



# Sacred Heart Catholic School

## PARENT & STUDENT HANDBOOK

2024-2025

Together in Faith

*I am the vine; you are the branches. Whoever remains in Me  
and I in him, will bear much fruit, for without Me you can do nothing.*

*John 15:5*

*We Transform the World!*

CATHOLIC  
SCHOOLS

THE ARCHDIOCESE OF GALVESTON-HOUSTON



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*The policies and regulations contained herein are for informational purposes only. The school maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time. Parents and guardians will be notified of updates.*

*For the purposes of this handbook, the term “parent” represents all parents, legal guardians and legal custodians.*



# Sacred Heart Catholic School

## 2024-2025 Calendar

**NEW School Hours: 8:00am - 3:30pm Monday-Thursday; 8:00am - 2:30pm Friday**

August							September							October							
S	M	T	W	Th	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	1	2 <sup>△</sup>	3	4	5	6	7			1	2	3	4	5	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17 <sup>⊗</sup>	18 <sup>⊗</sup>	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			
November							December							January							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	2	3	4	5	6	7				1 <sup>△</sup>	2 <sup>△</sup>	3 <sup>△</sup>	4	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20 <sup>⊗</sup>	21	12	13	14	15	16	17	18	
17	18	19	20	21	22 <sup>⊗</sup>	23	22	23 <sup>△</sup>	24 <sup>△</sup>	25 <sup>△</sup>	26 <sup>△</sup>	27 <sup>△</sup>	28	19	20 <sup>△</sup>	21	22	23	24	25	
24	25 <sup>△</sup>	26 <sup>△</sup>	27 <sup>△</sup>	28 <sup>△</sup>	29 <sup>△</sup>	30	29	30 <sup>△</sup>	31 <sup>△</sup>					26	27	28	29	30	31		
February							March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1			1	2	3	4	5		
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	9	10 <sup>△</sup>	11 <sup>△</sup>	12 <sup>△</sup>	13 <sup>△</sup>	14 <sup>△</sup>	15	13	14	15	16	17 <sup>△</sup>	18 <sup>△</sup>	19	
16	17	18	19	20	21	22	16	17	18	19	20 <sup>⊗</sup>	21 <sup>⊗</sup>	22	20	21 <sup>☆</sup>	22	23	24	25	26	
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				
							30	31													
May																					
S	M	T	W	T	F	S															
					1	2	3														
4	5	6	7	8	9	10 <sup>☀</sup>															
11	12	13	14	15	16	17															
18	19	20	21	22	23 <sup>☆</sup>	24															
25	26 <sup>△</sup>	27	28	29	30	31															

- In Service/Student Holiday
- Holiday
- 12 Noon Dismissal
- Parent/Student/Teacher Conferences
- Begin/End Nine Weeks
- ☆ Inclement Weather Day
- ☀ Spring Gala

<u>EARLY DISMISSAL (12:00 Noon)</u>	Oct 17, Oct 18, Nov 22, Dec 20, Mar 20, Mar 21, May 22
<u>PARENT/STUDENT/TEACHER CONFERENCES</u>	Oct 17, 18 and Mar 20, 21
<u>PROGRESS REPORTS</u>	Sep 13, Nov 15, Feb 7, Apr 17
<u>REPORT CARDS</u>	Oct 18, Jan 10, Mar 21, May 22

**☀ FIRST DAY OF SCHOOL Monday, August 12**  
 CALENDAR IS SUBJECT TO CHANGE

907 Runneburg Rd., Crosby, TX 77532 - [www.sacredheartschoolcrosby.org](http://www.sacredheartschoolcrosby.org) - 281-328-6561

See school website for most current calendar

**2024-2025  
PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

**Please sign, date, and return this acknowledgement form  
to your child's teacher by Friday, August 19, 2024**

School Year 2024-2025

All enrolled families are emailed a link to the Parent/Student Handbook for the school year.

Initial each line below:

\_\_\_\_\_ I have received the link to the Parent/Student Handbook.

\_\_\_\_\_ I will read and refer to the Parent/Student Handbook.

\_\_\_\_\_ I will follow the policies and procedures in the Parent/Student Handbook.

\_\_\_\_\_ I will seek clarification from the Principal for any policies and procedures if unclear.

\_\_\_\_\_  
Parent/Family Printed Name

\_\_\_\_\_  
Child/ren Name/s – Grade/s

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



# Sacred Heart Catholic School

Celebrating 75 Years of Catholic Education Crosby, TX

August 1, 2024

Dear Parents and Students,

Welcome to Sacred Heart Catholic School. In choosing Sacred Heart, you have demonstrated a commitment to the values and philosophy of a Catholic education.

This handbook is a reference, covering many of the policies and procedures of our beloved school. Please read it and discuss the contents with your children. Your familiarity with this handbook greatly improves communication between the school and your family. Outstanding communication is a goal of every school because it maximizes the educational benefits for students. If we work together as partners, we will empower our children to reach their highest potential and take responsibility for their behavior and learning.

If changes are necessary to this Handbook, you will be made aware of these through school newsletter. Please refer to this Handbook as a source of information throughout the year and also to our website at [sacredheartschoolcrosby.org](http://sacredheartschoolcrosby.org).

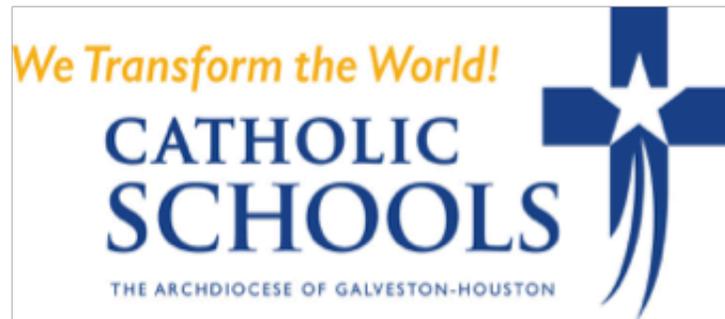
The faculty and staff are very excited about the new school year and look forward to working with you to promote academic excellence and spiritual development.

Here's to a school year filled with love and learning.

Blessings,

A handwritten signature in black ink that reads 'Susan Harris'.

Ms. Susan Harris, M.Ed.  
Principal



### OUR MISSION...

CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF GALVESTON - HOUSTON CALL YOUNG PEOPLE TO HOLINESS AND PREPARE THEM TO LIVE AND PROCLAIM THE GOSPEL OF JESUS CHRIST.

IN COLLABORATION WITH FAMILIES, WE TEACH THE VALUES OF OUR FAITH AND TRADITION, SERVE OUR COMMUNITY, AND ENSURE ACADEMIC EXCELLENCE.

OUR SCHOOLS ARE COMMITTED TO THE EVANGELIZING MISSION OF THE CHURCH TO EDUCATE AND FORM WITNESSES WHO **TRANSFORM THE WORLD.**

"Be active members! Go on the offensive! Play down the field, build a better world, a world of brothers and sisters, a world of justice, of love, of peace, of fraternity, of solidarity."

- Pope Francis



## Parent's Role in Education

Welcome to the 2024-2025 School Year!

We at Sacred Heart Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children.

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

Once you have chosen to enter into partnership with us at Sacred Heart Catholic School, we trust you will be loyal to this commitment. During these formative years (PreK-8) your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security. It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and any other assignments. This responsibility also extends to times of absence.

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

Parents as Partners

## **WELCOME**

The entire contents of the Handbook are in effect for the academic year 2024-2025 as of August 1, 2024.

The Handbook is meant to serve as a guide for the parents and students in all areas of school policies and concerns; however, the Principal may revise it at any time. Please read this Handbook carefully to avoid misunderstandings. All parents should sign and return the confirmation page during the first week of school. If you have any doubts about school policies and/or regulations, refer to the Handbook for clarification. Should you require further information, please contact the School Office. We provide one Handbook to each family via email or hardcopy if requested.

## **MISSION STATEMENT OF THE CATHOLIC SCHOOLS OF TEXAS**

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

As a pastoral instrument of the Church, the strength of the Catholic School is its ability to respond to the needs of the whole person with a global perspective for a peaceful and sustainable future.

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

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

The effective Catholic School must call its students to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteems, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others. Sacred Heart Catholic School is accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED), which is recognized by the Texas Commissioner of Education for the purposes of accrediting Catholic Schools in the State of Texas.

## **PHILOSOPHY & MISSION**

### **PHILOSOPHY**

Sacred Heart Catholic School is committed to the development of the spiritual, intellectual, social, and physical aspects of the whole child within a Christian environment. We believe that each child is a unique individual who possesses the ability to emulate Christ's teachings. The school is dedicated to providing an environment in which the child is motivated to reach his/her full potential while attaining knowledge, skills, and values that are necessary to live as a responsible human being.

### **MISSION STATEMENT**

Sacred Heart Catholic School's mission is to provide an opportunity for children to develop a commitment to church, family, and community through growth in knowledge, social skills, and Christian virtues.

### **GOALS**

1. To make participation in the Liturgy and the Sacraments more accessible to students.
2. To continue to provide high quality education for our students in a context infused with gospel values.

3. To increase associations with other non-public and public schools.
4. To provide a safe and orderly environment with a clear discipline code.
5. To provide active interaction between school and parish families in various functions.
6. To develop an understanding and appreciation of cultural diversity together with inter-relational skills needed within the local, national, and global community.
7. To encourage students to set goals and find ways to attain them; to be self-disciplined and determined.

## **ADMINISTRATION**

### **THE PASTOR**

The Pastor is the spiritual leader of the parish and the chief administrative officer of the parish school. It is his duty to see that the teachings of the Church are clearly and accurately presented. The immediate direction of the school and its instructional program is, however, to be delegated to the Principal. Satisfactory and effective administration depends on the cooperation and mutual support of both Pastor and Principal in matters of local educational policy.

### **THE PRINCIPAL**

The Principal is the educational leader of the school, possessing full administrative responsibility for the instructional program of the school. As the educational head of the school, the Principal is held accountable for the school policies outlined in the Texas Catholic Conference of Bishops Education Department Accreditation Principles and Standards, Archdiocesan School Goals, the Archdiocesan Board of Education Policies, State Rules for Curriculum and the Catholic School Office Administrators' Handbook of Regulations.

### **SCHOOL ADVISORY COUNCIL**

Sacred Heart Catholic School's School Advisory Council is consultative to the Principal and Pastor. The School Advisory Council assists the Principal and Pastor in articulating the educational needs and aspirations of the school and school community.

Serving on the School Advisory Council is a ministry. Members provide a service for our Catholic school. Members should never be motivated to serve on the Board for the purpose of accomplishing personal agenda items. A member who offers to serve needs to be open-minded, and use data to make informed decisions. The member must keep in mind the overall good of the school as the basis upon which to make a decision. A board member has no authority as an individual. Only when the Council meets as a group, does the person function as a council member. Council members do not serve as conduits to the administration for parents/guardians who have questions, complaints, and/or concerns. Council members must always refer such calls to the appropriate person.

The School Advisory Council advises and gives guidance in the areas of financial viability and accountability of school, short and long term planning, fundraising, development and public relations. They also participate in the Principal Professional Growth process. The School Advisory Council does not discipline students, develop curriculum, approve instructional materials, hire/fire staff, or write regulations on the implementation of policies or handle grievances.

Persons in the following categories may NOT be considered as candidates for the School Advisory Council:

- Employees of the parish and school, whether teaching or non-teaching personnel
- Spouses, students, or siblings of employees of the parish/school
- More than one member of an immediate family at a time
- Council members or professional educators of another school or school system

Discernment is the formal process used in May to select new School Advisory Council members. Each council member discerned serves a term of three years and may serve up to two terms. Meetings are held the second Thursday of every month in the Library with the exception of July.

School Advisory Council meetings are open meetings. Anyone may address the Council provided he/she has given a written request to the Principal ten working days prior to a scheduled meeting. Presentations to the School Advisory Council must follow these guidelines:

- Have a ten minute time limit.
- Nothing of a confidential nature should be addressed such as discipline problems or personal issues. The School Advisory Council President or Pastor may at any time stop the presentation if it is of a sensitive nature.
- No discussions will follow the presentation.
- The School Advisory Council President, in consensus with the Principal and Pastor, will give a response in writing.

## **STRATEGIC PLAN**

The Sacred Heart Catholic School Faculty and Staff are happy to show our strengths and plan for improvement. During the most recent Accreditation visit, SHCS was commended in all domains:

- Domain I: Catholic Identity
- Domain II: Governance, Administration and Management
- Domain III: Curriculum, Instruction and Assessment
- Domain IV: Student Services and Activities
- Domain V: Plant and Facilities

We will continue to work on integrating more technology into lessons, update, maintain and improve safety procedures within the school and continue to review, improve and implement the SHCS Strategic Plan.

## **ADVANCEMENT/DEVELOPMENT/MARKETING**

Through strategic planning and executing marketing and communication activities that support relationships between the school and its external constituents, Sacred Heart Catholic School's goal is to create a greater community presence which invites stewardship and support for the school. This is accomplished through the relationships we nurture with the community, parish community, alumni, parents, donors and friends who support the school.

## **ADMISSIONS**

### **ADMISSION POLICY**

Sacred Heart Catholic School does not discriminate on the basis of race, color, national and ethnic origin, or sex, in the administration of educational policies, admission policies, and other school administered programs. Attending a Catholic school is a privilege, not a right. The Principal can, at any time, withdraw any child, subject to the procedure for resolution of disputes. However, Sacred Heart does have the following admission priorities:

- 1. Students currently enrolled;**
- 2. Siblings of students currently enrolled students;**
- 2. Children of active members of Sacred Heart Parish;**
- 3. Other applicants are accepted if vacancies remain.**

Good conduct and academic records from the school previously attended are a prerequisite for admission to Sacred Heart Catholic School.

**We cannot accept children with behavioral issues as they require the attention of specially trained personnel, which we do not provide. Students with special physical or learning needs can only be accepted after a conference with the Principal, during which the exact nature of the child's need is ascertained. Sacred Heart Catholic School has a well-trained staff who deals with all students on an individual basis; however, certain needs may require professional attention that we do not provide. In**

**the child’s interest, we reserve the right to refuse admission to cases of this nature. In the event that learning, behavioral, or physical problems should surface later on during the school year, it will then be determined whether Sacred Heart Catholic School can offer the special programs necessary to the proper development of the student concerned, or if other arrangements should be made for the child. In such a case, however, no action will be taken without consultation with the parents and all involved staff.**

#### **LEGAL SEX IDENTIFICATION FOR OFFICIAL ADMISSION RECORDS**

A student must be identified in school by the student’s legal sex, as it appears on the student’s birth certificate. (“Sex” means the biological condition of being male or female as based upon physical differences at birth.)

#### **REGISTRATION REQUIREMENTS**

Those entering:

Pre-K3 must be 3 years of age on or before September 1 and fully potty trained.

Pre-K4 must be 4 years of age on or before September 1 and fully potty trained.

Kindergarten must be five years of age on or before September 1.

First grade, the child must be six years of age on or before September 1.

All new students must present the following on the day of registration: birth certificate, certificate of immunization and certificates of Baptism and Eucharist (if applicable), copy of Social Security Card, and documents relating to legal arrangements.

Acceptance and placement of transfer students will be based on performance evaluation of the most recent report card and standardized test results. Additional testing, interviews and contact with the sending school may be required prior to acceptance and placement. The decision to admit transfer students from unaccredited schools or home schools will be preceded by testing and evaluation.

#### **ADMISSIONS SCREENING/TESTING**

All new students (including home schooled and non-accredited school students) are required to take an entrance or screening exam and may have a brief interview with the Principal, Principal's designee, or a teacher prior to acceptance.

#### **HOME SCHOOLS AND NON-ACCREDITED SCHOOLS**

Home schooling has been a legal alternative to public schooling since 1994. Catholic schools may admit students who transfer from non-accredited schools or home schooling, but these students must also be screened through the instrument of assessment used for other applicants.

#### **POTTY-TRAINING**

All PK3 and PK4 students must be potty-trained prior to the first day of school. For SHCS purposes, “potty-trained” means that the child identifies his/her need to go to the bathroom, independently removes his/her clothing, cleans/wipes him/herself independently, replaces his/her clothing, and calls for assistance, as needed. Teachers and staff members cannot spend valuable instructional time in the restroom teaching students these skills that are to be taught at home. If the child is not potty-trained, he/she may be withdrawn from school until potty-training occurs. Staff do not have the time, nor does the school have the resources, to change wet children. “Pull-ups” are not permitted as they do not promote independence. Additionally, changing or cleaning a child without another adult in the room is a violation of SAFE ENVIRONMENT standards.

#### **SEXUALITY**

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church (CCC). The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops. Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his/her sexual identity.” (CCC)

#### **STUDENT WITHDRAWALS/TRANSFERS**

When a student is transferring to another school, parents should notify the School Office. It is advisable to notify

the school as soon as possible of the transfer. Transcripts and other school records will be released after all financial obligations have been met and all textbooks, library books and any school issued technology have been returned to the school.

Parents and students agree to abide by the rules and regulations of Sacred Heart Catholic School as described in the Parent/Student Handbook in its entirety, including rules concerning student conduct. A student's disregard of the rules and regulations may be deemed sufficient cause for dismissal at the sole discretion of the school. A family or student whose attitude or behavior demonstrates unwillingness to function productively in the school environment may not be invited to return the following year. Dismissal may be appropriate as a result of conduct contrary to its rules, regulations or behavior expectations that occurs both on and off the school campus. Unsatisfactory academic performance may result in a student being dismissed or not being issued an invitation to return the following year. The Principal has full authority to suspend or dismiss a student for the good of the school with or without cause.

## HEALTH RECORDS

According to State Law, schools are required to maintain a permanent Health Record for each student enrolled in the school. This record, along with the Health History form that parents are asked to complete when a child enters the school for the first time, or when a child has a routine medical examination, will be kept in a separate health file.

Students in all schools overseen by the Texas Catholic Conference of Bishops Education Department must comply with all required immunizations as set forth by the Texas Department of Health, Immunization Division. All immunizations should be completed by the first day of attendance. A student who fails to present the required evidence shall not be accepted for enrollment. ***The only exception to the foregoing requirement is a medical exemption signed by a licensed physician authorized to practice in the state of Texas, including the physician's number. For more information, please visit [www.dshs.state.tx.us/immunize/default.shtm](http://www.dshs.state.tx.us/immunize/default.shtm).***

- Registration requirements for first-time students include a current immunization record on all required immunizations. (Immunization exemptions are **only** permitted for medical reasons).
- Parents/guardians will be informed of needed immunization(s) for students already enrolled in school. Parents/guardians have 14 days to obtain the required immunization(s). If the student has not received the required immunization(s) after 14 days, the student will not be allowed to return to school until the school receives proof of immunization(s).

All immunizations must include: day, month, and year and must be validated. If the record is from another state or country and does not have the day, month and year, a copy of the record can be submitted by the school to the Immunization Division for approval.

**Immunization records are required to be written in English.**

## MEDICATION ADMINISTRATION AT SCHOOL

Conditions under which medication will be administered at school: all medication must be accompanied by the School Medication Permission Form, which is available in the School Office. The form must be accompanied for prescriptions and over the counter medication. The form must have all of the spaces filled out, including the doctor's signature. All medication must be in the original bottle with student's name, name of medication, dosage, and times to be given.

All medication, prescribed or over-the-counter, must be in its original container and must be properly labeled in English. A properly labeled prescription is a prescription with the pharmacy label stating the student's name, name of medication, and date the prescription was filled. Over-the-counter medication must be in the original container with directions and dosage labeled on the bottle with the student's name. The dosage will not exceed the directions given by the manufacturer (i.e. Tylenol, etc.). Please note the number of days to be given and a start and a stop date. No medication in unlabeled containers or plastic bags will be accepted. Parents must bring the medication to the School Office. The student should not bring the medication to school and carry it around in his/her backpack.

The medication policy is in place for the safety of the student and school. Please direct any questions to the School Office.

**The following will not be given:**

- Sedatives
- Experimental drugs or dosages
- Herbal
- Dietary supplements
- Other medication not approved by the FDA
- Narcotic analgesics
- Essential oil treatments
- Mosquito repellent
- Sunscreen

**\*\*\*\*Nebulizer treatments may only be given by an RN, LVN or parent.**

**At the end of the school year, all medication must be picked up from the clinic or it will be destroyed.**

**SICKNESS**

The School Clinic is not set up to care for sick students. For the protection of all the students, the following guidelines have been set up. A student having one or more of the following symptoms will be sent home:

EXCLUSION GUIDELINES	RETURN TO SCHOOL GUIDELINES
Oral temperature of 100 degrees or above	Fever free for 24 hours
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold, or persistent cough	Symptom free
Red, inflamed, or discharging eyes	Written physician release
Wound, skin and soft tissue infections	Exclude until redness is contained and covered with a clean dry bandage
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	After treatment has begun
Any skin lesion in the weeping stage	Covered and diagnosed as non – infectious
Earache	Symptom free

Other than emergencies, the student will be attended to in the Clinic and allowed to return to the classroom.

**POSSESSION OR USE OF CONTROLLED SUBSTANCES**

A student is subject to removal from class, suspension, expulsion and/or referred for prosecution if he or she:

- Possesses or uses a chemical substance
- Sells or dispenses illegal drugs and narcotics (hard or soft drugs; alcohol, inhalers, marijuana or a controlled substance)
- Acts under the influence of an illegal drug-alcohol, narcotic, marijuana or controlled substance
- Misuses or overdoses on prescription or over-the-counter medication.

**ANNUAL STUDENT SCREENINGS**

Student screening for vision and hearing problems are state regulation pursuant to the Special Senses Communications and Disorders Act of 1983. Student screening for spinal curvature is state regulation according to TAC, Section 37.141- 37.152

**Screening requirements**

Texas State Required Screenings	Who is required to be screened	Timeline requirements
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<b>Vision and Hearing</b>	4 years old by September 1 Kindergartners Any other first-time entrants (4 years through 8th grade)	Within 120 calendar days of enrollment
	1-3-5-7 graders – required	Anytime within the school year, preferably within 120 days of admission
<b>Spinal</b>  <i>Documentation may be obtained from the students' medical home or from parent that this screening was completed or will be form required.</i>	<b>Girls</b> screened at age 10, grade 5 and age 12, grade 7 (ages as of September 1 of each school year) <b>Or all girls in grades 5 and 7.</b>  <b>Boys</b> screened at age 13 or 14 years, grade 8 (ages as of September 1 of each school year) <b>Or all boys in grade 8.</b>	Screening to be completed Fall semester  <i>It is incumbent on schools to identify outlier's (i.e., Children promoted to higher grades or held back) and ensure their screenings align with appropriate ages rather than grades</i>
	<i>Exceptions:</i> <ul style="list-style-type: none"> <li>• <i>The school has documentation from a licensed professional that the individual is actively under medical care for one or more spinal problems.</i></li> <li>• <i>The school has documentation that the screening was performed by a qualified individual at the appropriate age.</i></li> <li>• <i>The school has an acceptable affidavit stating one of the following:</i> <ol style="list-style-type: none"> <li>1. <i>The spinal screening will be conducted by a qualified individual outside the school. The parent or guardian must then provide proof the screening has occurred within 60 days of the signed affidavit</i></li> <li>2. <i>The spinal screening conflicts with the religious tenets.</i></li> </ol> </li> </ul>	
<b>Acanthosis Nigricans</b>	All students in grades 1,3,5,7	As early as possible in the school year

## CHILD ABUSE AND NEGLECT

In addition to the moral obligation of Catholic Schools to protect and value children as Jesus did, school personnel are mandated reporters of child abuse and neglect under **Provisions of Chapter 261 of the Texas Family Code.**

## FINANCIAL POLICIES

After a review of the annual operating budget, the School Advisory Council recommends to the Principal the tuition and fees for the new school year. Sacred Heart Catholic School expects that all families who have a student(s) enrolled in the school will satisfy their tuition and fees obligation when due. Parents are required to sign a Tuition and Fees Agreement to complete each student's enrollment.

Enrollment fees are paid during the spring for the next school year or upon acceptance to the school to reserve seating for the following school year.

### FACTS – Tuition Management Service

Sacred Heart Catholic School requires that families pay tuition, fees and incidental charges through FACTS, our online tuition management service. Families may choose a tuition payment agreement for annual, semiannual or 10 monthly payments. Families may access the FACTS link on the SHCS website. Automatic payments are made monthly online using a credit card, debit card, checking or savings account. A late payment fee of \$30.00 will be assessed for late payments, which will accrue monthly. All tuition payments must go through FACTS. Contact FACTS at 866-441-4637 with any questions.

### TUITION CONTRACT

1. Clarification of tuition rates, fees, and the Parental Involvement Agreement is available in the Registration packet.
2. **Tuition and fees will be paid through FACTS with a \$55 annual fee paid by the family.**

3. Tuition may be divided into ten payments. Tuition is due on the first day of school then on the first day of each month, beginning August 1<sup>st</sup> and ending May 1<sup>st</sup>.
4. A 5% discount will apply for tuition paid in full by August 1, 2024.
5. Tuition received after the 10<sup>th</sup> of the month will result in a late fee of \$30.00.
6. After the 30<sup>th</sup> of the month, students will not be admitted to class if tuition has not been paid or acceptable arrangements made for payment. Before and After School Program payments are due on the first day of each month and are considered late after the 10<sup>th</sup> of the month.
7. All families will be required to comply with the schools mandatory Parental Involvement Agreement and Parent Volunteer Hours.
8. No one may register for the next academic year unless they are current in all financial obligations.
9. School records will not be released for those students who have any unpaid balances.

Any check returned for insufficient funds does not constitute payment of any fee, tuition or any money owed to the school whatsoever. A \$30.00 returned check fee will be assessed for any check returned for insufficient funds. FACTS Tuition Management assesses a returned payment fee of \$30.00 per occurrence.

### **FINANCIAL OBLIGATION**

The obligation to pay tuition for the full academic year is unconditional as of August 1 of the current year or the effective date of the Enrollment Agreement. No deduction or remission of tuition shall be made by the school for any absences, dismissal or withdrawal for disciplinary, academic, personal or other reasons whatsoever including school closure in the event of a disaster or pandemic. If there are any unpaid fees and/or tuition at the time of re-registration, a student may not register until fees and/or tuition are current. Report cards, records, and access to FACTS SIS (online grading system) are withheld when financial responsibilities to the school have not been met.

### **TUITION ASSISTANCE**

The Archdiocese of Galveston/Houston provides tuition assistance based on need. Applications are completed and submitted to the Archdiocese by given dates. Visit [www.choosecatholicschools.org](http://www.choosecatholicschools.org) for more information.

### **PARTICIPATORY COSTS**

Before and After School Program, class pictures, field trips, lunch service, athletic and/or extra-curricular activities and other optional services are paid by each family to participate in such programs. These fees are paid through FACTS.

### **ATTENDANCE POLICIES**

Daily attendance is the only effective way to assure continued academic progress. In compliance with The Texas Catholic Conference of Bishops Education Department, school is session 176 days each year. Parents/guardians are expected to honor the published school calendar. School absences are defined as family emergency, including death and or serious prolonged illness; and absence due to illness including dental and doctor appointments.

If it is absolutely necessary for parents to remove a child from classes for reasons other than family emergencies or illness, a written request should be submitted to the Principal indicating the reason for the absence and the number of days the student will be absent. A student not physically present at school or participating in a school-sponsored field trip or activity is marked absent.

Regular school attendance is necessary for every student. The Archdiocese of Galveston-Houston uses the compulsory attendance laws for Texas schools as a guide. Students are required to be in attendance for at least 90% of the day's classes in session in order to receive credit for the class/course. Excessive absences of 18 days or more (excused or unexcused) in the school year, which is equivalent to 10% of the school year, may affect

student promotion, issuance of Junior high credits and/or re-enrollment for the following year. Cases are reviewed on an individual basis.

Parents are required to call or e-mail the School Office by 9:00 a.m. on the day of an absence or in advance. Calls made by students are not acceptable. When a student is absent from school for any reason, a written excuse signed by a parent or guardian must be sent to the child's teacher. Please indicate the date(s) of absence(s), student name and reason.

When a student's absence for illness exceeds five (5) cumulative days, a statement from a physician verifying the illness or condition requiring the student's extended absence from school is required. SEE PAGE 19 If a student has established a questionable pattern of absences, a physician's statement may be required after a single day's absence.

A student arriving at school after 10:00 a.m. or leaving before 1:00 p.m. is considered absent for a half day even if the reason is a medical appointment. Students must be in attendance a minimum of 2 hours during the morning or afternoon to be considered in attendance for that portion of the day.

Students are expected to make up assignments and tests after absences. They are given one day for each day absent to complete make-up work. In most cases, students are given make-up assignments upon their return to school. Class work or assignments may not be available prior to a planned absence. A student absent for **three or more days** may have class work or homework left in the office. In order to receive homework on days that students are not present, parents need to e-mail the School Office by 9:00 a.m. to request the work. Work will be ready to be picked up in the office by 3:00pm; however, teachers are not required to provide make up work/homework for unexcused absences. **The school staff is not obligated to provide special services to a student when a parent opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the school's calendar.**

### RESTRICTED PHYSICAL ACTIVITY

If a student is unable to participate in Physical Education classes for more than two days, a Doctor's note must be submitted to the School Nurse and PE teacher. The note should include specific date(s) that participation cannot occur. If participation in PE is not allowed, then student(s) may not participate in sports. A student who misses more than five (5) consecutive days of PE classes due to an injury will be given a written assignment about the subject being studied in order to receive a grade in PE.

### TARDINESS

A student who is late for class not only falls behind in his/her work but also disrupts the other students as he/she enters. It is the responsibility of the parent to ensure that children are at school on time for the beginning of the school day. Excessive tardies will result in disciplinary action.

Students arriving after 8:00 a.m. must proceed to the School Office for a tardy slip. Students with more than five tardies within a 9-week period will not qualify for Perfect Attendance.

- 3 tardies in a 9-week grading period = Note home to parents
- 5 tardies in a 9-week grading period = Lunch Detention; Student will not qualify for Perfect Attendance for the School Year
- 6 or more tardies in a 9-week grading period = Conference with Principal and further disciplinary action decided at that time

If necessary, parents will be contacted to discuss habitual tardiness and students may be subject to dismissal from school. If a student misses two to four hours of a school day, he/she will be marked half day absent.

**Perfect Attendance Award is given at the end of the year to students who have not been absent the entire school year. Five (5) tardies is equal to one (1) day absent.**

## **ABSENCES**

The following are EXCUSED absences:

- Illness (requires a written note)
- Death in the family
- Dangerous road and travel conditions
- Extra-curricular activities approved by Principal

Family vacations are NOT considered an excused absence.

Sacred Heart requires that:

- A. Parents call the School Office the morning the student is ill. Please specifically ASK that homework be gathered. If a student is absent only one day, he/she will receive make up work upon return.
- B. Parents send a written note with the student when he/she returns to school. A doctor's note may be required if a student is ill for more than five consecutive days.

## **DISCIPLINE POLICY**

### **STUDENT DISCIPLINE**

A primary goal of the Catholic School is the ongoing formation of the Christian person. It is the duty and privilege of faculty and parents, as Christian educators, to help the students form behavioral patterns consistent with Christian social standards.

The Code of Conduct is not intended to be an exhaustive list. It is a guide to help parents and students understand general expectations for conduct. The gravity of each misbehavior will ultimately be judged on an individual basis, taking into account the specific circumstances, age, and development of the child.

### **CODE OF CONDUCT**

Students will:

- be respectful and attentive
- use appropriate spoken and written language
- follow directions of all school personnel at all times
- control aggressive behavior

In the event that a student fails to observe the above expectations, the following notes describe the usual approach and procedures for working with the student. The school reserves the right to modify these procedures as it sees fit:

- Chronic misbehavior is reported to the parents and Principal by teacher.
- Major misbehavior, especially that involving injurious behavior, is taken to the Principal.
- In the event of major or chronic misbehavior, a student may be excluded from school activities, suspended or expelled at the Principal's discretion. The school expects full parental cooperation in all aspects of the student's life at Sacred Heart Catholic School. All rules apply before, during and after school, and at all times on school sponsored outings.

### **MAJOR OFFENSES**

Major offenses include, but are not limited to:

1. Destruction of property, vandalism of any kind
2. Disrespect towards a staff member or other adult or campus visitor
3. Smoking or other use of tobacco (including vaping), alcohol or other harmful substances, or possession of such items
4. Theft/cheating
5. Fighting
6. Harassment (including sexual harassment), bullying, cyber-bullying, hazing

7. Intimidation or defiance, including bullying or cursing/verbal assault of adult personnel or students
8. Leaving the classroom, campus, or school grounds without authorization
9. Repeated acts of incorrigible behavior (resulting in repeated discipline referrals)
10. Possession of weapons, even “look alike” and replica weapons, and/or other potentially dangerous items
11. Other acts of behavior unbecoming a Sacred Heart student.

Issues of physical aggression are of particular concern. Students who are physically aggressive will be sent to the Principal who will conference with him/her. Students will receive a warning and parents will be called. Students sent to the Principal for a second incidence of physical aggression will be sent home for the day and a parent conference will be scheduled. The Principal is the final authority in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

### **DISCIPLINARY PROBATION**

A student’s continuous misbehavior or a single serious incident may result in disciplinary probation by the Principal. The Principal will determine the length of time of the probation, and will notify the student and his/her parents, in person if possible, of the reasons for the terms of the probation. During the probation and at the end of the probation, the parents will be informed of the student’s progress. If there is a continued failure to meet disciplinary standards, the Principal and Pastor reserve the right to end the enrollment contract immediately following parental notification.

### **SUSPENSION**

If, in the judgment of the Principal, a student is guilty of serious misconduct, he/she may be suspended from class for up to five days. The Principal will advise the student and parents of the reason for suspension, in person if possible.

The Principal may assign in school suspension.

Suspension may also be assigned “out-of-school” during which time the student is required to remain away from school. The student may not participate in athletics or extra-curricular activities during the suspension. School work will be given and parental supervision required.

### **EXPULSION**

A student’s continued enrollment at the school is subject to his/her meeting the scholastic and behavioral standards set by the Principal. If any student fails to meet these standards and the Principal determines that continued enrollment of the student in the school is not in the best interest of the student and/or the school, the Principal shall also advise the Pastor.

If the Principal and the Pastor determine that the student should be expelled, the Principal will arrange a conference with the parents or guardians and the student to explain the reasons for the expulsion. A written notification of the expulsion, stating the circumstances and dates, shall be sent to the Superintendent of Schools at the Archdiocese of Galveston-Houston. Immediate expulsion can take place when a student:

- sells or distributes harmful substances;
- has a weapon on campus;
- assaults another person; or
- commits persistent acts of incorrigible behavior.

### **CARE OF SCHOOL PROPERTY**

All buildings, supplies, equipment, and books are considered to be the property of Sacred Heart Catholic School. Students who cause willful damage will be assessed all costs to repair or replace damaged property. Students will also be subject to disciplinary action including suspension or expulsion.

### **SCHOOL RULES**

As part of a Catholic community, the Ten Commandments will guide our actions. In addition, the following school rules are universal to all of our students and are expected to be known, understood and followed at all times:

- Be on time
- Come prepared to learn
- Respect your rights and the rights of others
- Work at learning
- Ask for support

Teachers may introduce other classroom procedures as necessary. Teachers and staff of Sacred Heart Catholic School are empowered to remind the student of the rules in any and all situations as we work to build a loving community of people in a Christ-like environment.

### **CLASSROOM CODES OF CONDUCT**

Each teacher at Sacred Heart Catholic School has his/her own classroom discipline plan, which has been approved by the Principal. A copy of the plan is sent to the parents at the opening of the school year. The discipline plan for Junior High students includes a Demerit System.

The word discipline means “to teach” and that is the objective of any discipline plan. Guiding the children to make better choices is our purpose. Redirecting young children toward a better choice will be the first action taken by the staff. Verbal warnings will help guide older students toward changes in their behavior. Additional disciplinary measures will be administered when necessary to protect students, school employees or property, and maintain essential order. Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Factors to be considered will include:

- a. Seriousness of the offense
- b. Age of student
- c. Frequency of misconduct
- d. Attitude of student
- e. Potential effect of the misconduct on the school environment

Students who have violated the school rules and regulations will be informed which rule they chose to break. They will be given an opportunity to explain their involvement. A decision will be made and explained to the student before any consequence is imposed. A student whose conduct has been such that the school may be embarrassed by this action will no longer be allowed to participate in field trips or other activities.

For the safety of all students and staff, random backpack checks may be conducted at the discretion of the Principal. Lockers are the property of the school and are subject to search.

### **HARRASSMENT/BULLYING**

Harassment, including bullying, is considered a severe infraction. The result of such behavior is the student being sent to the Principal immediately. Therefore, consequences up to and including expulsion shall be taken against any person who engages in any type of harassment including electronic harassment (cyber-bullying).

### **SCHOOL WIDE INFRACTIONS**

Students at school or school-related activities are prohibited from:

1. Cheating or copying work of another student.
2. Throwing objects with the intent to cause bodily injury or damage property.
3. Leaving school grounds or events without permission.
4. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other students.
5. Insubordination including failure to comply with lawful directives from school personnel or school policies, rules and regulations.
6. Committing arson.
7. Committing theft.
8. Damaging or vandalizing school property or school employees’ property (restitution required).
9. Physical fighting with another student or staff member.
10. Committing extortion, coercion or blackmail.
11. Engaging in inappropriate sexual conduct.

12. Engaging in other conduct that disrupts the school environment.
13. Possession of mace, pepper spray or similar substances.
14. Possession of any controlled substance or dangerous drug as defined by the Texas Controlled Substance Act, without regard to amount including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
15. Possession of any alcohol or alcoholic beverage.
16. Possession of any chemical substance or inhaling agent.
17. Possession of any other intoxicant, mood changing, mind-altering, or behavior altering drugs.
18. Possession of dangerous weapons blades, knives, guns, etc.
19. Threats of bodily injury or harm to a student or school personnel.

### **ACADEMIC DISHONESTY**

Academic dishonesty or cheating is a very serious offense. It is a violation of moral standards, not simply a disciplinary infraction. Depending on the severity and the level of cheating, teachers have discretion to submit a disciplinary referral and/or to allow the child to earn a “0” on the assignment in question. Also, older students may be assigned an “N” or a “U” on their report cards for a cheating offense. The teacher may require the student to redo the assignment without credit for the purpose of comprehension. REPEATED violations of academic integrity will result in administrative action, probation, and possible removal. Serious cheating violations may also keep students from acceptance into groups; for example, National BETA Club.

Plagiarism is included as an offense of academic dishonesty. Students learn about plagiarism and “copying” beginning in second grade. Plagiarism is the use of words or ideas of another person without indicating and giving credit to the other person. The teacher will collect the work of the student(s) involved and notify the parent(s)/guardian(s) of the violation.

Examples of cheating include:

- Giving and copying answers digitally or in writing
- Plagiarizing
- Using cheat sheets or sharing homework
- Using electronic devices to recall or share answers
- Using artificial intelligence (AI) generated responses or answers

### **ARTIFICIAL INTELLIGENCE (AI) USES**

Sacred Heart Catholic School is committed to using AI technologies in an ethical, transparent, and responsible manner. We acknowledge that AI has the potential to significantly enhance student learning and engagement, but we also recognize the importance of protecting student privacy, the fidelity of personal learning and assignment completion, and ensuring that the use of AI technologies is consistent with ethical considerations.

The use of AI technologies in our school aligns with our mission to provide a high-quality education that prepares students for future endeavors. These technologies have the potential to support personalized learning and to help teachers to identify areas where students may need additional support. They can also support research and writing activities and provide opportunities for students to develop skills related to critical thinking, problem-solving, and digital literacy.

School leadership, administration, and teachers are responsible for providing resources and guidance to students to help educate them about plagiarism and AI technologies. Programs that assist staff in identifying student uses of dangerous/questionable websites/sources and the plagiarism of educational resources are in place at Sacred Heart.

For parents, they are responsible for supporting their children’s appropriate and ethical use of AI technologies and resources in compliance with this policy.

Students are responsible for using AI technologies in an ethical and responsible manner and not claiming the work of AI as their own. Students should not rely on the “over-use” of AI for their assignments, as this will be considered plagiarism, an offense of academic dishonesty.

As the year progresses, more studies will be done on campus on the use of AI technologies and its benefits and harm to students on personal work and assignments.

### **DEMERIT SYSTEM 5th – 8th GRADE**

3 Demerits	Lunch Detention
5 Demerits	2 <sup>nd</sup> Detention: Lunch Detention and conference with Principal/Parents/Teachers
7 Demerits	3 <sup>rd</sup> Detention: 1½ hours after school
10 Demerits	4 <sup>th</sup> Detention: Full day of In School Suspension (ISS) and Parent conference
12 Demerits	Suspension or expulsion from school - The Principal and the Pastor will confer to make this decision

School staff who witness (or handles) the infraction may issue demerits.

### **DETENTIONS ARE HELD FOR:**

- Violation of Classroom Code of Conduct
- More than 5 tardies in a 9-week grading period
- Harassment/Bullying
- School wide infractions
- Any unacceptable physical conduct
- Demerits

### **ALL STUDENTS – Disciplinary Actions**

#### **PARENTS WILL BE NOTIFIED IF A CHILD CHOOSES TO:**

- Use profanity
- Leave the classroom without permission
- Cheat
- Lose or damage schoolbooks or materials
- Possess, display, or share materials considered to be restricted
- Be disrespectful and disobedient toward teachers or school personnel

### **EXPELLABLE OFFENSES**

Expulsion is a very serious matter and every other possible solution must be explored in consultation with the Principal, parents and the Pastor. If a student is expelled, written notification stating the circumstance and the date of the offense is to be sent to the Superintendent of Schools at the Archdiocese of Galveston-Houston.

### **STUDENTS ARE EXPELLED FOR:**

- Possessing weapons
- Distribution or selling of drugs
- Repeated suspensions and violations
- Parental behavior detrimental to the school environment, student body, faculty, staff, students, or physical plant

### **RESOLUTION OF DISPUTES AND CONFLICTS**

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, a parent or guardian meeting with the immediate authoritative person to discuss the matter can resolve such matters informally. If, however, the matter is not then settled to the parent or guardian’s satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be in writing and must be received in the School Office within five (5) working days following the occurrence of the event on which the grievance is based. Please contact the Principal for a copy of the Archdiocese’s current appeals process/grievance procedure for further

details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Archdiocesan schools.

## **ACADEMIC INFORMATION**

### **INSTRUCTION**

All students attending Sacred Heart Catholic School participate in religion that is taught daily and is integrated into other subject areas and school activities, as well as guidance and discipline programs. Our religion permeates all that we do. A religion curriculum guide, developed by the Archdiocesan Continuing Christian Education Office, is used in planning religious instruction. Textbooks and resources are selected from a list of Archdiocesan approved materials. The Archdiocese of Galveston-Houston requires that parishes and schools provide instruction in family life issues, social justice and sexuality catechesis. Sexuality catechesis is conducted as a partnership between home and school during the school year for grades K-8. The Archdiocese works in collaboration with schools to increase the faith knowledge of both students and faculty/staff. In order to monitor the faith knowledge, the Catholic Schools Office chose the NCEA ACRE© survey for students and the IFG© survey for adults. The ACRE is given every year to students in 5th and 8th grades. Faculty and Staff take the ACRE every three years.

### **LITURGY AND WORSHIP**

Students attend Mass and other religious services as deemed appropriate by the Pastor and Principal. Students in PK-8th grade attend Mass weekly. Feast days and commemorations of special events or liturgical seasons may be planned and celebrated. Students in 3rd-8th grades are given opportunities to participate in the sacrament of reconciliation during the school year. Official school uniforms are worn for Masses unless other directions are given. Everyone is welcome at Mass.

### **SACRAMENTAL PREPARATION**

We recognize that sacramental preparation is the primary responsibility of a child's parents. Sacramental study is an integral part of the second-grade religion curriculum at Sacred Heart Catholic School and serves to support the family in this preparation. If you have questions about the sacramental preparation program, please contact Sacred Heart Parish Office of Faith Formation or the Faith Formation Office at your home parish.

### **STEWARDSHIP**

We are all called to serve humankind with Christ as our model. To be of service to others, we are called to put our love for God into action as disciples, to help “the least of our brothers”, to act as Christ has enjoined us to when he said “Love one another as I love you” (John 15: 12). Members of our school community are encouraged to live as Jesus taught us to live and accept our responsibility as disciples for serving all people by sharing the gifts and talents received from God. Stewardship is a key component to our religion program allowing members of our school community to experience the grace and joy of giving, to be reminded of our mission to serve, and to utilize the resources God provides for His Glory and betterment of His creation.

We join with schools across the Archdiocese in continuing the ministry of Jesus Christ through Works of Mercy, which are charitable actions that aid our neighbors in their spiritual and bodily needs. Corporal Works of Mercy the hungry, Counsel the doubtful, Give drink to the thirsty, Instruct the ignorant, Shelter the homeless, Admonish the sinner, Clothe the naked, Comfort the sorrowful, Visit the sick, Forgive injuries, Visit the prisoners, Bear wrongs patiently, Bury the dead, Pray for the living and the dead. The Works of Mercy allow families, students, and staff to participate in a variety of stewardship projects throughout the year.

Stewardship projects are planned to be age and grade level appropriate. These projects may be school wide, by grade level or by an individual classroom. Upper grade levels may plan off campus stewardship projects in the local and surrounding area. Hands on projects are encouraged. School wide projects are planned and coordinated in ways we can serve our school and parish as the community and world we live in.

Responding to our Baptismal commitment to serve others, we have incorporated a service requirement into religion class in Junior High.

## CURRICULUM AND TEXTBOOKS

Religion is the center of education in Catholic schools in the Archdiocese of Galveston/Houston. The religious dimension of the school extends throughout all subject areas and all school activities. Daily prayer, in addition to the weekly Mass and special liturgical celebrations, provide a framework in which Gospel values can flourish.

Archdiocese Curriculum Guides contain the basic curriculum for the major subjects: religion, language arts, mathematics, science, social studies and technology as well as Early Childhood. The Curriculum Guide for religious education is based on the Archdiocese Catechetical Curriculum Framework for Lifelong Formation. Curriculum Guides for secular subjects incorporate the National Standards for each subject area, the Texas Essential Knowledge and Skills (TEKS), aspects of the common core standards and concepts assessed by the NWEA Assessment. Master teachers from the Archdiocese of Galveston/Houston Schools develop, rewrite and revise these guides as scheduled.

### Elementary Grading Scale

#### ACADEMIC GRADES:

##### Content Area Grading Scale (Grades 1-8)

A	93-100
B	85-92
C	77-84
D	70-76
F	69 or Below

##### Early Childhood Grading Scale (Grades PK-3 thru Kindergarten)

C	Consistently
S	Sometimes
NY	Not Yet

#### ANCILLARY GRADES:

##### ANCILLARY GRADING SCALE (Grades 1-4)\*

E	Exceeds Expectations
S	Satisfies Expectations
N	Needs Improvement
U.	Unsatisfactory

##### ANCILLARY GRADING SCALE (Grades 5-8)

A	93-100
B	85-92
C	77-84
D	70-76
F	69 or Below

#### CITIZENSHIP OR CONDUCT (All Grades)

E	Exceeds Expectations
S	Satisfies Expectations
N	Needs Improvement
U	Unsatisfactory

\* Note – Ancillary classes include PE and Spanish.

#### PARENT/TEACHER CONFERENCES

Conferences are held during the year in the 1<sup>st</sup> and 3<sup>rd</sup> quarters according to the published school calendar. **At least one parent must attend.** Conferences are scheduled online.

## CRITICAL RACE THEORY

We do not teach "Critical Race Theory" in our Catholic Schools. In 2018, the United States Conference of Catholic Bishops (USCCB) published, "Open Wide Our Hearts," a pastoral letter against racism. It states that "racism is a sin that divides the human family and violates the human dignity of those chosen to be children of the same Father". Catholic educators staying true to the teachings of the Catholic Church in regards to social teaching and morality do not need to promote elements of CRT, but instead should confidently utilize our Gospel values to inform their instruction and educate, as well as form young people as disciples of Jesus Christ.

We are called to defend and promote the dignity of every human person, and our schools will continue to teach the greatest commandment, "Love the Lord your God with all your heart, with all your soul, and with all your mind, and love your neighbor as yourself," which is found in Luke 10:27. The statement was crafted based on documents from the USCCB, which may be found at this link:

<https://www.usccb.org/committees/ad-hoc-committee-against-racism/combating-racism-statements-and-letters>

## COMMUNICATION PLAN FOR SACRED HEART CATHOLIC SCHOOL

The school communicates and keeps a continual dialogue with each of the following:

**Pastor:** Each week the Principal has a scheduled meeting with the Pastor to discuss school issues.

**Students:** PreK-2<sup>nd</sup> grade: Daily Communication folder  
Grades 3-5: Weekly Communication folder  
Grades 6-8: Communication through Google Classroom

**Parents:** The Heart to Heart, SHCS's newsletter, is emailed to parents monthly. The Parent/Student Handbook is sent via a link emailed to parents. Parents and students are required to sign the Handbook Acknowledgment Form indicating that they have read all procedures, regulations and policies of Sacred Heart Catholic School as well as the Technology Acceptable Use Policy.

## ON-LINE GRADING SYSTEM

An online grading system through FACTS SIS is in place and parent and/or student access is available to review grades.

## ACADEMIC PROBATION

Students who receive a grade lower than 70 on either a Progress Report or Report Card will be on Academic Probation until the next official grade report and may not participate, practice, or compete in sports and/or extra-curricular activities until the grade improves. The time normally spent in these activities should be spent improving their skill and understanding of that area of the curriculum. When the grade improves, the student will be released from Academic Probation and allowed to resume activities.

## PROMOTION

A student is promoted when all skills and objectives have been mastered for his/her current grade level based on the Archdiocese of Galveston-Houston curriculum. A student must earn an overall average of 70 or above in the major subject areas including Religion, Language Arts, Mathematics, Social Studies and Science to be promoted to the next grade. Students must also meet the attendance requirements to be eligible for promotion.

## RETENTION

A student may not be promoted to the next grade when the student has not satisfactorily completed the current grade curriculum.

If a child receives a grade below 70, the child fails the subject. If two major subjects are failed, the child is recommended for retention. Parents will be informed of the likelihood of the child's possible retention before the end of the school year.

## HOMEWORK

Homework is assigned to reinforce material presented in class. Parents are encouraged to check homework each night to assist their students in this goal.

Homework must be hand carried by a student to the teacher. Faxed homework is not allowed. Parents are discouraged from driving to school to deliver homework as this negates life lessons in personal responsibility.

### **COUNSELING AND GUIDANCE**

Catholic schools offer many guidance opportunities for all students. These include value-oriented lessons, individual attention, meaningful liturgical celebrations, the Sacrament of Reconciliation, frequent affirmation, and the consistent application of Catholic principles of social justice. The guidance process is continuing and developmental; it helps all students to develop wholesome self-concepts, and self-discipline and skills to choose safe and healthy lifestyles. The counseling program utilizes a guidance curriculum to assist the classroom teacher in integrating guidance with other subject areas. Archdiocese's Faith Formation Framework is utilized as the campus programs.

Counselors are made available to SHCS in the event of an emergency. There is a team of counselors put together by the Catholic Schools Office to support students and faculty in the event of an emergency.

### **SPECIAL SERVICES FOR STUDENTS WITH EXCEPTIONAL LEARNING NEEDS**

Consistent with the Church Document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese of Galveston-Houston seeks to include students with exceptional learning needs in our schools to the extent that the needs of such students can be met within the scope of the programs and available resources. Catholic Schools understand that admission of students with exceptional learning needs must be considered and reviewed on an individual basis.

#### 1. Legal References to Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts (where the Catholic school is located) locate, identify, and evaluate all private school students suspected of having a disability. The "Child Find" process must be conducted in consultation with private schools' representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section provides that no otherwise, qualified individual with a disability shall, solely by reason of his or her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators are committed to recognizing and addressing the needs of all those who seek a Catholic education. Within the resources of each Catholic school, Catholic schools will offer services to eligible students with special needs, when possible.

Private schools are not required to significantly alter their programs or lower/substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

#### 2. Special Services Records

All psychological/diagnostic evaluations and/or reports regarding testing of students with special needs, received from local school districts and/or private agencies are forwarded to the requesting Catholic school. These records are required to be kept on file at the school for a period of seven (7) years after the exit of the student.

These records are kept separate from the student's cumulative records. They are kept in a secure file and in an area accessible only to the Principal and the appropriate personnel working with the student. Parents may view their child's record any time. Each student's secure file shall have a Viewing of Records Form attached.

These records may not be forwarded to any other individual or agency. The Catholic Schools Office reserves the right to access these records as appropriate.

#### 3. Criteria for Acceptance

In making a determination regarding the admittance of a particular applicant, the school will review the child's ability to meet the school's academic, behavioral, social, and physical qualifications. Each

school determines its ability to meet the needs of the student applicant. Consideration should be given to the following:

- the student’s demonstrated ability to meet grade level requirements,
- the record of student’s ability to follow school rules and regulations,
- the student’s ability to meet socially acceptable behaviors, and
- the student’s ability to meet the physical requirements of attendance.

#### 4. Admissions for Students with Special Needs - New Students

Parents must complete a Special Needs Information Disclosure Form and an Authorization for Release of Confidential Information/Records Form. Principals and other appropriate school personnel review current academic, social, medical, and psychological/diagnostic evaluations to determine if the applicant is qualified to enroll, with or without his or her disability. If the applicant is qualified for enrollment; the Principal will then determine if reasonable adjustments can be made to the educational program which will accommodate the student’s needs. If eligibility for admission is determined, the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan.

#### 5. Student Identification for Referral - Currently Enrolled Students

If a student is identified by the teacher or parent as having difficulty with school tasks, academics, behaviors, and/or emotions, he or she will discuss concerns with the parent and Principal.

The Principal appoints an educational team to review the child’s classroom observations and academic progress to determine if additional interventions are required or a psychological/diagnostic evaluation referral is recommended. The team may include the Principal, classroom teacher, designated intervention specialist and any other school personnel that work with the student. If a psychological/diagnostic evaluation is recommended, then the Principal and educational team will provide parents with referral information to the local school district and/or private agency.

Documentation for all referrals must be kept in the student’s file.

The Principal and the educational team will be responsible for gathering the following data and documentation:

- the student’s current educational status including attendance records, grades, assessment data, and classroom observations,
- previous educational interventions and strategies provided for the student and results,
- documentation of recent vision and hearing screening,
- updated general health history inventory, and
- such other relevant information provided by the parents or teachers.

After all evaluations are completed by the local school district and/or private agency parents will be expected to disclose any pertinent information that may assist the Catholic School in determining the appropriate educational program for the child.

The Principal and other appropriate school personnel will review the evaluation and determine if reasonable adjustments can be made to the educational program which will accommodate the student’s needs. When accommodations are determined, the school will begin the procedure with parents to discuss a Catholic School Accommodation Plan.

#### 6. Accommodations

The purpose of an accommodation is to provide the appropriate instruction according to the individual student’s special needs. Accommodations are changes that enable a student to fully access the subject matter. An accommodation does not alter the content, expectations, or standards, but rather adjusts instructional methods and/or a student’s response to instruction. When using accommodations, students are expected to meet the grade level standards set for all students. Accommodations do not alter grading of student progress and work.

As a result of a psychological/diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his or her educational program. Any student diagnosed with a disability and has received a current, thorough psychological/diagnostic evaluation from the local school district and/or a private agency may be eligible for an accommodated educational program. A current evaluation is defined as one completed within the last three years.

However, private schools are not required to significantly alter their programs or lower/substantially modify their standards to accommodate a child with exceptional learning needs. Catholic Schools are only required to make minor adjustments to accommodate the delivery of instruction for success in the classroom. When accommodations are determined the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan. The Catholic School Accommodation Plan must be on file at the school and updated annually. The school will contact parents to schedule annual Catholic Accommodation Plan meetings.

The Catholic Schools Office reserves the right to access any student file as appropriate. Accommodations for a student may be noted on the progress report but not on the permanent school record.

#### 7. Modifications

Modifications are changes in what a student is expected to learn. They refer to changes made to curriculum expectations in order to meet the needs of the student. Modifications are made when the grade level expectations are beyond or below the student's level of ability. The changes are made to provide a student opportunity to participate meaningfully and productively, along with other students, in classroom and school learning experiences. Modifications include changes in instructional level, content, and performance criteria.

Catholic Schools strive to recognize and address the needs of all those who seek a Catholic education. Within the resources of each school, schools will offer services to eligible children with exceptional learning needs, when possible. However, private schools are not required to significantly alter their programs or lower/substantially modify their standards to accommodate a child with special needs. Catholic schools are only required to make minor adjustments to accommodate eligible students. Modifications to a student's educational program are documented on the report card, progress report, and the cumulative permanent school record.

Any modifications made to a student's educational program must be requested from the Catholic Schools Office via special request.

#### 8. Modified Grading

When the curriculum expectations are modified and a Catholic School Accommodation Plan specifies modifications, then the student's progress is transitioned to an individualized standard-based report. Through the standard-based reporting, there are three (3) progress levels recorded using a letter indicator system (E, IP, and M). A descriptor for each progress level indicator is provided below:

LETTER INDICATOR	DESCRIPTION
E Emergent	“E” indicates the student is developing an understanding of the grade level learning standard. The student’s current level of performance is requiring teacher support to make progress.
IP In-Progress	“IP” indicates the student comprehends and implements the learning standard and requires intermittent support and assistance to meet the specified grade level learning standard.
M Mastered	“M” indicates the student has demonstrated an independent and secure understanding of the standard. This student requires little if any additional support or assistance in successfully demonstrating concepts learned and has met the specified grade level learning standard.

#### 9. Re-Evaluation for Students with Accommodations

It is required that psychological/diagnostic evaluations be updated at least every three years by the local school district and/or private agency. It may be conducted more often if the parent or school request a more thorough comprehensive evaluation. The three-year period is an IDEA and Archdiocesan requisite in order to assess current accommodations and identify any further changes to meet the student’s needs. If the child is not meeting the academic objectives and/or exhibiting new challenging behaviors in their educational setting, then a re-evaluation is required to reassess specific areas of concern. If a parent refuses to have a re-evaluation completed for their student, the school is not required to accommodate for the student and the school will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student. In order to have formal accommodations continue, a current evaluation is required. A current evaluation is defined as one completed within the last three years. A re-evaluation may be in areas of demonstrated need or concern. Re-evaluations are also required to be up to date if a student is scheduled to take College Board exams (SAT, SAT subject tests, PSAT/NMSQT, PSAT 10, or AP Exams) and requesting accommodations.

#### 10. Waiver of Accommodations

If a student is exhibiting success in their educational program and the parents, Principal and educational team decide that accommodations are no longer necessary this must be documented on a Waiver of Accommodations form.

After the waiver is signed, the student will then continue his/her educational program without any accommodations. Documentation of the release must be on file at the school and parents, Principals, and educational team will meet after each grading period to determine the student’s academic, behavioral, emotional, and social progress without accommodations.

If the student is successful without accommodations after two full school years, then no further waiver reviews are required.

If the student is not successful without accommodations, then the Catholic School will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student.

#### 11. Standardized Assessment for Students with Exceptional Learning Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocesan standardized assessment. Accommodations are provided to students who are diagnosed with a disability and have provided the school with a psychological/diagnostic evaluation. A student must have a Catholic School Accommodation Plan on file with documented testing recommendations from the local school district or private agency to receive testing accommodations. Students identified through a language proficiency assessment as an English

Language Learner qualify for a two-year exemption from the Archdiocesan standardized assessment. A Principal will make the final decision if a school will test an English Language Learner during the two- year exemption. Any adjustments made on the standardized assessment must be requested and approved from the Catholic Schools Office via special request on the appropriate form.

### **REPORT CARDS AND PROGRESS REPORTS**

Report Cards are issued four times a year at the end of each nine-week grading period. Progress Reports are emailed at the midpoint of each nine weeks for students in Grades 1-8.

Report Cards, records and access to FACTS SIS (online grading system) are withheld when financial responsibilities to the school have not been met. These include but are not limited to tuition, Before and After School Program (BASP) fees, payments for lost or damaged books, replacement cost of technology, etc.

Parents may access student grades at any time through FACTS SIS, our online grading system.

Parents must attend two scheduled (Fall and Spring) Parent/Student/Teacher conferences with their child’s teacher. Teachers are also available during their conference times to meet with parents. An appointment must be made by contacting the teacher.

### **STANDARDIZED TESTING**

Standardized testing is one of several means of accessing pupil performance. The standardized test will be administered three times during the year to Kindergarten through 8th Grade students.

**Parents are asked not to schedule doctor/dentist appointments, family vacations or outings, etc. during testing weeks unless there is a family funeral or medical emergency.**

### **LATE WORK**

Students are given a reasonable time to complete all assignments. It is the responsibility of the student to turn in work on time. Individual teachers will set guidelines for their classroom.

### **HONOR ROLLS**

Students in Grades 3–8 are eligible for the Honor Roll. Only those students who have earned all A’s and B’s (no C’s, D’s, or F’s) for the nine weeks will earn Honor Roll status. All Honor Roll students must be on grade level. There are two Honor Rolls. The first is All “A” Honor Roll which consists of those students who made all A’s for the nine weeks. The second is “A-B” Honor Roll which consists of those students who had A’s and B’s or all B’s for the nine weeks. A conduct grade of “N” or “U” for the nine weeks will prevent a student from achieving Honor Roll status.

### **TECHNOLOGY USE**

Sacred Heart Catholic School offers students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resource, each year all students must obtain parental permission as verified by the signatures on the Technology Acceptable Use Policy.

### **INTERNET POLICY**

Internet access will enable students to explore libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. The school has a firewall that prevents students from entering inappropriate sites and is continuously updated. The school believes that the benefits to students from access to the internet outweigh the disadvantages. Ultimately, however, parents/legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the school supports and respects each family’s right to decide whether or not to allow for access.

### **EXPECTATIONS**

Students are responsible for appropriate behavior on the school’s computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General

school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

### **PERSONAL SAFETY AND PERSONAL PRIVACY**

Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

### **SOCIAL MEDIA**

Accessing social networking websites (e.g. Facebook, Instagram, Twitter, TikTok etc.) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

### **ILLEGAL COPYING**

Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

### **GRADUATION**

Graduation for 8th grade students is scheduled not more than five instructional days before the completion of the TCCBED required number of school days. Students are given information on the appropriate attire for graduation. In the case of a severe violation of the school's policies, a student may lose the privilege of participating in graduation activities.

Should a student in 8th grade fail a subject or end the school year with an incomplete, he/she may NOT participate in graduation activities. A completion certificate and transcript for the student will be issued only after successful completion of the course requirements to remove the incomplete or receiving a passing grade in summer school. In the event of non-payment of tuition and/or fees, overdue or lost items such as library books, textbooks, athletic uniforms, etc., a student will not be allowed to participate in graduation activities. Report Cards, completion certificates and other academic records will be held until financial accounts are settled in full.

### **DRESS CODE**

Students are expected to be neat and clean in their appearance. It is the parents' responsibility to supervise grooming. The Principal makes the final decision on questions regarding dress code.

### **UNIFORM AND DRESS CODE**

The uniform policy at Sacred Heart is intended to remove attention from physical and socioeconomic differences among the students. A student's appearance is expected to be well groomed, in good taste, not distracting to others and according to the rules below. All items are to be worn to produce the intended uniform look.

**All students will wear the official school uniform which must be purchased from Dennis Uniform.**

**All articles of clothing and lunchboxes MUST have student's name written inside the item. Please use a permanent marker to ensure that clothing can be returned to its rightful owner.**

### **DRESS CODE ADVISORY**

- Although we strive to cover all situations in regard to dress, the Principal has the final decision as to the appropriateness of any attire and/or hairstyle worn as a part of any school function.
- Students will be removed from class or function until they are in compliance with the school standards.

For the 2024-2025 school year, the official school uniform for students will be as follows:

**Boys & Girls – Pre K 3 and Pre K 4**

- Dennis Uniform red logoed polo shirt with navy pants/shorts. This uniform is to be worn on Mass days as well.
- For girls, the Dennis Uniform red pleated polo dress may be worn on Mass days.
- Boys may wear solid white, black, or navy socks above the ankle. All socks must be visible.
- Girls may wear solid white bobby or knee high socks or white tights. All socks must be visible.
- Solid white or black athletic shoes (tennis shoes) may be worn. Shoelaces must be white or black to match the shoe color. No light up or character shoes. No boots may be worn. Black, brown, or cordovan oxfords or loafers are also allowed.
- Red vest/fleece jacket/sweatshirt

**DRESS UNIFORM**

**Kindergarten – 4th Grade:**

On Mass Days, uniforms for boys will consist of:

- Oxford white long or short sleeve shirt (shirts are to be worn tucked in)
- Plaid tie
- Navy blue pants worn at the waist
- Solid black, brown or navy blue belt
- Black, brown, or cordovan oxfords or loafers
- Solid white, black, or navy socks above the ankle. All socks must be visible.
- Red vest/fleece jacket
- No tennis shoes may be worn to Mass

On Mass Days, uniforms for girls will consist of:

- White short sleeve Peter Pan collared shirt
- Plaid jumper
- Red tie
- Black, brown, or cordovan oxfords or loafers
- Solid white bobby or knee high socks or white tights. All socks must be visible.
- Red fleece jacket
- No tennis shoes may be worn to Mass

**5th Grade thru 8th Grade:**

On Mass Days, uniforms for boys will consist of:

- Oxford white long or short sleeve shirt (shirts are to be worn tucked in)
- Plaid tie
- Khaki pants worn at the waist
- Solid black, brown or navy blue belt
- Black, brown, or cordovan oxfords or loafers
- Solid white, black, or navy socks above the ankle. All socks must be visible.
- Red vest/fleece jacket – 5<sup>th</sup> grade
- Navy blazer – 6<sup>th</sup>-8<sup>th</sup> grade
- No tennis shoes may be worn to Mass

On Mass Days, uniforms for girls will consist of:

- Oxford white long or short sleeve shirt (shirts are to be worn tucked in)
- Plaid skirt
- Red tie
- Black, brown, or cordovan oxfords or loafers
- Solid white bobby or knee high socks or white tights. All socks must be visible.
- Red vest/fleece jacket
- No tennis shoes may be worn to Mass

**DAILY UNIFORM****Kindergarten - 4th Grade**

Uniforms for boys will consist of:

- Plaid or white oxford shirt or red logoed polo shirt (shirts are to be worn tucked in)
- Navy blue shorts (with the hem no shorter than two inches above the knee and no longer than knee length) worn at the waist
- Navy blue slacks worn at the waist
- Solid black, brown, or navy blue belt will be worn with shorts or slacks that have belt loops
- Solid white, black, or navy socks above the ankle. All socks must be visible.
- Solid white or black athletic shoes (tennis shoes) may be worn. Shoelaces must be white or black to match the shoe color. No light up or character shoes. No boots may be worn. Black, brown, or cordovan oxfords or loafers are also allowed.
- Red vest/fleece jacket/sweatshirt

Uniforms for girls will consist of:

- White Peter Pan collared shirt or red logoed polo shirt (shirts are to be worn tucked in)
- Plaid jumper or skirt (with the hem no shorter than two inches above the knee and no longer than knee length) worn at the waist. Vest may not be worn with jumper.
- Solid white bobby or knee high socks or navy or white tights. All socks must be visible.
- Solid white or black athletic shoes (tennis shoes) may be worn. Shoelaces must be white or black to match the shoe color. No light up or character shoes. No boots may be worn. Black, brown, or cordovan oxfords or loafers are also allowed.
- Red vest/fleece jacket/sweatshirt. Vest may not be worn with jumper.

**5th Grade thru 8th Grade:**

Uniforms for boys will consist of:

- White oxford shirt or red logoed polo shirt (shirts are to be worn tucked in)
- Khaki shorts (with the hem no shorter than two inches above the knee and no longer than knee length) worn at the waist
- Khaki slacks worn at the waist
- Solid black, brown, or navy blue belt will be worn with shorts or slacks that have belt loops
- Solid white, black, or navy socks above the ankle. All socks must be visible.
- Solid white or black athletic shoes (tennis shoes) may be worn. Shoelaces must be white or black to match the shoe color. No light up or character shoes. No boots may be worn. Black, brown, or cordovan oxfords or loafers are also allowed.
- Red vest/fleece jacket/sweatshirt

Uniforms for the girls will consist of:

- White oxford long or short sleeve shirt, red logoed polo shirt (shirts are to be worn tucked in)
- Plaid skirt (with the hem no shorter than two inches above the knee and no longer than knee length) worn at the waist
- Solid white bobby or knee high socks or white tights. All socks must be visible.
- Solid white or black athletic shoes (tennis shoes) may be worn. Shoelaces must be white or black to match the shoe color. No light up or character shoes. No boots may be worn. Black, brown, or cordovan oxfords or loafers are also allowed.
- Red vest/fleece jacket

Those students who are members of a School organization including Scouts may wear their official uniforms on meeting days. This is a privilege and may be rescinded at any time at the sole discretion of the Principal.

The items required for school uniforms may be purchased according to the following:

**DENNIS UNIFORM****BOYS**

White Oxford -short sleeve	K – 8 <sup>th</sup>
White Oxford -long sleeve *	K – 8 <sup>th</sup>
Plaid tie	K – 8 <sup>th</sup>
Red Short Sleeve Polo shirt (w/logo) *	Pre-K – 8 <sup>th</sup>
Navy Blue pants	Pre-K - 4 <sup>th</sup>
Navy Blue shorts *	Pre-K - 4 <sup>th</sup>
Khaki pants	5 <sup>th</sup> - 8 <sup>th</sup>
Khaki shorts *	5 <sup>th</sup> - 8 <sup>th</sup>
Red Sweater Vest with logo *	Pre-K – 8 <sup>th</sup>
Red Fleece jacket with logo *	Pre-K – 8 <sup>th</sup>
Red Sweatshirt with logo *	Pre-K – 8 <sup>th</sup>
Belt (black, brown or navy blue)	K – 8 <sup>th</sup>

**GIRLS:**

White Peter Pan collared shirt	K - 4 <sup>th</sup>
White oxford - short sleeve	5 <sup>th</sup> - 8 <sup>th</sup>
White oxford - long sleeve *	5 <sup>th</sup> - 8 <sup>th</sup>
Red tie	K - 8 <sup>th</sup>
Plaid skirt – Mass uniform 5-8	K - 8 <sup>th</sup>
Plaid jumper – Mass uniform K-4	K - 4 <sup>th</sup>
Navy Blue shorts/pants	Pre-K
Red Short Sleeve Polo shirt with logo *	Pre-K – 8 <sup>th</sup>
Red Sweater Vest *	Pre-K – 8 <sup>th</sup>
Red Fleece jacket with logo *	Pre-K – 8 <sup>th</sup>
Red Sweatshirt with logo *	Pre-K – 8 <sup>th</sup>
Navy pleated polo dress	PK

**TIES**

K-8 students must wear a tie to All School Masses. Please label each tie on the inside with the student's name. If a student forgets a tie on Mass Day, the student must borrow a tie for the Mass and the Family FACTS account will be charged \$10.00.

**TURTLENECKS**

Turtlenecks may not be worn as part of the school uniform.

**HAIR ACCESSORIES**

Hair accessories must be solid white, solid red and/or solid blue or Dennis Uniform plaid. Girls may wear headbands that are no more than ½" wide.

**SOCKS / LEGGINGS**

All socks for both boys and girls must be visible. Navy or white tights may be worn may be worn with the school uniform. Leggings should not be worn as part of the school uniform.

**FREE DRESS DAYS**

There will be several occasions when students are allowed to attend school out of uniform. The Principal designates these days and passes will be given for those allowed out of uniform that day. There may be days when the Free Dress Day deviates from the regular uniform policy (i.e. shoes, hats, costumes, etc.). This information will be communicated on the Free Dress Pass or in the Heart to Heart (school newsletter).

The Dress Code for out of uniform (free dress) days includes weather appropriate clothing. Shorts and skirts must be a reasonable length (fingertips should touch fabric when arms are down). Leggings are not acceptable on Free Dress days. Shoes that are not allowed on Free Dress Days include boots, open toe, backless, flip flops, crocs, or sandals. Jeans may not have holes or rips. Shoes must be tied at all times. On Free Dress Days, students are to dress neatly, modestly and appropriately. The Principal makes the final decision on questions regarding dress code.

Failure to dress appropriately will result in parents being notified to bring appropriate clothing for student to change into in order to remain at school. A uniform dress code violation will be reflected on student's conduct card grade.

**SPIRIT DAYS**

Spirit Days are the 1st and 3rd Fridays of each month. On Spirit Days, students may wear their 2024-2025 Spirit shirts and blue jeans/knee length jean shorts; no holes or rips in jeans. The regular dress code for shoes applies to Spirit Days.

**PE – GRADES 6 – 8**

PE uniforms must be purchased through Dennis Uniform. The uniform consists of grey t-shirt and red shorts for boys and grey t-shirt and black shorts for girls. Tennis shoes with socks are to be worn for PE. Red warm-ups may be worn in cold weather for PE only. The PE teacher has the final say on appropriate attire.

**JACKETS & COATS**

Proper outerwear should be worn when dictated by the weather. Dennis Uniform red jackets or sweatshirts may be worn in the classroom during the regular school day. Other colors of jackets/coats are not allowed in the classroom. Any time the students go outside jackets/coats will be allowed and parents should send outerwear as necessary. Students may wear sweaters/vests in the classroom according to the uniform policy and these items must be purchased from Dennis Uniform.

**GROOMING & HAIR CODE**

Hair must be kept clean and combed at all times and worn neatly so as not to interfere with vision. Hair color should be natural and not dyed. Coordinating hair accessories are allowed. Feathers are not allowed. Both boys and girls may not have hairstyles that hang over or in the eyes to impede vision. Boy's hair must be cut in a style that is above the earlobes and does not touch the collar. Messages or designs carved into the hair are not allowed for girls or boys.

**MAKE UP / NAIL POLISH / TATTOOS**

Make up is not allowed in any grade. Clear nail polish on natural nails is allowed; artificial nails may not be worn. Tattoos are not allowed.

**JEWELRY/PURSES**

Watches, religious medals or crosses and small necklaces may be worn. Girls may wear small earrings but for the safety of students the earrings may not fall below the earlobe. Only one earring may be worn in each ear. Rings and bracelets may NOT be worn. Boys are NOT allowed to wear any type of earrings. Students are allowed to bring purses to school but they must remain in a student's locker or backpack.

**CAPS**

Head coverings, hats or caps are not to be worn in school.

**DRESS CODE VIOLATIONS**

K – 4th grade            3 out of uniform violations = Silent Lunch  
5th – 8th grade        Each out of uniform violation = 1 Demerit

**VISITING THE SCHOOL****VISITORS / VOLUNTEERS**

**Safety for all students and staff at Sacred Heart Catholic School is important. Appointments, conferences and/or observations should be scheduled in advance with your child's teacher. Parents are not allowed to go to the student's locker or classrooms during the school day.**

**All visitors to the school are required to report to the School Office upon arrival, sign in and wear a visitor badge. No one (including former students and friends of students) is allowed to visit a classroom without the express permission of the Principal. Teachers are not to be disturbed or class instruction interrupted by an unexpected visitor. If you must pick up your child for any reason during school hours, go to the School Office.**

**ARCHDIOCESE SAFE ENVIRONMENT TRAINING / VOLUNTEERS**

All volunteers at Sacred Heart Catholic School must complete the Archdiocese Safe Environment training. This training is required by the Archdiocese of Galveston-Houston for all clergy, employees, contracted school personnel, and volunteers over the age of 18 who work in any capacity with or around children, the elderly, and adults with special needs. For more information on this training, visit <https://galvestonhouston.cmgconnect.org/>.

**VOLUNTEERS WHO DRIVE STUDENTS**

Adult volunteers who drive students must provide the following to the School Office annually prior to driving on a field trip or other school event:

1. Copy of valid driver's license
2. Copy of current automobile insurance card
3. Driving record obtained from the Texas Department of Public Safety

The driving record can be obtained from the Texas Department of Public Safety:

- Visit <https://txapps.texas.gov/tolapp/txldrctr/TXDPSLicenseeManager>
- FAQ for obtaining a driving record:  
[https://txapps.texas.gov/tolapp/txldrctr/TXDPSLicenseeManager?XXtask=99-faq\\_question\\_03](https://txapps.texas.gov/tolapp/txldrctr/TXDPSLicenseeManager?XXtask=99-faq_question_03)
- Request a TYPE 2 driving record. There is a charge to obtain the driving record.

## PHOTOS / VIDEOS

All approved volunteers are permitted to take pictures or videos at school functions. However, the posting of pictures and videos to public social media sites could be a violation of students' confidentiality and privacy. Please research FERPA – Family Education Rights and Privacy Act – to better understand privacy violations.

## COMMUNICATION

The school newsletter is sent via email. The school fulfills its responsibility to communicate fully by distributing these parent newsletters. It is the responsibility of the parents to read these communications. Further, teachers may send notes and information daily.

### SCHOOL OFFICE HOURS

Office hours are 7:45am to 3:45pm on days when school is in session.

### COMMUNICATION WITH TEACHERS

Parents are encouraged to check teacher class pages and/or Google classroom for class information/assignments. Teacher's email addresses are available on the school website. Please allow at least 24 hours for any response to an email sent to a teacher. Conferences can be scheduled by contacting the teacher.

### LINE OF AUTHORITY

The Catholic Church abides by the principle of subsidiarity, which states that problems should be solved at the lowest level possible. Sacred Heart Catholic School abides by this principle and implements it in the following manner:

If a concern or incident arises, the teacher will contact parents in writing, email or by telephone. In extraordinary circumstances, the Principal may make this initial contact. Parental support in the development and implementation of a plan to solve the concern is encouraged.

If a parent wishes to discuss a concern or incident, the teacher is the first person the parent must contact, in writing, email or by telephone. Teachers should be contacted through the School Office or email. The teacher will respond with 24 hours whenever possible. If communication with the teacher does not resolve the concern, the Principal may be contacted.

Please respect the line of authority:

- 1. Teacher or staff member first.**
- 2. Principal is the final school authority.**

If a concern regards a broader issue than a child or a classroom incident, the Principal should be contacted. (For example: a parent has a suggestion for uniform policy addition)

Misunderstandings may occur if the problem is not first investigated at the source. Personal concerns are not appropriate issues with which to approach other parents in the school, other faculty members, or parent organization representatives, verbally, in writing or via email.

## PARENT CONDUCT AND BEHAVIOR

Parent/Legal Guardians are expected to conduct themselves in a manner reflective of good moral principles and which does not interfere with the operation of, or reflect adversely on Sacred Heart Catholic School. All communication, both written and verbal, must be respectful at all times. Disruptive, threatening or illegal behavior of a parent may result in the removal their student(s).

## UPDATING STUDENT RECORDS

**In order to contact parents at any time, it is important that the school have the most current information for each student. Please inform the School Office in writing or via email of any change to phone numbers and addresses so that parents can be contacted in an emergency. Any updates or changes to student health records should also be sent to the School Office.**

## NON-CUSTODIAL PARENT

The school will follow court ordered decrees in regard to visitation with and the release of a student to a non-custodial parent, as well as the viewing of a student's records. A copy of the decree must be sent to the Principal.

## ACCIDENTS AND ILLNESS AT SCHOOL

At enrollment, each parent will complete Emergency and Pickup Information listing the parent's address, telephone numbers at work and home, and physician's name and telephone number. The names and telephone numbers of one or two persons who have agreed to assume responsibility when the parents cannot be reached will also be on file. In case of a serious accident or illness of a child at school, the parents will be called immediately to take charge of the child.

Parents are asked not to send their child/children to school if they are ill, **especially if they have a temperature of 100 degrees or more**. Please respect others' rights in this matter. If a child develops a rash, a temperature of 100 degrees or more, or is exhibiting signs of illness, the parents will be asked to take the child home and not to return them until they have been **free of fever for at least 24 hours**.

Your child may have an illness that requires medication for relief or cure that does not prevent his or her attendance at school. When possible, such medication should be taken at home. However, according to the Texas State Legislature, school personnel may dispense a medication to a student if the parent or legal guardian requesting this service meets certain requirements.

It should be noted that in keeping with the Texas State Legislature, we are bound to the same requirements for prescription and for non-prescription preparations. Please sign and return the medication form when necessary.

## PARENTAL INVOLVEMENT

### PARENT TEACHER GROUP (PTG)

The Parent Teacher Group, PTG, is based on the National Catholic Educational Association's guidelines and the Archdiocesan guidelines for parent organizations. The organization's primary objectives are noted below.

- Share knowledge on the problems and solutions for raising children.
- Provide a forum for parents to share information and experiences about growth and development of children in similar age groups.
- Enhance the spirit of faith community among the students, parents, teachers, administrators and parishioners.
- Assist in coordinating volunteer support to the school.
- Provide an effective means of disseminating information concerning school issues.
- Acquaint parents of the Sacred Heart Catholic School community with social, economic, and legislative issues affecting our society.

## THE FUND FOR SACRED HEART CATHOLIC SCHOOL

The Fund for SHCS is the cornerstone of Sacred Heart Catholic School. Each year, parents, faculty and staff, board members, parishioners, grandparents and friends of Sacred Heart impact the lives of our students by contributing to the Fund.

The Fund contributions are essential to the operations of the school and are tax-deductible for the donor. These funds help fill the gap in the operating budget and provide extras for the students that are not covered by tuition and other fees.

## STEPS FOR STUDENTS

Steps for Students is an annual Archdiocesan-wide event where all school and parish communities come together as one to support Catholic education. The goal of Steps for Students is to raise awareness of the importance of a Catholic education and provide much needed resources for our Catholic Schools. This day of family fun includes a 5k and 1k Family Fun Run. All funds pledged and donated go directly to each school.

## VOLUNTEER HOURS

Having a student join our community always involves the parents in a number of meaningful ways. Parents volunteer at various events, help teachers, volunteer in classrooms, work at fundraising events, help with teacher luncheons, etc. Parents usually find these activities both rewarding and enriching; they become part of Sacred Heart's extended family and make lifelong friends. Our volunteer program welcomes all parents and friends of the school to get involved in activities both in and out of the classroom. Volunteering not only enhances your child's education, but also makes you a part of it. The faculty and staff are greatly appreciative and supportive of our volunteers' contributions. **Eight volunteer hours are required from each family.**

**\*\*\* All volunteers at Sacred Heart Catholic School must complete the Archdiocese Safe Environment training. Visit <https://galvestonhouston.cmgconnect.org/>**

## ROOM PARENTS

Each grade level classroom will have a room parent. Room parents are volunteers who assist teachers in additional activities throughout the year. A telephone/email list will be provided to all room parents to assist in communication for activities or emergency notices. All room parents must complete the Archdiocese Safe Environment training.

## FUNDRAISING

Fundraisers are necessary as tuition does not cover the cost per pupil to educate our students.

All fundraising is done under the supervision of the Principal. The following guidelines will be used as ancillary funds are raised.

- No committee or groups may raise funds independently or specify how funds are to be distributed.
- Any person or outside group must have specific permission from the Principal to sell anything to school families and/or personnel.

All funds collected by the various groups of the school will be deposited in the authorized school bank account. Those funds will be disbursed by the school in the approved procedure for purchasing and disbursements. Unless previously designated and approved by the Principal, all funds raised on behalf of the school or its activities are ultimately used at the discretion of the Principal.

## GENERAL INFORMATION

### FIELD TRIPS

Field trips serve the instructional program by utilizing educational resources of the community to supplement classroom work. Parents must sign a field trip permission form allowing their child to participate. Students must return this proper form; no other form will be accepted. **NO phone permissions are allowed and no exceptions will be made.**

Students must return the specific required form completely filled out; no other form will be accepted. Permission slips include a statement of liability: I/we have given the instructions required above, and I/we release and save harmless the school and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip, and waive any claims against them that must be signed off on in order to attend the trip.

If a parent does not want their child to participate, the school should be notified in writing. Students not participating in the field trip will be expected to attend school that day and participate in an alternative planned activity.

- Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.
- Uniforms or school spirit shirts will be worn on field trips unless otherwise indicated on the permission slip.
- Any parent driving for school field trips must complete the Archdiocese Safe Environment training and are required to complete and present all necessary documentation outlined below.
- To ensure the safety of our students, Field Trip drivers/chaperones may not bring younger children on the field trip.
- A 5:1 youth/adult ratio should be in effect for all off campus trips involving students.

The Archdiocese has guidelines for adults driving on field trips, which may change at the discretion of the Archdiocese or the Administration:

- The driver must be 21 years of age.
- The driver must have a copy of a valid and current driver's license on file in the School Office.
- A copy of the current proof of automobile insurance must be on file in the School Office.
- Driving record obtained from the Texas Department of Public Safety

The driving record can be obtained from the Texas Department of Public Safety:

Visit <https://txapps.texas.gov/tolapp/txldrchr/TXDPSLicenseeManager>

- FAQ for obtaining a driving record:  
[https://txapps.texas.gov/tolapp/txldrchr/TXDPSLicenseeManager?XXtask=99#faq\\_question\\_03](https://txapps.texas.gov/tolapp/txldrchr/TXDPSLicenseeManager?XXtask=99#faq_question_03)
- Request a TYPE 2 driving record. There is a charge to obtain the driving record.

## **SCHOOL VISITORS**

For the safety of our students and faculty/staff all visitors must check in at the School Office first. All visitors will be issued a visitor's badge to be worn while on school grounds. Parents may not interrupt the school day to speak with a teacher or student during class or at dismissal time. If a student is leaving early, the parent must sign the student out in the School Office.

## **STUDENT ARTICLES FORGOTTEN AT SCHOOL**

After the dismissal bell, students will not be allowed to return inside the school building to retrieve forgotten items and/or textbooks/notebooks without permission from the School Office. No one will be granted permission to re-enter until dismissal is complete. This is to ensure the safety of students and an orderly dismissal procedure.

## **CHANGE OF ADDRESS/EMERGENCY INFORMATION**

Please contact the School Office via email as soon as your family has any address or phone number changes so these changes can be made through FACTS SIS. All emergency information **MUST** be kept current. **Whether a child is not feeling well or a serious accident occurs, the school must have current information in order to contact parents or authorized persons**

## EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extra-curricular activities. Students must maintain a satisfactory grade average and conduct. Only students enrolled at SHCS are eligible to participate in extra-curricular activities

Parents must make sure the supervising adult is on campus and knows your student is present. Students participating in any of these programs may not bring siblings. The school makes no provisions for supervision of siblings for afterschool activities. Parents should arrange for siblings to be picked up or enrolled in BASP.

**Altar Servers:** Catholic boys and girls in grades 4th-8th are eligible to participate in the Altar Server program. Contact the Religion teacher for more information.

**Athletics:** Sacred Heart has an Athletics program for boys and girls in 5th – 8th grades. The program includes for boys: football, basketball and track; for girls: volleyball, basketball and track. Pep Squad is offered for boys and girls in 2<sup>nd</sup>-8<sup>th</sup> grades. Students are only eligible to participate on SHCS's athletic teams consistent with their biological sex (as stated on the birth certificate).

To help defray the cost of the program, a sports registration fee is assessed. Students must maintain satisfactory grades and conduct. Students with averages below "D" or conduct grades below "S" are subject to suspension from sports until grades are satisfactory once again. Refer to the Athletics Handbook for additional information.

**Student Council:** The Student Council is the governing body of Sacred Heart Catholic School. Student Council is open to students in 5th – 8th grades. Officers are selected from 7th and 8th grades and 6th – 8th grades have two student representatives

**BETA Club:** The Junior Beta Club is a national organization that recognizes student achievement. The four tenets of Beta are scholarship, service, character, and leadership. This organization is open to students in grades 5th – 8th who exemplify the four tenets of BETA. Activities include service projects and attending the state convention.

*Standards of Membership:* The Beta Club at Sacred Heart Catholic School is open to 5th – 8th grade students who maintain a 90 average or above and who are good role models to the other students in their academics and behavior, and who abide by the handbook regulations and all school rules.

**Camp Kappe:** Camp Kappe is the home of the School of Environmental Education (S.E.E.), which is an accredited school offering a supplemental education program to parochial school students. S.E.E. provides a four-day outdoor experience of God's gift of nature while studying life cycles, food chains, the environment's effect on man, man's effect on environment, conservation of resources, etc. It offers hands-on experience with farm animals and gardening along with many other exciting adventures in outdoor education. Each year our 5th grade students attend this school for four days in Plantersville, Texas.

If a parent chooses for their child not to attend Camp Kappe, the student is required to attend school on those days. If they do not attend school on the Camp Kappe days, they will be counted absent.

**No Pass-No Play (Grades 5th – 8th):** Any student with a grade below 70 on a Progress Report or a Report Card will not be eligible to participate in sports and/or extra-curricular activities until the failing grade(s) return to a passing grade(s). This includes practices and games. Eligibility will be reviewed every two weeks.

## USE OF SCHOOL GROUNDS AND FACILITIES

School grounds and facilities are supervised from 7:45am to 3:45pm by school personnel on days when school is in session. Supervision for athletic practices, extracurricular programs and other activities, such as parish-sponsored programs, are the responsibility of the heads of these programs or organizations.

Students are not allowed on school grounds or in school facilities unsupervised. Before or after school use of school grounds and facilities requires advance approval of school administration.

## USE OF SCHOOL LOGOS

Sacred Heart Catholic School logos may not be used in any form on any materials without written approval of the Principal.

## **CRISIS MANAGEMENT**

### **CRISIS MANAGEMENT PLAN**

The faculty is committed to the safety and well-being of all students. In keeping with this commitment, a Crisis Management Plan is in place in anticipation of crises or disasters. The Crisis Management Team, consisting of the Principal and specific faculty members, is responsible for implementation of the plan, if needed. Students are taught predetermined signals and procedures in order to respond effectively in the event of an emergency. Drills will be conducted on a regular basis.

### **ASBESTOS MANAGEMENT**

A copy of our Asbestos Management Plan is available for review in the School Office by appointment Monday-Friday 9:00 a.m. – 2:00 p.m.

### **SAFETY/DISASTER DRILLS**

Disaster drills are conducted regularly at both announced and unannounced times. Students learn safe and orderly procedures to use in case of fire, hurricane, tornado warnings or an intruder.

### **EMERGENCY SCHOOL CLOSINGS**

In case of inclement weather emergencies, such as flooding, storms or icy streets, Sacred Heart follows the decisions of Crosby ISD. Information will be communicated through IRIS, an Immediate Response Information System, as well as local radio and TV.

### **IRIS**

Sacred Heart Catholic School uses IRIS, an Immediate Response Information System. Through IRIS, the school broadcasts information to parent’s home and cell phone numbers and email addresses which parents have provided in FACTS SIS. With the use of this system, it is important to keep contact information up-to-date with the school. If you have a change in phone numbers or email addresses, please email the School Office so we can update FACTS SIS and IRIS. Only phone numbers and email addresses provided to the School Office or through FACTS SIS will be used.

### **CHILD ABUSE AND CHILD NEGLECT**

School personnel in the Archdiocese of Galveston-Houston have a moral obligation as well as a legal obligation to report child abuse.

Criteria for Reporting:

- A report of child abuse is not an accusation or a proven fact, and Texas does not require a reporter to know or to be certain that a child has been abused or neglected.
- The degree of certainty that must be met is that the person reporting must have “cause to believe” that abuse or neglect has occurred or will occur. This standard is based on reasonable person convictions. Confidentiality of the person making the report will be upheld. The person who reports suspected child abuse or neglect is immune from civil or criminal liability if the report is made without malice.
- Failure to report suspected child abuse or neglect is a crime punishable by fine, imprisonment, or both.

Whom to Report to:

- Reports of child abuse or neglect are sent to the Texas Department of Protective & Regulatory Services (Child Protective Services Division-CPS). CPS will investigate and will determine the nature and extent of the problem, evaluate the child’s condition and safety, and, if appropriate, initiate action to protect the child.
- School personnel are to dial 911 if they believe a child is in immediate danger of harm.

## **STUDENT LIFE**

### **SCHOOL CALENDAR**

The 2024-2025 School Calendar is published and included in the handbook and is available on the School website. Please refer to the calendar for all posted holidays and early dismissals. Every effort will be made to adhere to the posted calendar. There may be events that are planned during the year or changes made to the calendar that are unforeseen. Changes will be communicated in writing as soon as possible.

## DAILY SCHEDULE

The School doors open at 7:45 a.m. At 8:00 a.m., the bell rings. Daily instruction is conducted from 8:00 a.m. to 3:30 p.m. Students are dismissed at 3:30 p.m., except on Fridays, when students are dismissed at 2:30 p.m. Students are required to remain on campus under the supervision of the teacher or adult in charge during school hours, extracurricular activities and events.

## ARRIVAL AND DISMISSAL PROCEDURES

In order to ensure the safety of the children, no student will be allowed in the building prior to 7:45 a.m. Any student arriving earlier will be sent to the Before and After School Program and a fee will be assessed.

Any student arriving after the 8:00 a.m. bell should proceed to the School Office for a tardy slip. Students will not be admitted into class without a Tardy Slip. Students arriving later should be escorted to the School Office and signed in by a parent.

In order for students to enter and exit the building safely, we ask that parents using the car line drop-off and pick-up their children from the main school building and/or the Early Childhood building. Car tags will be issued to each family. This car tag must be hung from their rearview mirror so it may be seen by the teachers on duty. Students will be called using the number on the car tag. Additional car tags may be purchased for \$5.00 each from the School Office. Teachers will work to quickly move the line forward. Students must be picked up no later than 3:45 p.m. or within 15 minutes of early dismissal times. Any student remaining after that time will be placed in the Before and After School Program and a fee will be assessed.

The car line is designated as a NO CELL PHONE USE AREA. Please do not use your cell phone when driving in the car line.

All students are dropped off and picked up through car line. All students should be buckled properly when entering the automobile to ensure their safety in route.

**Students may not be checked out of school from 3:00-3:30 p.m. (on Friday 2:00-2:30pm) as we prepare for dismissal.**

Students enrolled in the Before and After School Program will be assembled at 3:45 p.m. (2:45 p.m. on Friday). **Students who are not picked up by 3:45pm will go to the After School Program. Parents will be billed the hourly rate along with the one-time BASP Registration fee.** See Before and After School Program guidelines.

## OTHERS WHO MAY PICK UP YOUR CHILD

Your student will NOT be released to anyone other than those listed under Pickup Information on the Emergency and Pickup Information Form. If a person not on the list will pick up a student, the school must be notified in writing. You may email this information to the School Office during school hours (8:00am-3:30pm) at [office@sacredheartsschoolcrosby.org](mailto:office@sacredheartsschoolcrosby.org) We will require a driver's license for identification in order to release the student to that driver.

## LUNCH PROGRAM

Sacred Heart Catholic School's lunches are provided a couple of times a week by outside vendors. Our lunch program typically begins in September.

### *Lunch Visitation*

Parents may visit their child during the lunch period. Parents must report to the School Office to sign in and receive a visitor's badge. They may then proceed to the Parish Hall/Library to wait for their child. Parents will sit with their child at a separate table as directed by the classroom teacher/office. Other students may not sit with the student and parent. The parent will return to the School Office to sign out before they leave campus.

***Students may not bring carbonated drinks, milk or yogurt from home. Please do not put a carbonated drink in a thermos or other type of drink container; it may explode.***

## DELIVERIES

SHCS does not accept delivery of restaurant food (Favor, DoorDash, etc.), flowers, balloons or other items for students.

## **BEFORE AND AFTER SCHOOL PROGRAM (BASP)**

Our Before and After School Program is in operation from 6:30 a.m. to 7:45 a.m. and from 3:45 p.m. to 6:00 p.m. (2:45 p.m. to 6:00 p.m. on Fridays) on days when school is in session. The BASP is also available on early dismissal days. Any student arriving on campus prior to 7:45 a.m. must attend the BASP.

Your child must be registered to attend this program. Registration fee is \$40 per family.

Our Before and After School Program provides activities that are planned to complement the philosophy and values of the school. Outdoor recreation, homework time, snacks, and group games are offered during the afternoon hours.

The Before and After School Program registration fee is due upon enrollment in the program. Monthly fees are paid through FACTS.

The monthly rates are based the total number of days in school and are prorated over a ten-month period. The charges are only for the days that school is in session. A late fee will be charged for students not picked up by 6:00 p.m. The fee is \$15.00 the first 15 minutes and \$1.00 per minute thereafter.

## **ENRICHMENT OPPORTUNITIES**

SHCS students have many opportunities for enrichment including the following:

- Accelerated Reader - Grades K-8
- After School Tutoring
- STREAM Night
- Archdiocesan Spelling Bee
- Athletics
- Camp Kappe School for Environmental Education – 5th grade
- Chess Club – 3<sup>rd</sup>-8<sup>th</sup> grades
- National Junior Beta Club
- Student Council
- Pep Squad

## **LIBRARY**

Students visit the Library. The Library is also open before and after school. Parents are urged to encourage reading, research and proper care of borrowed materials.

The Library holds two Book Fairs per year. These are exciting events for the students and we welcome everyone's participation. Books may be purchased for birthdays or in memory of a loved one and donated to the School Library in that person's honor.

## **ACCELERATED READER FOR READING FOR K-8TH GRADE**

Accelerated Reader is an online subscription that helps teachers manage and monitor student's independent reading.

## **SCHOOL PICTURES**

School pictures are scheduled twice a year. Fall pictures are taken in full dress uniform. Spring picture day will be a free dress day. Students are expected to dress appropriately for the pictures.

## **PARTIES, CELEBRATIONS AND INVITATIONS**

Parties will not be held during the school day without the consent of the Principal. These include parties for teachers, students, or other personnel.

When invitations are given to an entire class, distribution of written party invitations is allowed in the classroom or on school grounds. Invitations to only a few should be handled by phone or by mail to prevent class disruption and hurt feelings.

For a birthday celebration, a student may bring a snack or dessert to share during lunch. The teacher is to be informed at least a week before the parent brings in these treats.

**CLASS PARTIES**

Room parents and other classroom volunteers will assist the teacher in planning scheduled school parties. Room parents and volunteers must have completed Safe Environment training.

**LOST AND FOUND**

Items that are found are taken to the School Office. Students and parents are responsible for checking Lost and Found. **All items that come to school should be labeled especially sweaters, sweatshirts, ties and PE uniforms.** Monthly, the lost and found items are donated to Churches United in Caring (CUIC) without prior notice. The school is not responsible for any lost or stolen property.

**ELECTRONIC DEVICES**

The school will not assume responsibility for damage or loss of any personal electronic device brought to school. The administration will determine which devices are allowed and how and when students are allowed to use them.

**BACKPACKS**

Backpacks and tote bags are a convenience for all students. These should be stored neatly in lockers and/or classrooms during the day. Rolling backpacks are not allowed.

**CARE OF VALUABLES**

The school prohibits students from bringing valuable toys, property or large sums of money to school. If a student brings money for fundraisers to school, they must check it into the School Office at the beginning of the day. The school will not assume responsibility for damage or loss of these items.

**FORGOTTEN ITEMS**

Parents may drop off items forgotten from home, including lunches, in the School Office. Parents should not take items directly to the classroom or put them in a student locker. These items should be clearly labeled with the student's name and grade. Money in any form must be placed in a sealed envelope with the student's name and grade and left for the student in the School Office.

**USE OF SCHOOL OFFICE TELEPHONES**

The telephones in the School Office may be used by students in emergencies only. Students are discouraged to call home for forgotten items including homework or permission slips. Students are not permitted to receive calls during the school day. Every effort will be made to get messages to students without interrupting daily instruction.

**SCHOOL DANCES**

On-campus dances are planned by the school. This is done with strict standards set by the chaperones, which are faculty members or parents. These standards include but are not limited to the following:

- Designated arrival and dismissal time are established ahead of time.
- Students must remain at the gathering at all times, with no access to other areas.
- Parent or designee must pick up the child at the door.
- Restrooms are monitored regularly throughout the evening.
- Students are required to assist with clean up.
- Students must dress appropriately for a school function.
- Volunteers must complete the Archdiocese Safe Environment training.

**TEXTBOOK POLICY**

Textbooks are provided for the student's use during the school year. The student is responsible for the care of the textbook for the duration of the year. **All hardback textbooks must be covered at all times.** If a textbook is damaged or lost, a fee will be assessed to replace the book.

**ELECTRONIC COMMUNICATION**

Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values. This policy applies to all forms of electronic communications

whether they occur through the school's equipment or through private communication. **Students are strictly forbidden to use any personal electronic devices on campus without administrative approval.**

### **CYBER-BULLYING**

Cyber-bullying is defined as use of the Internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:

- Cruel instant computer messaging or threatening emails.
- Mean, repeated cell phone text messages.
- Creating a website for the purpose of mocking certain students or school personnel.
- Posting humiliating digitally modified images of certain students or school personnel.
- Forwarding “private” photos or videos to other students.
- Pretending to be someone else by using someone else’s online screen.

Students are encouraged to report any incident of harassment to the teacher or Principal. The Principal has the responsibility to investigate a harassment or bullying complaint in an expeditious manner.

Retaliation or intimidation for having reported or threatened to report harassment or for assisting the school in the investigations is strictly prohibited. Acts of retaliation will result in disciplinary action.

### **CELL PHONES / SMART WATCHES**

Students may not use cell phones/smart watches (including texting) on the school campus. Cell phones/smart watches must be turned off. These devices are picked up by the teacher and locked in a secure location during the school day. The School Office phone may be used for emergencies. Calling parents for forgotten homework, projects or making social plans, etc. does not constitute emergencies.

Be aware that if a student is found using a cell phone/smart watch during school hours, it will be confiscated. The device will only be returned to a parent. Messages of an emergency nature should be relayed to students through the School Office. The school will not assume responsibility for damage or loss of cell phones/smart watches.

### **SOCIAL NETWORKING**

Accessing social networking websites is off limits on school premises and property. The use of circumventors to get around school network security is prohibited.

### **CAR LINE**

**Please drive slowly when approaching the car line. The car line is a NO CELL PHONE ZONE. Please refrain from using your cell phone in the car line.**

### **DROP OFF**

At drop off in the morning, we ask those parents who arrive prior to 7:45 a.m. begin the line before the covered parking spots. Those parents who are dropping their students at the Before School Program may proceed to the left of this line and to the left of the cones set up between the Main School Building and the Parish Hall.

At 7:45 a.m., the cars in line for drop off will be directed to proceed to the front of the school building. We will have Staff members there to help students arriving at school. We will begin unloading multiple cars at a time. Please do not allow your students to exit the car before they arrive at the curb in the front of the Main School Building. All students must exit their vehicles on the passenger side of the car. Those parents arriving after 7:45 a.m. and dropping students at the Early Childhood Building are asked to continue in the drop off line until they are able to proceed to the next building.

We have developed this process for the safety of the students which is our first priority.

### **PICK UP**

At pick up, parents are asked to begin the pickup line before the covered parking spots. All cars should wait in one line whether picking up at the Main Building or the Early Childhood Building. **Please do not enter through the exit drive of the Early Childhood Building. This is an EXIT ONLY.**

**Students who are not picked up by 3:45pm will go to the After School Program. Parents will be billed**

**the hourly rate along with the one-time BASP Registration fee.**

### **CAR SEATS**

On September 1, 2009, legislation was passed to strengthen current child passenger safety protections by mandating that children younger than eight years old, unless they are four feet, nine inches in height, must be properly secured while riding in an operating vehicle in a child passenger safety seat system in accordance with the instructions of the manufacturer of the safety seat system.

### **AMENDMENTS**

The Principal has the right to amend the handbook for just cause. Parents and staff will be given written notice of any changes.

## Addendum B - Technology Acceptable Use Policy

The purpose for using the Internet at Sacred Heart Catholic School is limited to research for specific projects and assignments. However, no student will be able to use the Internet without this agreement signed and on file with the School.

**Privileges** -The use of the Internet is a privilege, not a right. Attempts at inappropriate use will result in the cancellation of those privileges.

**General Behavior** -Students are responsible for good on/off line behavior just as they are in the classroom. The following activities and behavior are strictly prohibited and may result in the dismissal of a student:

- Plagiarizing information taken from any Internet web site and/or using the auto summarize tool, without giving credit for the source(s), is illegal and will result in the student receiving an "F" for their work
- Receiving, displaying or sending words, messages, images, sounds or emails/attachments which are offensive, indecent or pornographic, threatening or violent in content.
- Insulting, harassing or verbally attacking others.
- Sending or forwarding chain letter type emails to anyone.
- Providing any personal information about themselves at any web site they access.
- Using a chat room or agreeing to meet with someone whom they met while online.
- Interfering or attempting to alter the function of the server, the network equipment, computers, laptops, printers, scanners, cameras, projectors and students' accounts.
- Attempting to modify operating systems, desktop configurations or files.
- Using any computer for the purpose of emailing.
- Unauthorized copying of our licensed software.
- Trying to obtain and/or use the password of another student or teacher.
- Supplying a student's password to another person.

When using computers at school, students will:

- Respect the computer equipment and the teachers' directions for use or non-use.
- Avoid eating and drinking when using a computer at school.
- Keep my school-issued personal device covered by a protective, hard cover case.
- Not change settings on the computer.
- Not make changes to or delete from the school website.
- Respect files or passwords and not share them.
- Respect other people's files and only work with their own (including the use of AI technologies).
- Not share their computer with others.
- Not create any websites against the school.
- Avoid email, instant message, chat, and other forms of communication on the school computers.

**Parent and student responsibilities-**

- carefully read and sign the agreement form where applicable
- work to instill family values in your child(ren)
- communicate to your child(ren) what you, the parents(s), consider appropriate material
- read this policy to your child(ren) and help them understand the importance of their responsibilities when using the resources of the Internet.
- help your child(ren) to understand the importance of taking care of the computer equipment; should abuse of the equipment occur that you, the parent, will be responsible for the replacement value.

**Limits on Sacred Heart Catholic School's liability**

- Sacred Heart Catholic will not certify that the filtering service will always be free of errors.

- Sacred Heart Catholic School will not be responsible for any data, which may be lost, or for any interruption in computer services or any other inconveniences the user may experience.
- Sacred Heart Catholic School will not be responsible for any willful damages incurred by a user, to a computer, the operating system or the network.

#### Copyright

- Sacred Heart Catholic School will follow federal laws.
- Students will need to obtain permission from the copyright holder if they wish to use their material in any of their class work.

#### Teacher Responsibilities

- Teachers will ensure that they have reviewed all the sources a student has used in a specific project or assignment.
- Teachers will limit their use of the Internet, during school time, for educational instruction as well as their own continuing education.
- No teacher will use chat rooms or send and receive chain letter emails at school.
- Teachers will not conduct any private business or commercial activities on computer.

#### Monitoring

- Students will use the Internet for educational purposes only and their activity will be monitored.
- Students will take responsibility for their activity while online.
- Students will take responsibility for noting all their sources for material taken from the Internet.