Invitations are offered after the 1st and 2nd trimesters. Sixth graders are not eligible until after the second trimester. Students must have an acceptable GPA and demonstrate a high degree of character, citizenship, leadership and service. Please see the NJHS staff advisor for additional information.

XI. TUITION

Catholic Schools are a blessing as they strive to be affordable so that any child can have the opportunity for a Catholic education. Catholic schools in our diocese must be financially responsible organizations in order to survive. School operations, maintenance, supplies and staff salaries are dependent upon tuition, fees, and fund-raisers and the loyalty and generosity of parents, grandparents, patrons and friends of Sacred Heart School. To keep the school affordable, parent/family participation is essential and vital to the successful operation of our school.

Parochial schools, such as ours, were previously supported by the parish. Sacred Heart School in its earlier years benefited heavily from such parish endowment. Our new school, which opened in September of 1993, was built from parish-procured fundraising monies. We are fortunate to have a very supportive pastor, but Sacred Heart School must strive to be self-supporting; this is a diocesan directive.

TO ASSURE A VIABLE CONTINUED OPERATIONAL BUDGET, TUITION MUST BE PAID ON TIME.

STANDARD PAYMENT POLICY

Tuition may be paid yearly, semi-annually or in ten or eleven equal monthly payments, June or July through April inclusive. Monthly installments will be made through FACTS. (See FACTS Information Sheet). If tuition is not paid by the due date, an automatic LATE CHARGE will be added to your account. If tuition is past due and satisfactory arrangements for payment have not been made, parents will receive a letter from the bookkeeper and/or the principal. Failure to comply with their request for payment can result in parents being asked to take their children out of school.

A \$20.00 school handling fee will be charged for each check that is RETURNED by the bank for any reason (in addition to applicable FACTS returned payment fees and/or any bank service fees charged.) After a check has been returned by the bank, the school will accept **ONLY CASH PAYMENTS** from that family, at the discretion of the principal. *Post dated checks cannot be accepted by the school at any time.*

No deductions will be made from the monthly tuition fees for days missed from school by a student.

END OF YEAR PAYMENTS/TRANSFERS

At the end of the school year, each child's tuition fees must be paid in full by the first week in April (the final tuition payment month) of that school year.

Transfers -Any child who transfers to another school at any time must have his/her tuition fees, and any other fees, paid in full BEFORE THE LAST DAY OF ATTENDANCE at Sacred Heart School.

The tuition is considered earned for that month that the transfer takes place; all other prepaid tuition will be refunded. Transcripts, report cards and/or awards may be withheld until tuition and any other fees are paid in full.

PARENT INVOLVEMENT PROGRAM

Over and above the paying of tuition, parents are expected to adhere to the Parent Involvement Program, which is responsible for helping support the school financially, as well as assisting in a variety of areas. With respect to tuition, the fund-raisers provide monies which directly affects the tuition paid by each family by reducing the amount charged. Fundraising proceeds are used to meet school expenses and to assist with on- going development of our school programs. Without parent involvement in fundraising, our tuition rates would have to carry these expenses. All families bear their fair share of the responsibility for reasonable tuition.

With respect to support services, the parent involvement program assists by providing volunteers who help in the daily operation of the school. These services range from the maintenance of the school to the daily operation of the office, library, computer and the hot lunch program; services which would otherwise require the employment of additional staff (which would have to be paid for by increasing tuition) or simply doing without them.

By reviewing the parent involvement program activities, you are made aware of the needs of the school and, as a result of parent involvement, why our tuition is so affordable in comparison to private schools in the area.

TUITION RATES

Catholic schools are parochial schools and not private schools, nor are they supported by the government like public schools. Tuition pays for all aspects of operation and staffing the school.

There are two options for tuition.

Option A

\$7, 700 per child. There will be no other tuition, parent participation or school-wide fundraising obligations for the year. This tuition may be paid all at once or in monthly installments of \$770.00 beginning July 1st.

Option B

Family Rate

This rate will include annual tuition rate (see schedule below), completion of 20 parent hours (10 for single parents) and \$1000 in fundraising. This fundraising amount must include a minimum \$300 profit from the SCRIP Program. Detailed descriptions of the various fundraising opportunities will follow later. Fundraising obligations not met by May 1st will be added to the family’s tuition balance.

Elementary school monthly rates are as follows*:

	Year	10 Month	11 Month
ONE Child	\$4,694.00	\$469.40	\$426.73
TWO Children	\$8,919.00	\$891.90	\$810.82
THREE Children	\$12,674.00	\$1,267.40	\$1,152.18
FOUR Children	\$15,960.00	\$1,596.00	\$1,450.91
FIVE Children	\$19,246.00	\$1,924.60	\$1,749.64

Preschool monthly tuition rates are as follows:

ONE Child	\$5,328.00	\$532.80	\$484.36
TWO Children	\$10,123.00	\$1,012.30	\$920.27
Tuesday/Thursday**	\$2,336.00	\$233.60	\$212.36
Monday/Wednesday/Friday**	\$3,307.00	\$330.70	\$300.64

*Sibling discount: 2nd child receives a 10% discount; 3rd child 20%; 4th and subsequent children 30%

**Sibling discount does not apply

PRESCHOOL EXTENDED CARE OPTION – 12:00 noon up to 5:30 p.m.

\$25.00 per day/per child or \$250.00 per month/per child if paid in advance.

K-8 EXTENDED CARE RATES AND OPTIONS ARE AVAILABLE IN REGISTRATION PACKET.

REGISTRATION FEES	\$250.00	per student
MATERIAL FEES	<u>\$250.00</u>	per student
TOTAL	\$500.00	per student, preschool – grade eight

Voluntary Scholarship Endowment Fee \$100.00 per family
 Registration fees are non-refundable.

The Voluntary Scholarship Endowment Fee has been established to offer those families in need of tuition assistance the opportunity to attend Sacred Heart School. It will take time to build up the fund and your assistance is appreciated.

Sacred Heart School strives to make Catholic education available to all families, even if all families cannot meet the full cost of tuition. Tuition increases, necessary due to the rising costs of education, are not meant to alienate anyone. To facilitate this goal, the school administration will meet with families who have a concern with any and/or all financial obligations.

All matters relating to individual tuition assistance are held in the strictest confidence between the receiving family and the school administration.

XII. UNIFORM POLICY

Students are best prepared for school when they are properly dressed and groomed. They are expected to follow standards of cleanliness, neatness and modesty in everything they wear. Students wear a uniform in order to promote a feeling of equality for all children while discouraging competition in dress. We take pride in our school and the uniform provides a means of identity for the students with our school. In all fairness to other students and their families who honor the policy with the designated uniform, we sincerely hope that you respect the uniform policy, which will be strictly enforced.

Parents and students both share in the responsibility for seeing that the uniform policy is appropriately observed and maintained.

STANDARD UNIFORM

Distributor:

Norman's Uniforms

371 W. 6th Street

San Pedro, CA 90731

Phone Orders: (310) 832-8342

Fax Orders: (310) 832-1410

Internet: www.normansuniforms.com School Code: 43775

Grades K-5

Boys: Mass attire – **Norman's Uniform** shorts/pants, white oxford shirt.
Everyday – **Norman's Uniform** shorts/pants, white or gray polo shirt.
P. E. days – **Norman's Uniform** gray SHS t-shirt, navy mesh shorts/sweatpants.

Girls: Mass attire – Grades K – 4: **Norman's Uniform** white SHS blouse and plaid jumper.
Grade 5: **Norman's Uniform** white uniform oxford shirt, plaid skirt.
Everyday – **Norman's Uniform** white SHS blouse, white or gray polo shirt,
shorts/skort/pants.
P. E. days – **Norman's Uniform** gray SHS t-shirt, navy mesh shorts/sweatpants.

Jr. High

Boys: Mass attire – **Norman's Uniform** navy (not tan) shorts/pants, white oxford shirt.
Optional navy sweater vest.
Everyday – **Norman's Uniform** shorts/pants, navy or tan, white, gray or navy polo shirt.
P. E. days – **Norman's Uniform** gray SHS t-shirt, navy or black mesh shorts/sweatpants.

Girls: Mass attire – **Norman’s Uniform** white uniform oxford shirt, plaid skirt. Optional long sleeve blouse with vest attached or navy sweater vest.

Everyday – **Norman’s Uniform** white, gray or navy polo shirt, tan or navy shorts/pants, tan or navy skort. Any of the required mass shirts may also be worn with the shorts, pants or skorts.

P. E. days – **Norman’s Uniform** gray SHS t-shirt, navy or black mesh shorts/sweatpants.

Please remember....

- The old SHS logo is no longer acceptable.
- The navy sweaters/cardigans are the only acceptable outerwear items allowed to be worn in Church.

Uniform Socks
Grades Preschool – 8th Grade

Boys and Girls:

- Socks must be white.
- Students coming to school wearing socks not in compliance will receive an Out of Uniform notice to be signed by a parent and returned the next day. A replacement pair of socks will be given to the student and families will be charged \$5.00.
 - Students must return the signed Out of Uniform notice and \$5.00 to the school office the next morning before proceeding to class.

Uniform Shoes
Grades Preschool – 8th Grade

Boys and Girls:

- All students must wear athletic shoes in Navy, White or Black. The shoes may have simple swooshes or designs provided they are in navy, white or black. (No gray, platinum, silver, etc. accents.)
- Shoes must be secured by shoe laces.
- Velcro shoes will be acceptable in Grades Preschool-2nd only.
- **No buckle or slip-on shoes will be permitted.**
- Students coming to school wearing shoes not in compliance will be sent to the office and will not be allowed to return to class until acceptable shoes are brought to school.

Haircut Policy
Grades Preschool – 8th Grade

Hair styles must be neat, clean, simple styles. No **hair coloring of any kind** is allowed.

Boys' hair length must be cut above the ears, eyebrows and shirt collar.

RULES FOR ALL GRADES

- A. All shirts and blouses must be buttoned with no more than the top button, unbuttoned.
- B. All shirts and blouses must be tucked in; nothing is to be tied or rolled around the waist (sweaters, sweatshirts, etc.)
- C. No turtlenecks or long sleeve shirts are permitted.
- D. Sweaters and sweatshirts must be uniform if worn in the classroom; in cold weather. Non-uniform attire (jackets, winter sweaters, etc.) may be worn outdoors only.
- E. Uniforms should be replaced when worn, torn or faded; all uniforms should be appropriately sized:

Boys:	Shorts, including PE, length must be to or above the knee
Girls:	Shorts, including PE, length must be to or above the knee Skirt, skort and jumper-length must be no more than 3 inches above the knee. Girls' skirts must display/convey modesty in dress.

- F. No make-up or nail polish is allowed; no jewelry (except for post earrings-one in each ear). No rings or bracelets may be worn. No acrylic nails are allowed.
- G. Hair styles should be neat, clean, simple styles. No hair coloring of any kind is allowed. Boys' hair length must be above the ears, shirt collar and eyebrows. No sideburns.
- H. Any undershirt worn must be solid white.

OPTIONAL (FREE) DRESS GUIDELINES:

When permitted by the Teacher and Principal, students may have the opportunity to have a free dress day (meaning that they do not have to wear their uniform). Parents and students are expected to use good judgment in student dress; if you or your child have a question regarding whether or not an item of clothing is appropriate for school, please discuss it first with your child's teacher or the principal. The following are guidelines to help when selecting your child's dress:

- A. Clothing must be neat and respectable.
- B. No tight-fitting, baggy or short shorts.
- C. No tight-fitting, baggy or long pants.
- D. No low necklines halter tops, bare midriffs, spaghetti straps, tank tops or mini skirts.

- E. Respectable T-shirts or sweatshirts without offensive slogans.
- F. Shoes must be appropriate for recess or P.E.
- G. Shoulders must be covered. No tank tops.

The school's guidelines on make-up and jewelry will be in effect on free dress days. The administration reserves the right to make the final decisions regarding appropriate dress and personal appearance.

OUT -OF-UNIFORM NOTICE

If a student is out of uniform, a notice will be sent home to advise parents. Parents may also be called in to bring the proper uniform to school. Repeated infractions may result in more serious disciplinary action.

RULE FOR PARENT(S)

Because parents are role models for the students, it is expected that parents will always be dressed appropriately when on campus.

PRESCHOOL HANDBOOK

CONTENTS

Developmental Point of View

Basis of Acceptance

Staff Development

Registration

Procedure

Options

Operating Policies

Hours

Attendance

Sign-in and Sign-out

Morning Drop off

Afternoon Pick up

Visitation

Volunteers

Withdrawal

Dismissal

Extended Care

Health Policies

Daily Health Check

Communicable Diseases

Accident Reports

Health Check Observation

Safety Procedures

Disasters

Emergency Disaster Procedure

First Aid

Safety Precaution

Transportation for Field Trips

Food

Snacks

Sharing Time

Birthdays

Nap/Rest Time

Backpacks

Clothing

Uniform Policy

Clothing – Free Dress

Program

Placement Process

Parent/Teacher Conferences

Discipline Policy

Parent Information

Communication

Observation

Parent Involvement

Parent's Club

Expectation for Parents

Grievance Procedure

Curriculum

THE DEVELOPMENTAL POINT OF VIEW MEANS.....

...**UNDERSTANDING** that growth follows an orderly cycle of development.

...**RESPECTING** the fact that every child is unique and has its own rate and pattern of growth.

...**ACCEPTING** the whole child: physical, social, emotional, and intellectual components. Recognizing the components are equally important and interdependent.

...**APPRECIATING** that readiness for any given task has its roots in the biological-maturational make-up of the child. We can neither **PRODUCE IT, HURRY IT** nor **IGNORE IT**.

Basis of Acceptance

Students of any race, color and national/or ethnic origin are admitted. Preschool children **MUST** be two years, 6 months old and toilet trained by September 1st.

Staff Development

In an effort to maintain a competent and professional staff, Sacred Heart requires teachers, assistants and administration to continue instruction and training in the following areas:

- Early Childhood Education and Child Development
- Parent/Teacher relationships
- Medical and emergency preparedness
- Spirituality and personal growth

Under the California Child Abuse Reporting Law, all teachers, counselors and administration are mandated reporters.

Registration

Procedure

- Introductory facilities walk- through with Director.
- Submit a financial agreement with non refundable registration fee.
- Parent attend registration meeting / open house.
- Currently enrolled families in good standing have priority for re-enrollment and schedule modifications.
- All families must complete a registration package which includes Licensing and Diocesan forms.
- All records are kept locked in the Director's office.
- Files can be reviewed by a licensing analyst from Community Care Licensing upon their request.

Options

PRESCHOOL

Core Program: 8:00 a.m. – 12:00 a.m. (4 Hour Maximum)
Classes Meet: Tues/Thurs. Mon/Wed/Fri Mon. through Fri.
After School Care: Available Mon. through Fri. from 12:00 noon until 5:30 p.m.

PREKINDERGARTEN

Core Program: 8:00 a.m. – 12:00 a.m. or 12:30 p.m. – 4:30 p.m. (4 Hour Maximum)
After School Care: Available Mon. through Fri. from 12:00 noon until 5:30 p.m.

FINANCIAL POLICIES

Tuition

- Tuition may be paid yearly, semi-annually, or in ten or eleven equal monthly payments, June or July through April Inclusive.
- Each family must register with the FACTS for automatic payment deductions.
- Monthly installments will be made through FACTS.
- If tuition is not paid by the due date, an automatic late charge will be added to your account.
- Special payment arrangements can be made directly with the Bookkeeper at Sacred Heart School.
- If tuition is past due and satisfactory arrangements for payment have not been made, parents will receive a letter from the Bookkeeper and/or the Principal. Failure to comply with their request for payment can result in parents being asked for the parents to take their child out of school.

Monthly tuition is based upon an annual rate therefore it is continuous through holidays, closures and vacation.

Penalties

- **\$20.00 charge for Non Sufficient Funds (NSF) Check.** Cash must be remitted along with NSF charge.
- **\$1.00 per minute late fee** (First offense) when a child is picked up beyond the hours of operation. Second offense will be calculated at \$5.00 per minute late fee. Late assessments must be paid to office personal before the child returns to his/ her next scheduled day of attendance. Clocks in the school serve as the instruments that determine the time of pick up.

- **\$5.00 fee will be assessed for each time a child is not signed in or out.** In accordance with Community Care Licensing Regulations, all children MUST be signed in and out and the time indicated on both. *The sign in sheets will be readily available to you however it is your responsibility to make sure that you sign in / out your child.
- **\$10.00 will be assessed if your child's bedroll is not brought to school.** According to Community Care Licensing Regulations all children staying after the morning core program will be required to nap or rest for at least 30 minutes. The parents are required to provide their child with bedding in order to do so. If bedding is forgotten, parents can bring it to school before 12:00 noon or be assessed the \$10.00 fee and one will be provided for your child.

OPERATING POLICIES

Hours

Monday – Friday 7:30 a.m. – 5:30 p.m.

Attendance

Please notify the school by 9:00 a.m. when your child is absent for **any reason**.

The core program begins at 8:00 a.m. or 12:30 p.m. Arrival after 8:00 a.m. or 12:30 p.m. is considered tardy. Please make every effort to bring your child on time so he/she can integrate into the program easily.

Sign-In and Sign-Out

The child ***MUST*** be signed in and *PRESENTED TO A TEACHER, ASSISTANT* or *DIRECTOR*.

The time and signature sections **MUST** be completed on the sign-in/out sheet. Parents are required to **sign their full first and last name and time**. Community Care Licensing requires all students to be signed in / out. If signatures are not attained, you will be charged a \$5.00 fee for each signature not attained. Sign-out occurs when a child leaves the facility. Once a child has been signed out, they are not allowed to be brought back to school unless they were taken out for a Doctor or Dentist appointment. A child will be released **ONLY** to those persons who have been authorized by the parent on the Identification and Emergency Form and who are 18 years of age or older. Any person unfamiliar to staff will be asked for identification.

Once your child has been signed out, please keep them by your side to avoid any unnecessary accidents.

Written or verbal notification must be given to school personnel *EACH* time an authorized person other than the usual parent/guardian picks up the child from school. A written notice is required for all non authorized persons picking up a child and will be asked to show identification. The on-site administrator will handle emergency situations.

When dropping off or picking up your child from school we ask that you please refrain from talking on your cell phones. This will assure that individualized attention and safety is given to your child.

Morning Drop Off

Parents can either drop off their child in the convenient drive through lane or they may walk their child into the school. Parents are **not** allowed in the back playground area. If they wish to stay for flag salute, they must remain in the front courtyard.

Afternoon Drop Off

The Yellow room PreKindergarten class will drop off at the green / yellow room door on the west side of the Preschool building at 12:15 p.m. Monday through Friday.

Afternoon Pick Up

12:00 Dismissal will be in the front courtyard area. 4:30 p.m. dismissal will be through the green / yellow room door on the west side of the Preschool building. Parents are advised to sign children out using first and last name and the children will be dismissed directly to them. Extended care pickup will be from the Blue room. *Please remember to sign your child out in both the extended care book and the clip board.* Since we are a licensing facility servicing children aged 2.6-5, we require that the **youngest** child be picked up first before picking up older children at the main school.

Visitation

Visitor presence is welcomed at any time unless children become highly distracted or disrupted. All visitors must check in with school office personnel, sign in and receive a name badge upon arrival on the premises. **An appointment is necessary for a directed tour.**

A Certified licensing agent from the Department of Social Services may visit the location at any time without notice. They may review all staff and student files as well as interview students, staff and teachers.

Volunteers

Volunteers are welcome at any time however it is advisable to check with your child's teacher for a schedule. Volunteering will not commence until after the first 6 weeks of school. All volunteers must be **Live scanned and cleared** for the Diocese of San Bernardino and Community Care licensing. **All parents** must also have attended a Safe Environment Workshop. Live Scans must be completed and cleared by September 30th. Once you have been live scanned for the Preschool, it will be valid for your child's entire time at Sacred Heart School. **Please note:** For the safety of all children and as required by licensing, siblings are **not** allowed to be brought onto school campus while you are volunteering, (this includes field trips, snack time, Halloween, Thanksgiving Feast, Christmas Around the World, Snow Day, Water Day, Sport's Day, Read Across America). When volunteering in the school, all parents, grandparents etc. must be dressed appropriately. Cell phones **MUST** be turned off and not used during volunteer times.

Withdrawal

A two week written notification is required when a child is withdrawn from the program. This applies to both Sacred Heart Preschool and parents. A pro-rated tuition fee will be assessed if written notification is received.

Dismissal

The school may discontinue enrollment when a family violates the policies, procedures, or philosophy of the school. The school may also discontinue enrollment if it becomes evident that a child is not best suited for this school or is unable to meet the expectations in our discipline policy.

Extended Care

The extended care program is offered as a benefit to our families and it is considered a privilege to stay for this program. All policies and behavior expectations are required during extended care as well as during the morning core program. Should any child not be able to comply with the policies and behavior expectations, it may be necessary that they will no longer be allowed to participate in the extended care program. If you are using the extended care program occasionally as a drop in you must contact the Preschool Office with 24 hours advance notice in order that we can ensure adequate staff is available.

HEALTH POLICIES

Physician’s Report – Verification of a recent physical examination, a current immunization record, and a TB clearance is required. **CHILD WILL BE EXCLUDED FROM THE PROGRAM** if a completed Physician’s Report is not on file. Children who are ill will not be permitted to stay at school. Parents must provide alternative childcare in this instance.

Daily Health Check

Daily Health Check is conducted when the child arrives at school. For the well being and protection of all the children, the parent will be advised to remove the child from school when the following or other questionable symptoms are observed:

Watery, inflamed or crusty eyes	Inflamed nostrils	Listlessness or extreme fatigue
Watery, inflamed or crusty eyelids	Deep cough	Sneezing or coughing
Glazed appearance of eyes	Fever	Frequent stumbling or falling
Heavy nasal discharge	Unusual irritability	Vomiting or gagging
Mucus that is NOT clear	Rash / insect bites	Sleepiness
Open sore cuts	Clammy appearance	Unusual aggressiveness
Unusual loudness of voice	Bruises	Unusual number of trips to bathroom

Being well enough to attend school means that a child is well enough to participate with other children in daily activities, including outside play.

Communicable Diseases

Please notify the school if your child has contacted any of the following communicable diseases. A physician’s statement may be required for re-admittance.

Chicken Pox	Impetigo	Mumps
Scabies	Measles (Rubeola)	Ringworm
Pinworm	Scarlet Fever	Strep Throat
Head Lice (Pediculosis)	Fifth Disease (Slap Cheek)	German Measles (Rubella)
Pink Eye (Conjunctivitis)	Hand, Foot and Mouth Disease	

Accident Reports

Injury reports are prepared for any accident occurring during the course of a child’s school day. ***INJURIES ABOVE THE SHOULDER WILL BE REPORTED TO THE PARENT BY A TELEPHONE CALL.*** If the parent cannot be notified, persons listed on the Emergency Medical Form will be advised.

Please sign any accident report pertaining to your child.

Health Check Observation Forms

Occasionally a health observation may be made during the day which warrants parent communication. Parents will be directly notified by the office of any findings. Since it may be necessary for a child to be picked up early due to an illness, it is imperative that the telephone information we have on file is kept up to date. Parents **MUST** be available to be reached in case of an emergency.

SAFETY PROCEDURES

Disasters

Monthly practices are held for earthquakes, disaster and/or fire safety. In the event of a major disaster, staff will care for children until parents arrive on site.

Emergency Disaster Procedure

IN THE EVENT OF A DISASTER: Do **NOT** phone the school. Telephone lines must be kept available for emergency aid.

Do **NOT** panic. Attend to your own safety. We will care for your child. Nutritional food for a 48-hour period is kept as part of the school's Disaster Preparedness supplies.

When the initial emergency has passed, and you can travel, come to the school to pick up your child. We will release a child only to those persons who have been authorized (**IN WRITING**) by you.

Children will be kept together until they are released to an authorized person. **YOUR CHILD MUST BE SIGNED OUT.** If it becomes necessary to leave the church grounds, a sign will be posted informing you of the whereabouts of your child. If you are unable to get to the school, go to your home so we can contact you.

When a prolonged loss of electrical power or water is experienced, the school will close. Parents or the local emergency contact person, as indicated in each child's file, will be notified.

REMEMBER: We will keep your child safe and comfortable!

First Aid

Staff members are trained in first aid and C.P.R. procedures as outlined by the American Red Cross. In the event of a serious injury, 911 will be called and parents notified immediately. If you are not available, the child's physician will be contacted. If the injury warrants treatment – but not the urgency of a call to 911 – and you cannot be reached, the persons listed on the Emergency Medical form will be notified to act on your behalf.

Safety Precautions

Toileting takes place under the supervision of a staff member. Because the school is a shared use facility, we ask parents/caregivers to NOT allow their children to use the bathrooms unsupervised.

The Playground gate must be kept closed at all times and handled by ADULTS only. School doors are heavy and should only be handled by ADULTS. Please adhere to a 3 M.P.H. speed limit in the parking lot and drive in the appropriate direction. Avoid “cutting across” parking spaces. DO NOT park along red curbs or in handicapped spaces unless authorized. *PLEASE HOLD YOUR CHILD’S HAND WHILE WALKING TO AND FROM THE PARKING LOT AND INTO/FROM THE BUILDING.*

Once your child has been signed out, they become your responsibility. Please keep them by your side in order to avoid any unnecessary accidents.

Children not enrolled in our school must remain with their adult at all times. Children should NOT be left in unattended cars.

Due to Community Care Licensing restrictions, Preschool playground equipment may only be used by children who are only enrolled in our Preschool.

Unregistered children should not accompany parent volunteers. It is important that volunteers are free to give their undivided attention to the students they are servicing.

Parent volunteers are prohibited from using cell phones during the time the adult is responsible for the supervision or transportation of children.

Transportation for Field Trips

Transportation for field trips may be parent driven vehicles utilizing seat belts or in a private bus. When parent vehicles are used, children under six years OR weighing 60 lbs. or less MUST use a federally approved car seat. It is the parent’s responsibility to provide the teacher or field trip driver with their child’s car seat on the day of the trip. If a car seat is not used when required, the child will not be allowed to participate in the field trip.

Parent volunteer drivers must carry insurance coverage of at least \$100,000 liability per person and \$300,000 liability each accident in order to meet the minimum standards. The driver’s insurance would be the PRIMARY CARRIER in the event of an accident. The Diocese of San Bernardino insurance would cover losses in excess of the aforementioned amounts. Parents will be required to sign a statement regarding the \$100,000/\$300,000 coverage. All voluntary drivers must complete the Diocesan Field trip form.

In some instances, parents not meeting the insurance standards as stated above may drive their own child on a field trip. In such a circumstance, the school will not assume responsibility. Children are to be SIGNED-IN with their teacher upon arrival at the field trip site, and SIGNED-OUT when leaving the location. This policy will also apply in the event a parent transports a child without the use of a car seat when legally required to do so.

Siblings are not allowed on school-sponsored field trips. The rationale for this policy includes:

- Insurance liability, appropriate chaperone attention, space limitations, fairness to the class-enrolled child.

FOOD

Parents are responsible for providing nutritious food when their child stays for lunch. PARENTS NEED TO BE MINDFUL OF APPROPRIATE CHILD-SIZE PORTIONS. Uneaten foods will be returned home so parents may gauge the child's true lunch needs. As required by licensing, teachers are **NOT** allowed to heat up children's lunches.

Lunch guidelines include the following:

- Children will be requested to eat a sandwich or protein item and fresh fruit before other nutritious snack-type foods.
- 100% fruit juice beverage instead of sugared-water products.
- The five food groups are: dairy products, proteins, fruits, vegetables and grains.
- Nutritious snack foods include: carrot and celery sticks, cucumber rounds, cherry tomatoes, bell peppers, grapes, pretzels, crackers, yogurt without sprinkles, applesauce, pudding, low sugar granola bars and food low in sugar content.
- Fresh fruit is preferred over 100% fruit roll-ups, canned or dried foods.

Snacks

Your child will be asked to supply a simple, nutritious snack, about once or twice a month, for your child's class. Snacks should be left in your child's classroom and the teacher will refrigerate any items that need refrigeration. A snack calendar will be sent home each month to let you know which day(s) is your child's snack day. Please provide enough snacks for 20 children on your child's scheduled day. Forgotten snacks can create a bit of confusion, so please be thoughtful in remembering your child's scheduled day. Fruits should be fresh and juice must be 100% juice, not a sugared-water product. The children enjoy trying a variety of juices however, to cut down on the sugar, milk is a healthier alternative. If milk is not your selected drink, please provide another source of calcium such as yogurt or cheese. The Teacher will notify you if there are any special allergy needs within the classroom. Most of all have fun with it! Snack day is a great opportunity to involve your child in the planning process.

Sharing Time

Your child's snack day is also their day to bring something to share with their classmates. Sharing time is an excellent learning experience for your child. For sharing, your child may bring something special from home and talk about it at circle time. Sharing time encourages your child to speak in front of a group. Children are encouraged to bring something they have made; something hand-made by someone they know; something from nature; a book to read; a souvenir from another place. These make the most interesting topics for sharing. Unfortunately pets are not allowed in the school and this is a policy set forth by the Diocese of San Bernardino.

Birthdays

Birthdays are fun at school. We celebrate your child's birthday in a special way. Your snack day will be assigned either on your child's birthday or as close as possible to the day. You may bring a special snack for a birthday – cupcakes, cake etc.

Nap/Rest time

Pursuant to California Administrative Code, provision must be made for a rest or relaxation time for those children staying after lunch. **All children will rest.** Children that do not nap will rest quietly for 30 minutes before resuming activities. The parent is to provide a youth sized bed sheet and a child sized blanket or a bed roll of some kind for use during napping time. All linens must be individually labeled with the child's name and stored in a ZIPPER-TYPE BAG. Bedding will go home daily to assure cleanliness. A \$10.00 fee will be charged to you if your child does not have their bedding with them. You may bring it in before 12:00 noon to avoid the fee or we will provide one and you will be charged \$10.00.

Backpacks

Every child is required to bring a backpack or book-bag each day to school. Each student will be given a folder for class work, homework, and parent notices. *IT IS IMPORTANT TO CHECK YOUR CHILD'S FOLDER DAILY.*

UNIFORM POLICY

Uniforms will be required from Monday – Thursday. Friday will be a free dress day. Please refer to the dress restrictions in the next section. We will be using Norman’s Uniform in order to maintain consistency between the Preschool and Main school.

Girls: Everyday: Tan skort, tan shorts or tan pants.
 White or navy polo
 School jacket or sweater with SHS logo
 White socks
 Tennis shoes, (white, black or blue)

Mass: Peter pan sleeve top
 Solid navy jumper (no plaid allowed)
 Navy cardigan sweater
 White socks
 Solid white, navy or black mary janes

Boys: Everyday: Tan shorts or pants
 White or navy polo
 School jacket or sweater with SHS logo
 White socks
 Tennis shoes, (white, black or blue)

Mass: Tan shorts or pants
 White oxford shirt short or long sleeve
 V neck pullover sweater
 White socks
 Tennis shoes

Clothing Free Dress – Fridays

Clothing worn to school should provide comfort and should be conducive to play. Clothing should allow for independence: overall, one piece suits, belts with buckles, trousers with zippers and snaps are inappropriate UNLESS the child can manage them independently. **Spaghetti straps, halter tops, backless shirts, tank tops, and sun dresses are not allowed.**

Hair should be clean and neatly combed everyday. Boy’s hair should be above the collar and above the ear.

Every child needs a complete change of clothing at school; clothing needs to be clearly labeled with indelible ink and STORED IN A LARGE ZIP-LOC BAG. Keep clothing current to the child’s growth and appropriate for the season.

Rubber soled tennis shoes are recommended for safe play. **Flip flops, smooth soled shoes, Crocs, clogs, jellies, and western type boots are considered unsafe footwear and should not be worn to school. Sandals with straps must be worn with socks. All shoes must be worn with socks.**

** All Free dress clothing and shoes are at the discretion of the Director.*

PROGRAM

Placement Process

Classroom placement will be made in accordance with the child's "whole" development – his/her social, emotional, intellectual, physical and adaptive behaviors.

Children are not necessarily promoted in any pre-determined sequence. Year to year, the make-up of any specific classroom will vary based upon the developmental ages of that year's enrollment.

Parents will be consulted in the event a child's group placement needs to be reviewed. Staff will make the final decision as to the child's appropriate placement. Children will have the opportunity to visit a classroom before a change is made.

Children must be three by September 1st in order to attend the five day a week Preschool program. Children must be four by September 1st in order to attend the PreKindergarten program.

Parent/Teacher Conferences

Parent/Teacher conferences are held as needed throughout the year for all children. Refer to the school calendar for specific dates. Children are not invited to be present during conferences. A parent may request a conference with their child's teacher at any time.

DISCIPLINE POLICY

We use the term "guiding positive behavior" when we assist children in understanding and using constructive behaviors. A child's self-esteem grows as he or she develops self-control. Positive re-enforcement and positive re-direction are used to help children learn acceptable social behaviors. Ideally, children follow our example when we speak and interact with them and others in Christ-like ways, encouraging acceptable behavior versus "punishment". Sacred Heart Preschool does not condone nor tolerate corporal punishment. Sacred Heart Preschool has the right to suspend a child if he/she is behaving inappropriately or constantly does not follow the school policy.

As a high-quality early childhood program, we follow certain practices that support a child's social, emotional, physical and cognitive development:

- The curriculum is designed to allow active participation by all children.
- Adults have appropriate expectations relative to the age and social development of each child (i.e. 2 year olds engage in solitary or parallel play. Cooperative play is not expected at this age. 3 yr. olds will be able to “take turns” before the concept of “sharing” can even be considered.)
- The physical environment, both indoor and out, is arranged to meet the needs of each group of children. The daily schedule also recognizes a need for quiet and active times. There are enough engaging materials for the children to use.

Supporting children in their growth towards certain goals is a primary focus;

- ❖ To develop confidence in themselves and their abilities.
- ❖ To increase their self-control.
- ❖ To have a positive self-concept.
- ❖ To develop an awareness of and empathy for others.
- ❖ To begin to understand how their behavior affects those around them.
- ❖ To have a positive experience in school.

The staff uses the following approach to help children achieve the above goals:

- ❖ Anticipate and make accommodations for the needs of the individual child.
- ❖ Clearly explain expectations and boundaries to the children (routine, rules, use of equipment, social interactions.)
- ❖ Communicate the consequences related to inappropriate behavior to the children. Sometimes, it may be necessary to re-direct or separate a child from a particular situation or from the group. This may be done if there is a danger of physical harm or the child’s behavior is inappropriate for the situation. The purpose of the separation or removal is to allow the child time to calm down and perhaps re-evaluate his/her behavior. (i.e. Child may be directed to leave the area if he/she misuses the bikes; to sit off the rug if hitting occurs during group time, to choose a different play area if throwing blocks.)
- ❖ Consistent follow-through of consequences.
- ❖ Give choices to allow children to direct their own behavior within the limits set by adults.
- ❖ Discuss with children and listen sensitively. Adults model communication skills and provide vocabulary to enable children to express their emotions, both positive and negative.
- ❖ Model and empower children with social problem solving skills, which include active listening, negotiation and generating solutions. Children are encouraged to verbally resolve conflicts by using their words. Cooperative attitudes and cooperative learning is promoted.
- ❖ Foster self-help and independent skills.

PARENT INFORMATION

Communication

Please understand teachers are responsible for children from 7:30 a.m. until dismissal time. If you need to discuss an issue or concern with any staff member, please do so before or after their “on-duty” hours.

Monthly calendars are sent home as well as information from each class. This information will go home in the child’s backpack.

Parent Involvement

Parent involvement is a vital link between home and school. We take pride in our school being a “Parent-Active” school. There are many ways parents can become active: reading stories to the children, volunteering on one of the many groups formed for “special” programs, assisting the teacher in the classroom, etc. Talk to your child’s teacher or room parent to find out how you can help. All volunteers must be Live scanned and cleared before any volunteering can take place. Volunteers must sign in at the office and obtain a name badge before going to the classroom. **Please note: For the safety of all children, siblings are not allowed to be brought onto school campus while you are volunteering (this includes field trips).**

Expectation for Parents

- To have a positive attitude toward the school, its philosophy, policies and procedures
- To support the goals which comprise the thrust of the school
- To make certain children are consistently present except when ill or there is a family emergency
- To maintain the overall health of the children by providing nutritious meals, snacks and reasonable bedtimes
- To attend parent/teacher conferences
- To share your gifts and talents in the Parents Club, attend meetings and the special events of the school
- To support fundraisers with your time, energy and resources
- To attend mandatory meetings throughout the year
- To communicate fully in order that we may best serve your children
- To be a partner with the teachers in the education of your child

Grievance Procedure

Before allowing differences to become formalized into grievances, every effort shall be made to resolve disputes through discussions between parties involved. Disputants can request to meet with a third party (a conciliator) who will endeavor to guide them to a resolution of the problem. Formal grievance procedure can be found in the Diocese of San Bernardino's Policy Handbook, section 2220, located in the school office (teacher, director, Pastor, Superintendent of Catholic Schools, Diocesan School Board).

CURRICULUM

Sacred Heart Preschool is first and foremost a Catholic Preschool. The faith formation of a young child is an ongoing process. Ideas about God and His world are incorporated into the daily classroom activities as opportunities occur. Children participate in songs, stories, dramatizations and prayers. Church celebrations are acknowledged in age-appropriate ways.

PLAY IS ESSENTIAL TO LEARNING. The environment is designed whereby children learn through their play. Children test, explore, discover, adapt, classify, organize and construct their knowledge through play experiences.

Children learn best when they can experience something with all their senses. Curriculum is presented in a hands-on, multi-sensory approach. Children are encouraged to make choices and decisions.

Our Language Arts program is phonics-based, which develops listening and speaking skills. The foundation for reading and writing is experienced daily.

Science and mathematic concepts are learned through the manipulation of concrete objects.

Physical development is an important component of a child's learning and overall growth. Along with daily outdoor play, all children participate in a specifically designed P.E. program guided by Kids in Action, Kids in Motion, or Movement with a Purpose.

Curriculum is integrated through thematic units of study that are relevant to children's lives. Learning centers are planned to meet the developmental abilities of the children in each classroom. Learning centers provide children the opportunity to explore concepts in small groups or on a 1:1 basis with teachers and assistants.

Field trips which correlate to the units of study are planned. Field trips are considered off-site curriculum and are invaluable.