

SACRED HEART CATHOLIC SCHOOL

MISSION STATEMENT



The mission of Sacred Heart Catholic School
is to teach Gospel values
that will foster
the spiritual, moral, academic,
social, and physical growth
of the students
according to Catholic tradition
and the spirit of the
Sisters of the Incarnate Word
and Blessed Sacrament.

PHILOSOPHY OF SACRED HEART CATHOLIC SCHOOL

Sacred Heart Catholic School is an extension of the educational ministry of the Catholic Church. The Church is concerned with the whole of a person's life, not only the spiritual and moral development, but also the intellectual, social, and physical development. The entire person has dignity; therefore, Sacred Heart Catholic School has as its primary goal the continuous formation of the Christian person.

Sacred Heart Catholic School was founded to help parents in the spiritual formation of their children. The total integrated educational pattern attempts to expose the students to an experience of a Catholic community—one in which a genuine spirit of Christian love and responsible freedom is nurtured. Since education is a process of continual growth, Sacred Heart implements an approved Christian-oriented curriculum, varied teaching techniques, and a choice of wholesome extracurricular activities to assist in the development of the total person.

Each student is encouraged by all members of the school family to achieve self-realization by cultivating the following characteristics: an inquiring mind, a love for truth and beauty, a dignified respect for the human person, a friendly rapport with people of other creeds, cultures, and races, and above all, a desire for personal commitment to Christ. This commitment to Christ should manifest itself in service to family, community and country.

TABLE OF CONTENTS

Page	
1	MISSION STATEMENT
2	PHILOSOPHY OF SACRED HEART CATHOLIC SCHOOL
3	TABLE OF CONTENTS
9	FOREWORD TO PARENTS AND STUDENTS
10	HISTORY
12	PARENTS' ROLE IN EDUCATION
13	PARENT RESPONSIBILITIES
14	GOALS AND OBJECTIVES
15	SCHOOL SPIRIT
16	SCHOOL PERSONNEL AND SUPPORT ORGANIZATIONS
16	Pastor
16	School Advisory Council
16	Principal
16	Assistant Principal
16	Administrative Assistant
16	Athletic Director
16	Guidance Counselor
16	Nurse
16	Business Manager
17	Teacher
17	Technology Coordinator
17	Sacred Heart Home & School Association
17	Sacred Heart Booster Club
17	Sacred Heart Band Booster Club
	GENERAL INFORMATION/ADMINISTRATIVE RULES AND REGULATIONS
18	School Hours
18	School Office Hours
18	Tuition and Fees Policy
18	Open Forum Policy
19	Grievance Procedure For Students and Parents
19	Transcripts
19	Student Records
19	Permanent Records
19	College Visitation
19	Vehicles on Campus
20	Street Closing and One-Way for South Texana Street
20	Telephone
20	Cell Phones and other Electronic Devices
21	Lockers
21	Student Valuables
21	Lost and Found
21	Visitors
21	Cafeteria

21	Fundraising
21	Delivery of Messages and Other Items to School
22	Junior-Senior Prom
22	Dress Code for the Junior-Senior Prom
22	GIRLS
22	BOYS
22	School Sponsored Trips
22	Guidelines
23	Educational Trips
23	Diocesan Safety and Liability Guidelines
23	Use of Gymnasium and Weight Room
23	Distracting Items
24	SAFETY/EMERGENCY AND MEDICAL POLICIES
24	Accidents
24	Emergency Medical Treatment
24	Illness at School
24	Medication Policy: Dispensing Medication in School
25	Student Insurance
25	School Notification
25	Bad Weather
25	Fire Drills
25	Tornado/Disaster Drills
26	Drill for Intruder on Campus
26	Parent Information for School Emergencies
26	ReUnification
26	Asbestos
26	Annual Notification of the Asbestos Management Plan
27	ACADEMIC PROGRAM AND INFORMATION
27	Accreditation
27	Credit for Students with Excessive Absences (Grades 5-12)
27	Academic Contests
27	Religious Activities
28	Diocesan Catholic School Eighth Grade Bishop's Award
28	National Honor Society/National Junior Honor Society
28	School Curriculum
28	Textbooks & Uniforms
28	Correspondence Courses
29	Homework
29	Library Media Centers
29	Parent/Teacher Conferences
29	Progress Reports
29	Report Cards
30	Grading Procedure
30	Graduation Requirements
30	Honor Program
30	Advanced Placement Program
31	Dual Credit Program

- 31 Independent Study
- 31 Grade Scale
- 31 Grade Point Average (GPA) and Class Honor Ranking
- 31 Honor Graduates
- 31 Determination of Honor Graduates
- 32 High Honor Roll (Grades 5-12)
- 32 Honor Roll (Grades 5-12)
- 32 Class Ranking and College Entrance
- 32 Promotion Policy
- 32 Promotion Policy/Retention Policy
- 33 Regulations for Promotion
- 33 Commencement Exercises
- 34 Standardized Testing
- 34 Scheduling (Grades 8-12)
- 34 Teacher Initiated
- 34 Guidelines for Teacher-Initiated Schedule Change
- 35 Student Initiated
- 35 Guidelines for Student-Initiated Schedule Change
- 36 Guidelines for Tutoring and Make-up Work
- 36 Guidelines For Summer Make-Up Work

37 **ENROLLMENT AND ATTENDANCE**

- 37 Admissions
- 37 Nondiscriminatory Policy
- 37 Admission Requirements
- 37 Immunization Requirement
- 37 Admission Policies and Priorities
- 38 Registration
- 38 Transfers and Withdrawals
- 38 Early Arrivals
- 38 Permission to Leave School During the Day
- 38 Attendance and Absence
- 39 Absence for School-Related Activities
- 39 Excused Absence by Parental Request
- 39 Unexcused Absence
- 39 Morning Arrival-Tardy Policy (Grades 5-12)
- 39 Class Tardy Policy
- 40 Truancy
- 40 Partial Day Absence
- 40 Livestock Show Absences
- 40 Perfect Attendance

41 **DRESS CODE POLICIES**

- 41 Sacred Heart Catholic School Dress Policy
- 41 Policy for Grades Pre-K - 4 (Boys and Girls)
- 42 Policy for Wearing Shorts in Grades 5-8
- 42 Boys Dress Policy (Grades 5-12)
- 42 Girls Dress Policy (Grades 5-12)
- 43 General Inappropriate Dress

- 43 Wearing of Shoes
- 44 Dress Policy For Travel to and from School Sponsored Activities and Events

45 **DISCIPLINE MANAGEMENT PLAN**

- 45 Discipline
- 45 Gum-Chewing
- 45 Cheating and Plagiarism
- 45 Harassment
- 45 Bullying Policy
- 46 Sexual Harassment
- 46 Sexting Policy
- 47 Social Networking/Blog
- 47 Threats
- 47 Child Abuse Laws
- 47 Substance Abuse Policy
- 48 Code of Student Conduct
- 48 Unacceptable Behavior at a School Related Activity
- 49 Disciplinary Action Process
- 49 1. Conference
- 49 2. Detention
- 49 3. In-School Suspension
- 50 4. Probation
- 50 5. Out-of-School Suspension
- 50 6. Dismissal
- 50 Disciplinary Guidelines for Offense Outside the Regular School Setting
- 51 Disciplinary Action Process
- 51 First Offense
- 51 Second Offense

52 **MORALITY**

- 52 Pregnancy
- 52 Implementation
- 53 Abortion
- 53 Marriage and Co-Habitation

54 **EXTRACURRICULAR ACTIVITIES**

- 54 Athletics
- 54 Good Sportsmanship and a Christian Attitude
- 55 Announcements Before Games
- 55 DVAL Junior High
- 55 TAPPS High School
- 56 Band
- 56 Cheerleaders
- 56 Drum Major, Twirlers, and Flag Corps
- 56 Student Council - Junior High and High School

57 **ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (Junior High and High School)**

57	Junior High Eligibility
57	Mid-Nine weeks Eligibility
57	Nine-Week Grading Period Eligibility
57	Hallettsville Junior Livestock Show Eligibility
57	Criteria for Participation

TERMS AND CONDITIONS FOR IN-SCHOOL USE OF THE INTERNET AND TECHNOLOGY RESOURCES

58	Technology Acceptable Use Policy For Telecommunication Access
58	Acceptable Use Policy for Technology
59	Technology Resources
60	Web Page Creation Guidelines

CREATING AND MAINTAINING A SAFE ENVIRONMENT FOR YOUTH

61 HOW TO PROTECT CHILDREN FROM CHILD ABUSE

62	The "3 R's"
62	Recognize Situations
62	Resist the Abuser
62	Tell an Adult
63	When a Child Discloses Abuse
63	Teach Your Child to Be Assertive
64	Exercise 1: What if
65	What-If Exercises for Older Children
66	Exercise 2: My Safety Notebook
66	Exercise 3: Child Abuse and Values
67	Exercise 4: Family Meeting
68	Computers and Child Abuse
68	A Word about Reporting
69	What is Abuse?
69	What is Neglect?
69	How Do I Make a Report?
69	Will the Person Know I've Reported Him or Her?
69	What If I'm Not Sure?

70 APPENDIX

70	National Honor Society & Sacred Heart Junior Honor Society
70	Application Process For NHS and SHJHS
70	Academic Records will be checked
70	Student Application
70	Conduct Records will be checked
71	Maintaining Membership
71	Group Service Projects
71	Individual Service Hours
71	Current Membership Dismissal

72 **SCHOOL FORMS ON WEBSITE (Under Registrants' Tools)**

- 72 Pre-K Registration Form
- 72 Registration Form
- 72 Tuition Rates and Fees
- 72 Application to Sacred Heart Catholic School
- 72 Application for Tuition Assistance
- 72 Health Questionnaire and Permission for Testing Programs
- 72 Medication Permission Form
- 72 New Student - Racial/Ethnic Form
- 72 Permission Slip
- 72 Registration Form/New Student
- 72 Student Service Record Form
- 72 Volunteer Form
- 72 Right to Amend

FOREWORD TO PARENTS AND STUDENTS

Sacred Heart Catholic School extends a true Christian welcome to new and returning students. This handbook offers you some helpful guidelines for a campus life that maximizes your Christian growth, academic achievement and personal growth. A true spirit of unity, loyalty, achievement, and contentment can be accomplished through the cooperation of the entire Sacred Heart Catholic School Family. We are inviting you, both parents and students, to become familiar with the mission, philosophy, guidelines, and policies as they are outlined in the following pages.

The parents or guardians of students enrolled at Sacred Heart Catholic School must demonstrate a willingness to comply with the school policies, particularly as it is described in this handbook and implemented by the school's administration. A deliberate or persistent disregard, whether stated or demonstrated, for school policy could be grounds for a family being required to withdraw their child from Sacred Heart Catholic School.

Sacred Heart has, and will continue to have, a tradition of excellence. Sacred Heart proudly takes its position among the institutions of learning in Catholic education. It is open to students of any sex, race, and national or ethnic origin. As its goal, Sacred Heart aspires toward Christian and scholarly education in the finest and fullest sense.

Parents and adults engagement in online blogs such as but not limited to, My Space.com®, Instagram®, Twitter®, Facebook®, which includes defamatory comments and/or pictures regarding themselves, the school, the faculty, other students, other parents, or the parishes is unacceptable. A deliberate or persistent disregard, whether stated or demonstrated, for school policy could be grounds for a family being required to withdraw their child from Sacred Heart Catholic School.

Parents or Guardians of children enrolled at Sacred Heart Catholic School must demonstrate a willingness to comply with school policy, particularly as it is described in this handbook and implemented by the school's administration. A deliberate or persistent disregard, whether stated or demonstrated, for school policy could be grounds for a family being required to withdraw their child from Sacred Heart Catholic School. The pastor and the principal reserve the right to ask any student to withdraw or to refuse admission if a student does not appear to be profiting from attendance at Sacred Heart Catholic School or if other family members cause disruption to the school community.

SACRED HEART CATHOLIC SCHOOL

313 South Texana

Hallettsville, Texas 77964

(361) 798-4251

Fax: 361-798-4970

www.shschool.org

Revised: June 2022

HISTORY

Sacred Heart Catholic School was opened in 1882. Three Sisters from the congregation of the Sisters of the Incarnate Word and Blessed Sacrament came to Hallettsville in January to open a motherhouse, novitiate and boarding school for girls, and a day school for boys and girls that was attended by Catholics and non-Catholics. Besides the primary and intermediate department, instruction was given in the regular high school subjects, together with music, Latin, Spanish, French and German. A new boys' school was erected on the convent premises in 1892. The institution continued until 1926 when the Sisters transferred their mother house to San Antonio, continuing only a grammar school in Hallettsville. The buildings were sold to the parish in 1928.

In 1948, Sacred Heart Catholic School graduated the first class of eight students from the high school. In February 1950 the present school building was completed. The Junior High Annex was added in 1960 and the old three-story building was renovated into a cafeteria. In 1974 the kindergarten class was added. The complex has been expanded with the addition of a band hall in 1971 and a vocational building and a gymnasium in 1981. Following in 1994 a weight room was built for the athletic program. In 1995 the high school computer lab was upgraded. A Pre-Kindergarten class was added in 1996 as well as a science lab renovation. For grades Pre-K thru 8 a computer reading lab was upgraded in 1997. A new cafeteria and expanded Pre-K classroom were completed in 1998 along with getting online with Internet. In 1999 the former Sisters' residence was converted into a new library/media center. The gym floor was replaced in the fall of 1999. A new elementary library/media center was completed in January 2001. Sacred Heart Parish started an Early Childhood and Daycare program in 2001. A floor, desk, and restroom renovation and replacement project began in the fall of 2001 and completed in the fall of 2002. A 71—passenger bus was ordered in the fall of 2003 and received in January 2004.

A complete makeover for the school plant occurred in the summer of 2004. The exterior of the five buildings on campus received a new coat of paint, the interior hallways of the classroom buildings were painted, and all classrooms have been painted on a rotating basis over the past five years. Locker rooms and gym restrooms were renovated in July 2004. New window blinds were installed on all the windows of the classroom building in August 2004. New lockers were installed for the high school in December 2004. Also in December 2004 a laminate floor was installed in the hallways of the elementary/high school building, the teachers' workroom, and the principal's office. The east wall of the gym was carpeted to provide better protection for the wall and all entrance doors replaced with ones of fireproof metal in January 2005.

The following major renovation, expansion, and construction projects were completed from 2005 to the present:

- The cement slab on the east side of the main building was completely covered and enclosed to become a Mini-Gym Activity Center for grades Pre-K - 12. A heating system was also installed.
- The band hall was expanded to accommodate the large increase in student participation in band and also to serve as an elementary music room.
- The vocational shop class was expanded to accommodate more space for welding cubicles and special building projects by students.
- The batting cage was covered with a metal roof to allow for all-weather practice.
- A new playground station and swings were purchased and assembled for the Early Childhood program.
- A house across the street was purchased by the parish and renovated to house the high school and elementary art classes.

- The Capital Campaign for expansion, renovation, and remodeling of facilities was initiated in 2012 with construction beginning in June 2014.
- Phase II Advanced Learning Center and Phase I Technology Lab, and renovating, expanding, and repurposing of classrooms, was completed in December of 2014.
- Phase III, expansion of band hall, was eliminated when the elementary music program moved to the building previously housing the Early Childhood program.
- The Early Childhood Pre-K 4 program moved to the recently vacated Sacred Heart Parish Daycare.
- A daily one-half day counselor was hired to meet the increased needs of students regarding career planning, college entrance planning, standardized testing services, and personal counseling and guidance.
- A reading specialist certified in Curriculum and Instruction was hired to meet the increased special needs of students, especially in the area of Dyslexia.
- The Reasoning Mind (RM) all digital computer based supplemental math program was adopted for grades 2, 3, and 4.
- The Superkids research-based reading curriculum was adopted for grades Pre-K 4, Kindergarten, and First Grade.
- The newly revised Victoria Diocesan Curriculum Guides for grades Pre-K – 8 were adopted for the 2014-15 school year.
- Projectors and elmos were installed in classrooms.
- A security fence was installed around playground and football field.
- Interactive white boards were installed in classrooms.
- New 55” televisions were installed in classrooms.
- Additional new laptop computers were purchased for technology lab.
- A classroom set of laptop computers were purchased for the high school English department.
- A Teens For Life Group was formed in 2014.
- 2014 the Early Childhood 3K program was added to the school program and is located in the Early Childhood Center.
- 2016 a new roof was installed over the main building and the front entrance glass was replaced.
- 2018 the interior of the gym was renovated including a new gym floor and additional coach’s offices were added.
- 2019 the Early Childhood 4K program was moved to the gym facility.
- 2019 a project began to replace the old windows in the main building with safer and more energy efficient windows, was completed 2022.
- 2020 a project began to replace the old florescent lights with LED lights in the main building, was completed 2022.
- 2021 a new sidewalk was constructed between the mini gym, weight room and band hall. Also artificial turf was installed in the mini gym.
- 2021 an extended awning was constructed for the pick-up and drop-off area between hte elementary and cafeteria.

PARENTS' ROLE IN EDUCATION

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. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physical, mental, spiritual, emotional, moral and psychological. Your choice of Sacred Heart Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian living at home. Commitment to Sunday worship, to Sacramental life, to Christian morality, and to an honest personal relationship with God must be evident 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 (Pre-K-12th) your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

During these years students are eager to grow and learn. Sometimes their enthusiasm for newfound interests and learning goals may replace previous priorities with social and emotional interests. As this natural process occurs, the student needs both understanding and discipline. At times the student (your child) will perceive discipline as a hindrance or stumbling block. Yet it is at these times you must guide them by providing the security of boundaries/limits.

It is essential also that you develop, encourage, and expect your child to take responsibility for grades he/she has earned. It takes a consistent effort both at home and at school to teach young people that they are accountable for homework, long-term assignments, major tests, service projects and/or any assignment. This responsibility also applies when your child is absent from school.

If a child does not learn now that he/she must accept consequences of choices made both at home and at school, sometime, somewhere, the child will suffer and a harder lesson will be learned later. Sometimes you must choose between your child's discipline and your own convenience, between loving them with an open hand or keeping them dependent on you, between developing self-respect or encouraging timidity. We trust that because you love your child, you will reflect on the noble task entrusted to you by God and will choose what is best for your child rather than choosing what is easy for you. Together let us begin this year with a resolve to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENT RESPONSIBILITIES

The strongest argument you can make to a student to put forth effort is the effort, care and concern they see in you. This effort is evident in the ordinary events of school life:

To set rules, times, and limits so that your child

- gets to bed early on school nights;
- arrives at school on time and is picked up on time at the end of the day;
- is dressed according to the school dress code;
- completes class assignments on time;
- has lunch money or sack lunch everyday.

To actively participate in all school activities, such as the Home and School Association, parent-teacher conferences, and fundraising projects.

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.

To notify the school with a written note when the student has been absent or is tardy.

To notify the school office of any changes of address or important phone numbers.

To meet all financial obligations to the school on a monthly basis.

To inform the school of any special situations regarding the student's well-being, safety, and health.

To complete and return to school any requested information promptly.

To read school notes and newsletters and to show interest in the student's total education.

To support the religious and educational goals of the school.

To support and cooperate with the discipline policy of the school.

To treat teachers with respect and courtesy in the discussion of student problems.

GOALS AND OBJECTIVES

Based upon the Sacred Heart Catholic School philosophy, the goals and objectives are as follows:

- 1) Christian truths and values are integrated into the students' total development; therefore, students of Sacred Heart should:
 - a) Incorporate the beliefs, values and traditions of the Catholic Church through religion classes and interpersonal relationships in such a way that these become an integral part of their lives.
 - b) Experience an atmosphere for the respect of the religious beliefs of others.

- 2) Educational programs are designed to meet the needs and talents of all the students; therefore, these programs should:
 - a) Provide a varied curriculum of English, mathematics, science, social studies, reading, another language, the fine arts, and physical education to give students the opportunity to perform to their maximum capacity.
 - b) Challenge and develop every student by continuous revision and improvement of courses available and by encouragement of student participation in both courses and activities.
 - c) Create an atmosphere for good study habits and the desire for knowledge, for self-improvement, and for academic excellence.
 - d) Teach the concept of democracy and instill an awareness of the democratic process.
 - e) Develop in students through instruction and teacher-pupil relationship the socially desirable attitudes of tolerance, honesty, fair play, responsibility, and consideration for others.
 - f) Guide students in establishing personal relationships that are satisfying both to themselves and to their associates.
 - g) Provide opportunities to acquire skill in the use of the logical process of searching, critical thinking, analyzing, evaluating and problem-solving.
 - h) Provide an environment to learn about their religious, cultural and economic heritage and to develop an appreciation of its influence on their lives.
 - i) Prepare students as social beings to assume their roles in society through activities demanding social justice, through opportunities demanding respect for and cooperation with peers and those in authority, through assimilation of responsible and creative use of leisure time, and through an environment modeling a sense of responsibility for others in the community.

SCHOOL SPIRIT

In order for Sacred Heart Catholic School to function properly, it is necessary that all students, personnel, and parents exhibit an authentic Christian school spirit.

School spirit depends upon each individual student. A loyal student supports the school and does his/her utmost to keep the scholastic standards at the highest possible level. This common goal is achieved only by the fulfillment of personal goals. When each student gives an individual best, the school becomes a vital force in the community and in the Church.

School spirit may be divided into three categories:

1. *Courtesy* – Toward all teachers and personnel, fellow students, visitors, and officials of school athletic activities.
2. *Pride* – In everything our school endeavors to accomplish and has accomplished.
3. *Sportsmanship* – The ability to win and lose gracefully.

SCHOOL LOGO

The Sacred Heart of Jesus

SCHOOL COLORS

Royal Blue and White

SCHOOL MASCOT

The Indian

SCHOOL SONG

(Alma Mater)

It is our pride, as well as glory,
Old in song and story;
And we cherish your name;
Love your fair fame,
For the days of long ago.
And we your sons, will all be loyal,
To Sacred Heart so royal,
May your banner still guide us
Wherever we go!

FIGHT SONG

It's the SACRED HEART team
That can turn on the steam,
When it's pinned to the wall by the foe.
It's the reason why
We stand and cry,
"Sacred Heart, let's up and let's go."
Every heart is gay,
when the team's on its way
As they crash and they smash below.
Should old traditions be forgot,
Keep your eyes on the team. Let's go!

SCHOOL PERSONNEL AND SUPPORT ORGANIZATIONS

Pastor: The pastor is the spiritual leader of the parish faith community and of the Catholic education community within the parish—the Catholic school. As spiritual leader, the pastor is involved in sacramental programs and worship experiences for the students and their parents. He works to develop, nourish, support and strengthen the faith community among the school staff, students and parents. As spiritual leader of the school advisory council, the pastor provides guidance and direction in developing policies and programs for the growth of the Catholic education in the school. The Pastor, in consultation with the local School Advisory Council, has final approval over actions taken by the local School Advisory Council.

School Advisory Council: The school advisory council is established by the pastor, in accord with the diocesan policy, to assist him and the principal in the governance of Sacred Heart Catholic School. The pastor is an ex-officio non-voting member. The principal acts as the executive officer of the school advisory council and is also an ex-officio non-voting member. When the advisory council meets as pastor, principal, and members and agrees on a policy matter, the decision is binding on all. The council is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions binding on the parish school without the approval of the pastor. Consultation also means that decisions will not be made in major matters before the school advisory council has been consulted.

Principal: The principal is the chief administrator of the school. In this capacity, the principal is responsible for implementing the school policies established by the diocesan and the local school advisory councils, developing the instructional programs in collaboration with the members of the faculty, and overseeing the general operation of the school.

Assistant Principal: The assistant principal assists the school principal in the overall administration of instructional program and campus level operations.

Administrative Assistant: The administrative assistant helps to coordinate assigned student activities and programs. They also assist the school principal in the daily operation of the school.

Athletic Director: The athletic director plans and directs the athletic program, schedule athletic events and prepares the athletic budget. The AD also supervises the coaches and athletes.

Guidance Counselor: The guidance counselor provides support and guidance for students at all levels. The counselor also prepares grant proposals and coordinates the student/parent orientation process.

Nurse: The school nurse provides health services to the students and staff. The nurse also advise students, parents or guardians and staff on health issues. The nurse also maintains school health records.

Business Manager: The school business manager oversees the school's operating finances. This includes, but is not limited to, making purchases and ensuring that staff salaries and expenses are paid.

Teacher: The teacher is accountable to the principal and the parents for providing suitable learning experiences that are in accord with the philosophy of Sacred Heart Catholic School. The main responsibilities of the teachers include the religious and academic instruction of the student, the evaluation and grading of scholastic achievement, the maintenance and promotion of discipline, and the implementation of requirements of the Texas Education Agency (T.E.A.), the Texas Catholic Conference Education Department (T.C.C.E.D.), the Diocesan School office and Sacred Heart Catholic School.

Technology Coordinator: The technology coordinator coordinates the purchase and distribution of technology materials, troubleshoots problems, and provides technology support for the staff and students. The technology coordinator provides a user friendly environment that facilitates communication and the use of technology to increase productivity of students teachers and staff.

Maintenance: Maintenance personal oversee the routine cleaning of all school buildings. This includes but is not limited to: daily cleaning, trash disposal and annual classroom preparation.

Sacred Heart Home & School Association: The purpose of the Sacred Heart Home & School Association is to pursue ideal Catholic values and high educational standards; to foster unity, cooperation, and understanding between parents and teachers; to promote a cooperative Catholic Christian spirit among parish, school, community; and to provide financial assistance to the school.

Sacred Heart Booster Club: The objective of the club is to organize, assist, and support athletic activities and other activities of Sacred Heart Catholic School subject to the approval of the principal and the school advisory council.

Sacred Heart Band Booster Club: The objective of the club is to organize, assist, and support band activities and other activities of Sacred Heart Catholic School subject to the approval of the principal and the school advisory council.

GENERAL INFORMATION/ADMINISTRATIVE RULES AND REGULATIONS

School Hours

Classes begin at 7:58 a.m.

Classes dismiss at 3:15 p.m. for grades K - 4

Classes dismiss at 3:45 p.m. for grades 5 – 12

School Office Hours

Monday thru Friday – 7:30 a.m. – 4:00 p.m.

Summer hours will be posted.

Tuition and Fees Policy: The registration fee and tuition for students is set by the Sacred Heart Catholic School Advisory Council prior to registration. A sliding scale for families with more than one child is designed to make a Catholic education possible. When hardship cases are brought to the attention of the principal and/or pastor, financial arrangements can be made.

Since the school must operate on a budgeted month-to-month basis, tuition must be paid monthly. The Advisory Council has established the following policy for tuition payments:

1. The first month's tuition and school fees are due at the time of registration.
2. Tuition is due by the 10th of each month thereafter.
3. Tuition charges not paid by the 30th of each month are considered delinquent.
4. It is the responsibility of any parent having problems making payments to contact the principal and/or pastor and complete an Application For Tuition Assistance Form.
5. Previous years' tuition and school fees will have to be paid before registration will be allowed, unless judged to be a hardship case by the principal and/or pastor, and/or Review Committee.
6. Failure to comply with the above requirements may result in the following actions by the school:
 - a. Final exams will not be administered.
 - b. Final report cards will be withheld.
 - c. **Students will not be allowed to participate in extracurricular activities (athletics, cheerleading, etc.)**
 - d. Student will not be allowed to register for the following school year.
7. All school records (report cards, etc.) including graduation, will be withheld until full payment of all fees is made.

Open Forum Policy: With the exception of the bishop and the superintendent of schools for the Diocese of Victoria, no person or group shall have the right to address a meeting of the school advisory council unless prior written approval has been obtained. Any person or group desiring to address a meeting of the school advisory council shall notify the chairperson, in writing, of the nature of their request no less than seven (7) calendar days prior to the next meeting of the school advisory council. On receipt of such a request, the chairperson shall contact the pastor and the principal. An affirmative vote of two of these three persons shall be required to approve such a request and the approval shall set forth the amount of time and the nature of the presentation to be made. Notice of such presentations shall be given to each advisory council member in advance of the meeting at which it is to be made.

Prior to the initiation of a formal grievance, parents who seek redress for their child(ren) in matters of policy, regulation, or discipline, must first confer directly with the teacher, staff members, or

administrator, with whom they have a complaint for resolution of the situation. If there is not a satisfactory resolution of the complaint, steps in the formal adopted grievance procedure are to be followed.

Grievance Procedure For Students and Parents: Although the Diocese of Victoria endeavors to establish a harmonious Christian atmosphere with its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, and the parent or guardian believes the dispute to be a misapplication or misinterpretation of a school-related policy, only then may the parent or guardian institute a formal grievance.

A formal grievance must be in writing and must be received in 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 Diocese's current appeals/grievance procedure for further details. Also, please note that the current policy supersedes and replaces all previous policy and statements regarding institution and processing of formal grievances within Catholic Schools of the Diocese of Victoria.

Transcripts: The office will send a complete, cumulative record of a student's grades to a college upon request by the student. Transcripts are mailed directly to the college registrar. No charge is levied on students for the first transcript; a two (\$2.00) fee is required for each additional transcript. A student must settle all financial obligations with the school before any transcripts can be sent.

Student Records: Sacred Heart Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

Permanent Records: The permanent record follows the student wherever he/she transfers or chooses to pursue a higher education or employment. Therefore, it is necessary for every student to maintain a good scholastic, disciplinary, and attendance record.

College Visitation: Seniors will be allowed two (2) college visits, Juniors will be allowed two (2) college visits, and Sophomores will be allowed one (1) college visit during the year. A request for college visitation day form must be completed two (2) weeks in advance of visit. Students who need more than one day are encouraged to avail themselves of spring break and the various holidays or obtain principal permission two (2) weeks in advance of visit.

Vehicles on Campus: Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, tobacco products, and weapons, that are found in their vehicle and will be subject to disciplinary action. Searches of vehicles, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so, with or without the presence of the students. Canine searches will be held periodically throughout the school year.

Students who bring vehicles to school must abide by all school safety and parking regulations. Vehicles will remain parked in assigned areas during school hours unless faculty and

principal permission is granted for vehicles to be used. Students may go to their vehicles **before athletic period**. At other times, students are not allowed to go to their vehicles without permission from a faculty member each time. Prescribed areas are designated for student parking for all school activities. Violation of safety and parking regulations may result in that privilege being revoked.

Street Closing and One-Way for South Texana Street: The Hallettsville City Council has approved South Texana Street to be designated as a one-way street north to south from Fifth Street to Church Street during the hours of 7:15 – 8:00 a.m. and 3:00 – 4:00 p.m. in front of Sacred Heart Catholic School and Sacred Heart Church on regular school days.

South Texana Street will also be closed in front of Sacred Heart Catholic School from 8:00 a.m. to 3:00 p.m. on regular school days.

Telephone: The office telephone is a business phone and should be used by students for emergencies only. All necessary permissions and arrangements should be made before the child leaves home in the morning.

Cell Phones and Other Electronic Devices: Any electronic or digital device is subject in the following policies including smart phones, cell phones, smartwatches, tablets, laptops, audio players, cameras, etc.

1. Smart phones, smart watches, cell phones, tablets, and any other computer, audio player, camera or telecommunication device should not be used during school hours from 7:58 a.m. – 3:45 p.m. They should be turned off and put away during attendance at after-school tutorials, when in the Library, or during any detention.
2. Advanced wearable devices such as smartwatches may be prohibited by individual teachers during testing.
3. Electronic devices may be used for curriculum-related activities, but only under the specific instruction of a teacher.
4. At any time a device is in use during the school day, faculty or staff will confiscate it. The faculty or staff member will turn the device over to the front office.

Students found in violation of this rule will have their cellular phones, or electronic devices confiscated and a monetary penalty will be assessed.

Cellular phones and other similar electronic devices should not be turned on or visible during the school day between 7:58 a.m. and 3:45 p.m. Students found in violation of the rule will have the device confiscated and the following fees assessed:

5. Faculty or staff may confiscate any cell phone if found on a person.

1st offense - \$50.00 fee – Phone/device returned to the student at the end of the same day.

2nd offense - \$100.00 fee – Phone/device must be checked in at the office each morning for one week after the offense.

3rd offense – \$150.00 fee – Phone/device will be returned to the parent once the fee is paid. Phone must be checked in at the office each morning for one week after the offense.

Students are encouraged to lock their phones in their vehicles during the school day.

*Additional days of confiscation will be assigned if a student is **rude or resists** giving cell phone or electronic device to the teacher or adult.

Lockers: Students in grades 6-12 are assigned lockers in which to keep school materials. Orderliness of these lockers is always mandatory. Marring the locker in any way is prohibited. No decorations, pictures, etc. are to be posted inside or outside of the lockers, except for those specifically designed by a Sacred Heart group as organizational tags (student council, cheerleading, football, etc.) and approved by principal. If a lock is placed on a locker, then a key, combination, or card must be turned in to the office.

Student Valuables: The students –not Sacred Heart Catholic School—are responsible for their personal property.

Lost and Found: The school is not responsible for lost or stolen articles. Articles lost or found should be claimed in or left outside the First Aid office. Articles not claimed within thirty (30) days will be given to LAMB. Students are urged to put names on their belongings.

Visitors: Visitors must check in at the main office and wear a visitor badge at all times. Visitors, guests, and parents are always welcome at Sacred Heart Catholic School. Courtesy, however, suggests that arrangements be made with the principal prior to the visit. All parents or other guests must report to the school office, sign in and get a visitor's pass before transacting any business with a student or teacher during school hours.

In the event that a parent/guardian must bring something to the school, he/she should come to the school office and let the business be settled there. Neither child nor teacher should be disturbed during class hours.

Cafeteria: The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The cafeteria operates on a cash basis only.

Some simple rules of courteous behavior that will make the lunch period pleasant and relaxed are as follows:

Observe good dining room standards at the table.

Leave the table and surrounding areas clean and orderly.

Replace chairs and put trash in proper containers.

Do not leave the cafeteria eating or carrying food.

Treat all cafeteria personnel with courtesy and respect.

Fundraising: Occasionally, student clubs, classes, and organizations will be permitted to conduct fundraising projects. All fundraising projects shall be subject to the approval of the principal in advance. Products or items sold should be purchased locally or through a local supplier when possible. Fundraising should be kept to a minimum. Personal student fundraising is prohibited.

Delivery of Messages and Other Items to School: School employees will deliver only those messages which refer to an emergency. Sacred Heart Catholic School will not accept or deliver flowers, balloons, candy, etc., to students.

Junior-Senior Prom: The junior class, under the direction of the junior class sponsor and designated parents, coordinates the junior-senior prom.

In order to keep the expenses at a minimum, it is recommended that the prom be simple. The prom budget must be submitted in advance to the principal for approval. The sources of revenue shall be concession stands at the homecoming football game and other projects previously approved by the principal.

Each member of the senior and junior classes may invite one date or escort to be taken preferably from the senior, junior, or sophomore classes of Sacred Heart Catholic School. The dress code for the junior-senior prom must be maintained for attendance at the prom.

Juniors and seniors, with their dates/escorts, are to remain in the hall or gym until the event is over. Permission to leave the prom early must be in writing and presented to the principal one (1) week prior to the prom for approval. Parents will be contacted for permission if a student needs to leave the prom early for any reason. Anyone leaving before the end of the event will not be re-admitted.

Dress Code for the Junior-Senior Prom: In keeping with the Christian standards established at Sacred Heart Catholic School, we require students' cooperation and request parental assistance in helping students maintain the dress code for the junior-senior Prom.

A sample is provided below - Updated Dress Code will be given to students prior to the prom.

GIRLS: The prom is semi-formal, and a formal evening gown is not necessarily required. A "dresy" street length dress would be acceptable.

Prom dresses made in any of the following ways become unacceptable: bare midriffs, strapless or only one shoulder strap, low-cut fronts, backs cut lower than the bottom of the shoulder blades, and skirt slits higher than five (5) inches above the knee.

BOYS: The prom is semi-formal. Appropriate attire is slacks or black jeans and sports coat, or suit. Tuxedos are not a required or standard dress for the prom. Regular jeans and tennis shoes are unacceptable dress for the prom.

Faces must be clean-shaven and hair must be kept neatly trimmed.

It is extremely important that Sacred Heart Catholic High School students who have dates/escorts who are not Sacred Heart Catholic School students inform those persons about the dress code. All are required to follow the same guidelines since this is a Sacred Heart Catholic High School function. Any date or escort that is not a Sacred Heart Catholic School student must be approved by the principal 2 weeks in advance.

School Sponsored Trips:

A. *Guidelines:* Because the school is responsible for the students on a school- sponsored trip, the following is expected:

1. Orderly behavior while being transported to, from, and during the activity.
2. Observation of the school dress code unless an exception is granted by the principal.
3. Abstinence from alcoholic beverages, drugs, and tobacco products. (Possession of these items will be considered a violation of this rule.)
4. Proper respect for drivers, teachers, and all adults in charge.
5. Cooperation in keeping the bus/van clean.

6. Transportation fees will be set by the principal.

B. Educational Trips: Local educational trips or tours are permitted on class days provided that students are well chaperoned. A school permission slip signed by parents stating approval for their son/daughter to participate is necessary. The ratio of chaperones to students on the trip are set by the diocesan office. Any exceptions to this regulation need the prior approval of the principal.

Mrs. Karen Wysocki is our site administrator if you need any information. **Anyone wishing to be a chaperone must take the Diocesan Safe Environment Training course and complete a Criminal Background Check before he/she will be allowed to go on a school sponsored trip.**

Diocesan Safety and Liability Guidelines: *Transporting Students for Extracurricular Activities.* Students will be transported to and from extracurricular activities by school-provided vehicles (bus or van) whenever possible. If a parent wishes to transport a child home after an activity is over, **the parent must personally sign the child out** with the coach, band director, or sponsor of the activity. The child may be released only to the parent and not anyone else, such as a relative. If extraordinary circumstances arise, the principal must be notified by the parent in writing at least two days in advance for approval.

Use of Gymnasium and Weight Room: The following guidelines are required by the standards of the Code of Pastoral Conduct of the Diocese of Victoria and the Diocesan Liability Insurance:

The Sacred Heart Catholic School Gym and Weight Room are for school use only.

Adult school personnel must supervise all use.

All other use of the gym must be requested in advance in writing to the school principal or pastor. Supervision must be provided by an adult who has attended the Diocesan Safe Environment Training as required by the Diocesan Code of Pastoral Conduct in implementation of the policies promulgated by the United States Conference of Catholic Bishops.

Unsupervised use of the gym and/or weight room after school hours or on weekends is strictly prohibited in accordance with the standards of the Code of Pastoral Conduct of the Victoria Diocese and The Diocesan Liability Insurance.

Distracting Items

Items considered to be a distraction (toys, gadgets, etc.) are not allowed in class. Fidget spinners are not allowed in school except by students who have a Doctor's note.

SAFETY/EMERGENCY AND MEDICAL POLICY

Accidents: Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and/or to the principal's office. Proper medical referrals will be made when necessary. A written accident report must be made on all accidents and filed in the office.

Emergency Medical Treatment: Parents shall complete an Emergency Data Card each year with parental signature giving consent for school officials to request medical treatment for a student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary. A copy of this Emergency Data Card accompanies students on all school-related trips.

Illness at School: A student becoming ill during the school day should report to the teacher. The student will obtain a teacher's referral form from his/her teacher and report to the school's nurse or main office. If it is necessary for the student to go home, the nurse, school secretary, principal or teacher will notify the parents. Before leaving campus, the student must sign out or be signed out in the school office by his/her parent or guardian. A student not properly signed out will be given an unexcused absence for classes missed.

Medication Policy: Dispensing Medication in School: The following guidelines in regards to dispensing medication in school have been recommended by the Archdiocesan School Office and the Texas Department of Health:

1. Only medication which is necessary for a child to remain in school will be given during school hours. **All medications must be given to an authorized school personnel by 8:00 a.m.**
2. Medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist may be administered during school hours by authorized school personnel only with a signed Medication Permission Form.

Only properly labeled medications will be administered. Each student's medication must be in a properly labeled container with the following information:

- a) Student's Name
 - b) Physician/Dentist Name
 - c) Date
 - d) Name of Medication
 - e) Dosage
 - f) Direction for Administration
 - g) Duration medication is to be given
3. Over-the-counter medication (ointments, aspirin, cold tablets, cough syrups, etc.) may be dispensed by authorized school personnel only with a completed, signed Permission Form/Medical Release Form.
 4. All prescribed and over-the-counter medication must be in the original container in order to be dispensed by authorized school personnel.

5. Only properly labeled medication will be administered when it is accompanied by a signed permission form from the parent or legal guardian. This permission will be given only on an official Medication Permission Form, which will be obtained from the school office or on the school web page.

Student Insurance: The school maintains a group accident insurance policy. This insurance is required of all members of the student body. When a student insured under this plan is injured, he/she must request a Claim Form from the principal's office. This form must be completed and presented to the doctor or hospital. The school merely acts as a liaison in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

School Notifications: Special announcements and reminders will be transmitted via telephone notification, text message or email.

Bad Weather: Parents and students can listen to the local radio station Texas Thunder (93.4 FM, 99.9 FM) for information concerning cancellation of school and early dismissal.

Fire Drills: In case of an emergency in which the building must be cleared immediately, the signal will be three rings of the bell for evacuation.

Directions for clearing the building in an emergency are posted in each room of the school. These directions are to be followed specifically and quickly. General directions for evacuation include the following statements:

Signal to evacuate will be three (3) rings of the bell.

Students are to take nothing with them except purses that they have with them in the classroom.

All lines are single-file with space between students.

The building must be cleared in two minutes.

All are to remain silent when going out and coming back.

Signal to halt will be one ring of the bell.

Signal to return will be two rings of the bell.

In obstructed drills when the usual path of exit is blocked, the line must turn about-face and proceed quickly to the nearest reasonable exit.

All students are urged to consider the seriousness of fire drills. These drills are preparations for the reality of fire or imminent disaster. The school administration, faculty and staff, therefore, ask each student's absolute cooperation in abiding by the rules set forth in the above statement.

SILENCE, ORDER, AND SPEED ARE OF THE UTMOST IMPORTANCE IN ANY EMERGENCY EVACUATION.

Tornado/Disaster Drills: Tornado/Disaster drills are important to the school's emergency preparedness plan. Tornado/Disaster drills should be conducted as follows:

Schedule-tone bells are rung as a signal to begin the drill.

Proceed to the inside walls of the hallway.

Stay away from windows, doors or outside walls. Sit on the floor with one's knees raised to one's chest, placing one's head between one's knees. Protect the head and neck with one's hands and arms. Should there be no inside wall, take a position beneath a desk or sturdy table.

Two schedule-tone bells will be rung when it is time to return to the classrooms. All movement during tornado drills is to be done in silence.

Drill for Intruder on Campus: Currently, exterior doors remain locked from 7:58 a.m. to 3:45 p.m.

The principal or his designee is to be notified immediately if an intruder enters the campus. All personnel and students are to avoid contact with the intruder if he or she refuses to leave the building. An announcement will be made using a special code word to alert all personnel and students that an intruder is on campus. All teachers and students are to remain in their classrooms and lock their doors. All personnel are to avoid contact with the intruder.

Parent Information for School Emergencies: In the event of school emergencies please **DO NOT CALL OR COME TO SCHOOL.** This can hinder our contact with local emergency services and interfere with their work. We will contact parents with further instruction by text, call, etc. when the situation is safe

ReUnification: If a situation arises where the students need to be removed from the campus the students will be transported to the KC Hall. In this event, students will be accounted for and kept at a safe location. Students may be released to the parents in an orderly fashion if the need arises. ReUnification location can also take place at the Methodist Fellowship Hall. Parents would be notified by phone, text(Remind) or email about particular instructions.

Asbestos: Sacred Heart Catholic School has developed an Asbestos Management Plan in accordance with the guidelines and regulations of the Environmental Protection Agency. This plan is available for inspection in the principal's office. No friable asbestos is present in any building on the Sacred Heart Catholic School campus. Annual inspections are part of the Asbestos Management Plan.

Annual Notification of the Asbestos Management Plan: In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Act (AHERA), enacted in 1986, all schools, public or private, are required to have an inspection of all buildings for asbestos-containing building material (ACBM). All Catholic School facilities of the Diocese of Victoria were inspected in October 1997, including Sacred Heart Catholic School.

On August 2018, Sacred Heart Catholic School was inspected for ACBM by personnel from EFI Global Corporation, an environmental consulting firm located in Houston, Texas. Observations of suspect ACBM, including condition assessments, were determined by an accredited Asbestos Building Inspector/Asbestos Management Planner licensed by the State of Texas. All suspect or identified ACBM was observed to be in undamaged condition and/or present minimal hazards, if any, to building occupants. AHERA requires that annual notification be posted or distributed to parents, staff, faculty, HSA, etc., indicating the Asbestos Management Plan will be available for review upon request. The 2009 building inspection report and the Asbestos Management Plan are on file in the administrative office. These records are available for review upon request of the principal at any time during normal school hours.

ACADEMIC PROGRAM AND INFORMATION

Accreditation: Sacred Heart Catholic School is recognized by the Texas Education Agency as a fully accredited school for grades Pre-K-12. Sacred Heart Catholic School is also fully accredited by the Texas Catholic Conference Education Department. Sacred Heart Catholic School has a well-rounded academic program for both college-oriented students and vocational students.

Credit for Students with Excessive Absences (Grades 5-12): A student who accumulates more than nine (9) absences from any one class during the semester may not receive credit for that course or school work unless extenuating circumstances are reported to the principal.

Academic Contests: Sacred Heart encourages students on all levels to participate in extracurricular academic events. These events provide opportunities for students to challenge their academic achievement and skills in friendly competition. Diocesan and local academic meets, band competition, PSIA and TAPPS academic meets, and various local and regional contests are available for student participation.

Religious Activities: Sacred Heart Catholic School is, first and foremost, a Catholic school. The religious formation of students is at the very heart of the school's mission. The parents or guardians of students who are not Catholic should realize that their child will be required to participate in the full educational program, including the taking of religion courses during which Catholic Doctrine will be taught and expounded upon. Likewise, students will be expected to participate in the prayer and liturgical life of the school to the fullest degree it is permitted by Canon Law and Church teaching.

Students and their parents or guardians will be expected to demonstrate a respect for the teachings of the Church, her liturgical practice, and her sacramentals.

Various opportunities are provided throughout the school year to encourage students to witness to their faith.

All students have a weekly opportunity to participate devoutly and actively in Eucharistic Celebration. Volunteers take turns participating in the school liturgies as lectors, cantors, altar servers, etc. All students attend liturgy on Fridays of the month and on holy days. The liturgical seasons are observed by appropriate devotions (Stations of the Cross, Advent and Lenten prayers, May Crowning, etc.) Opportunity for the Sacrament of Reconciliation is periodically arranged.

Sacred Heart encourages junior high and high school students to participate in activities provided by the Diocesan Youth Office. Retreats are arranged for students in grades 5-12.

The global aspect of Church is evidenced by the practice of collecting money for the missions. Food is also collected for the local needs of the Church in the surrounding communities.

Diocesan Catholic School Eighth Grade Bishop's Award: Eighth graders who meet the local and diocesan criteria are eligible for the Diocesan Bishop's Award.

National Honor Society/Sacred Heart Junior Honor Society: Election to the National Honor Society is based on scholarship, service, leadership, and character. A sophomore, junior or senior who has attended Sacred Heart Catholic School for at least one semester and who has an overall accumulative average of 90 or above in core academic classes (English, ELA, math, science, social studies, theology) is eligible for consideration in the National Honor Society. After those scholastically eligible are determined, conduct records will be checked for violations and the final selections are made by a faculty council on the basis of service, leadership, and character.

Students in grades 7 and 8 are also eligible for Sacred Heart Junior Honor Society according to the same criteria. (SEE APPENDIX)

Process for Acceptance:

An invitation is extended to the scholastically eligible student during the third nine-weeks grading period.

The student will complete the student information packets which includes involvement in school, Church, community, classroom, and extracurricular activities.

The faculty council will review all student information packets and select the candidates according to the principles of Sacred Heart Catholic School.

The students will be informed of their selection by an invitation to the induction ceremony.

Members must maintain standards in all four areas. The faculty council will review all members periodically.

The National Honor Society Handbook states that parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society. There is no appeal process for non-selection. This applies to the Sacred Heart Junior Honor Society as well.

School Curriculum: The curriculum followed by Sacred Heart Catholic School is the one approved for parochial schools by the TCCED (Texas Catholic Conference Education Department). This curriculum is in harmony with the Texas Education Agency for accredited schools. Current textbooks, media aids, and relevant teaching materials are used to foster learning on each grade level.

Textbooks & Uniforms: Diocesan-approved textbooks are provided for each subject or class; students are required to use these books carefully.

Textbooks must be covered at all times. Students who are issued a damaged book should report that fact to the teacher. Any student who loses or renders unusable a book issued by the school shall lose the right to another textbook until the book is returned or paid for.

Seasonal athletic uniforms, library books, fines, fees must be returned or paid before semester exams. Students are responsible for the care of books, uniforms, materials, etc. used in the school. All textbooks must be returned before final exams. The student will pay for damaged or lost items before final exams are taken.

Correspondence Courses: High school students (grades 9-12) may earn by correspondence only two of the total required credits for graduation. Correspondence courses are used for emergency or enrichment only. Enrollment in these courses requires the approval of the principal.

Grades earned in correspondence courses will not be used for Grade Point Average (GPA) or class rank.

Homework: Academic achievement is dependent upon development of skills and content mastery. Homework is part of the mastery process. Homework completion is expected by the dates set by the teacher.

Grades 3-8: If homework is not completed on time, a Late Homework Note will be sent home for the parents to sign. This note acknowledges that the assignment is late and must be completed after school on the specified date if it has not been completed. The highest grade a student may receive on a late assignment is a 90.

Grades 9-12: Late work may be accepted at the discretion of the teacher and given a late grade value.

It is the responsibility of all students to obtain and complete classroom and homework assignments covered during the period of absence and to make arrangements with the teacher(s) to take test(s) missed and/or to receive needed instructions. Ordinarily, missed assignments should be completed within two days after the return of the student.

Library Media Centers: Sacred Heart Catholic School Library Media Centers are learning places where students can explore a variety of resources and participate in a wide selection of activities and educational experiences under the guidance of librarians and teachers. Books, magazines, videos, computers, and various audio-visual materials are carefully selected by librarians and teachers. These resources are efficiently organized and circulated to provide a program of instruction in correlation with the Catholic curriculum of Sacred Heart Catholic School.

Parent/Teacher Conferences: The mission of Sacred Heart Catholic School is to assist the parents in the Catholic education of their children. Parent/teacher conferences are excellent opportunities for open communication between home and school. The purpose of these conferences is for the student's spiritual and academic development. Conferences are scheduled at the end of the first nine-weeks grading period. However, conferences may be scheduled at any time a parent or teacher deems necessary. Please call the school for an appointment.

Progress Reports: A progress report is issued to each student mid-way during each reporting period. Other interim progress reports are issued mid-way during each quarter as deemed necessary by the teachers. (Electronic gradebook system) can be accessed by parents/student to monitor student's progress throughout the grading period.

Teachers may periodically send test papers or samples of work for parents to review, sign, and return. Students are responsible for giving papers to parents. In this way, parents will be aware of their child's academic progress, and they should discuss any difficulties with their child and/or teacher.

Report Cards: Report cards are issued four times each year. All report cards must be signed by a parent and returned within two days. Grades on the report cards reflect an average of tests, daily work, quizzes, special projects, and homework. At the beginning of the school year, teachers communicate the grading system to students and parents. Any numerical grade below 70 is failing.

Grading Procedure: Sacred Heart's school year is divided into two semesters with each semester divided into two nine-week grading periods. Numerical grades are used from Grade 2 through 12. Grades that average .5 or above on a 0 - 100 scale will be rounded up to the next whole number.

Academic Grading Scale

- K-1 E - Excellent Progress
- G - Good Progress
- S - Satisfactory Progress
- N – Needs Improvement
- U – Unsatisfactory

Nine-weeks grades reflect an average of tests, quizzes, projects, daily work, and homework. The weight of each is determined by the teacher.

5-8 Nine-weeks grades are determined by the following percentage:

Daily work, homework, etc.	40%
Tests and/or major assignments	60%

9-12 Nine-weeks grades are determined by the following percentage:

Daily work, homework, etc.	40%
Tests and/or major assignments	60%

9-12 Semester grades are determined by the following percentage:

First nine-weeks grade	40%
Second nine-weeks grade	40%
Semester test	20%

Graduation Requirements: High School Graduation: 28 Credits

Honors Program: The Honors Program is designed for highly motivated students capable of accelerated courses. The course content has a definite scope and sequence, a differentiated curriculum that includes a wider range and greater depth of subject matter, and an emphasis on higher level thinking skills. These courses have specific criteria for entry based on the student's academic record. Eight (8) points are added to final average of Honors classes taken at Sacred Heart Catholic School. Equivalent honors classes taken at prior school(s) will also be considered for honors points. These points are added **ONLY** when calculating weighted Grade Point Average (GPA) for class rank. **THESE POINTS WILL NOT BE PLACED ON THE STUDENT'S TRANSCRIPT.**

Advanced Placement Program: The Advanced Placement Program is an opportunity for students to pursue college-level studies while still in secondary school and to receive advanced placement and/or college credit while completing high school requirements. Students are challenged to meet national and international standards. AP courses stimulate the accelerated student with in-depth analytical reasoning skills and form disciplined habits for college level studies. Eight (8) points are added to final average of AP classes taken at Sacred Heart Catholic

School. Equivalent Advanced Placement classes taken at prior school(s) will also be considered for honors points. These points are added **ONLY** when calculating weighted Grade Point Average (GPA) for class rank. **THESE POINTS WILL NOT BE PLACED ON THE STUDENT'S TRANSCRIPT.**

If a student plans to take English IV Dual Credit (DC) as a senior it is strongly recommended they take English I Advanced as a freshmen and English II Advanced as a **sophomore**. **Students** will be **REQUIRED** to take English III Advanced Placement (AP) as a junior in order to take English IV DC as a senior.

Dual Credit Program: Sacred Heart Catholic School juniors and seniors have the opportunity to enroll in dual credit courses offered here on campus. The courses are taught during the regular school day and are offered by Victoria College through live interactive video. Students receive college and high school credit by making a 70 or above in the course. Seven and a half (7.5) points are added to the final average for each dual credit class taken each semester at Sacred Heart Catholic School. Equivalent dual credit classes taken at prior school(s) will also be considered for honors points. These points are added **ONLY** when calculating weighted Grade Point Average (GPA) for class rank. **THESE POINTS WILL NOT BE PLACED ON THE STUDENT'S TRANSCRIPT.**

In the event a student meets the minimum AP required score for college credit, students may be allowed to enroll in the next level Victoria College DC course, if the college courses are available. Students are allowed to obtain high school credit/honors points.

Prior to registering for Dual Credit students must meet minimum scores on the SAT, ACT, or TSIA (Texas Success Initiative Assessment) , as required by Victoria College, or may qualify with their PSAT score If a student plans to take English IV Dual Credit (DC) as a senior it is strongly recommended they take English I Advanced as a freshmen and English II Advanced as a sophomore. **Students** will be **REQUIRED** to take English III Advanced Placement (AP) as a junior in order to take English IV DC as a senior.

In order to drop a Dual Credit course a student must complete a schedule change request form no later than the end of the first 9 weeks of a Sacred Heart Catholic School semester.

Independent Study: Grades earned from courses through Independent Study are not averaged in for the final Grade Point Average (GPA).

Grade Scale: Grades earned in a class will be reported as a numeric average in a range from 0 – 100.

Grade Point Average (GPA) and Class Honor Ranking: A weighted system, in which more advanced honors courses will carry greater value, will be used to determine the valedictorian, salutatorian, historian, and class honor ranking. Students will have their total numerical points plus their advanced honors courses points and dual credit points divided by the number of courses taken in order to determine their Grade Point Average (GPA) for class honor ranking.

Physical Education grades, correspondence courses, independent study course grades, and on-line course grades are not included in determining the student's GPA and class honor ranking.

Honor Graduates: Honor graduates will be determined according to the following four (4) year honor point average:

Highest Honors – 100-98

High Honors – 97-95

Honors – 94-90

Dual credit courses taken elsewhere, on-line courses, independent study courses, and/or correspondence courses will not receive additional points and will not be used in determining the student's grade point average (GPA).

Determination of Honor Graduates: In order to be considered for valedictorian, salutatorian, or historian the graduating senior must have completed seven (7) of the following honor courses at Sacred Heart Catholic School.

1. English IV Advanced Placement
2. English IV Dual Credit
3. English III Advanced Placement
4. Pre-Calculus Honors
5. Algebra II Honors
6. Calculus Advanced Placement/Honors
7. Biology Advanced Placement/Honors
8. Government Dual Credit
9. Economics Dual Credit
10. American History Dual Credit
11. Human Anatomy & Physiology/Honors

Honor graduates must be in attendance at Sacred Heart Catholic High School their entire junior and senior years.

High Honor Roll(Grades 5-12): To receive this honor the student must achieve an academic average of at least 95 or above with no grade below 90, no U (Unsatisfactory) in conduct and no more than one (1) NI (Needs Improvement) in conduct. The academic grades from Dual Credit classes for the first and third nine weeks **WILL NOT** be used in determining a student's academic average for that nine weeks. This is due to the fact that colleges go on a semester grading period and not a nine weeks grading period. The academic grades from Dual Credit classes for the second and fourth nine weeks **WILL** be used in determining a student's academic average for that nine weeks.

Honor Roll(Grades 5-12): To receive this honor the student must achieve an academic average of at least 90 or above with no grade below 80 and no U (Unsatisfactory) in conduct and no more than two NI (Needs Improvement) in conduct. The academic grades from Dual Credit classes for the first and third nine weeks **WILL NOT** be used in determining a student's academic average for that nine weeks. This is due to the fact that colleges go on a semester grading period and not a nine weeks grading period. The academic grades from Dual Credit classes for the second and fourth nine weeks **WILL** be used in determining a student's academic average for that nine weeks.

Class Ranking and College Entrance: Student's GPA will not be ranked for college or university entrance purposes unless required by a college or university.

Promotion Policy: There are no social promotions in the Victoria Diocesan School System. Students are promoted to the next grade level based on their academic achievement. A student who has made satisfactory progress at one grade level will be promoted to the next higher grade.

Promotion/Retention Policy: The promotion or retention of a learner should be based primarily on the degree of achievement of the specific objective of the grade or course. A learner who has not achieved satisfactorily in a grade or subject should repeat the subject or grade. To permit a learner to take a course for which he or she does not have the proper preparation is an injustice to him or her, to the other learners, and to the teacher. There may be cases in which ability, effort, interest, and other factors must be weighed. In such cases, the principal's decision will be final.

Parents shall be informed of possible non-promotion at the beginning of the second semester or as soon as this becomes evident. If the learner is promoted conditionally, the parents shall make provision for the learner to remove the condition through summer work. These provisions shall be approved by the principal. If this work is not satisfactory, the student does not advance.

The following are specific regulations for promotion for various grade levels:

Regulations for Promotion

1. A student who has made satisfactory progress at one grade level will be promoted to the next higher grade.
 - Students in first grade must have completed the primer level in reading and have at least a final average of **N** in religion, mathematics, and reading in order to be promoted to second grade.
 - Students in grades 2-3 shall earn at least a final average of 70 in each major subject in order to be promoted to the next grade. The major subjects for these grades are religion, reading, English and mathematics.
 - Students in grades 4-8 shall earn at least a final average of 70 in each major subject in order to be promoted to the next grade. The major subjects in grades 4-8 are religion, reading, English, mathematics, social studies, and science.
 - Because language skills (English and reading in grades 2-8, reading in first grade) and number skills (mathematics in grades 1-8) are basis for all other learning, a student who fails two of these subjects shall not be promoted to the next grade.
2. Students who fail two major subjects, provided that both subjects are not in the area of language skills or number skills as indicated above, may be promoted on the condition that they receive remedial instruction during the summer and receive a passing grade.
3. A student failing three (3) major subjects, regardless of content area, will be retained.
4. High school: A student's standing as a sophomore, junior or senior depends upon the credit accumulated. A student must meet the minimum requirements to be promoted. Promotion to the 10th grade requires 5 credits. Promotion to the 11th grade requires 11 credits. Promotion to the 12th grade requires 17 credits.

Commencement Exercises: The commencement exercises will be planned and finalized by the principal with the assistance of the high school counselor and senior sponsor. Input from students, faculty and parents are always welcome.

Possession or consumption of alcoholic beverages will not be permitted at the social in the hall following the commencement exercises.

Standardized Testing: Standardized testing is an impartial evaluative tool used to measure the scholastic ability, achievement, and aptitude of students. The test results are used for curriculum modification to enhance students' achievement and to help the students recognize their strengths and weaknesses.

The IOWA Assessment of Basic Skills is administered to all students in grades 1-12 in Fall.

The Scholastic Kindergarten Readiness Test (KRT) is given to 4K.

The IOWA Assessment is given to Kindergarten students in Spring.

The ACRE (Assessment of Catholic Religious Education) is given to fifth, eighth, and twelfth graders. This test measures the mastery of religion knowledge and attitudes toward living the faith.

The National Assessment of Educational Progress (NAEP) is administered to eighth graders.

The high school testing program consists of the PSAT 8/9 for ninth graders and PSAT/NMSQT (Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test) for tenth and eleventh graders.

Scheduling (Grades 8-12): A change of class schedule may not be requested after the first two weeks of a semester.

Teacher Initiated

A teacher-initiated schedule change will be reviewed by the Guidance and Administrative Staff when the guidelines set forth have been followed. In order for the student to avoid an academic penalty, ACADEMIC INELIGIBILITY, the teacher must initiate the schedule change on or before the last day of the 5th week of the quarter (1,2,3,4). If a teacher initiates a schedule change after the 5th week of a quarter, the schedule change will not go into effect until the beginning of the new quarter. The student will remain in the class and will receive the grade he/she has earned for the quarter. A grade of 69 or below for the quarter results in academic ineligibility.

A teacher may initiate a schedule change with a teacher/counselor conference. A schedule change will be evaluated if the appraisal includes the following elements:

1. Student appears to lack fundamental preparation for course work based on standardized test scores, classroom performance, and exam grades.
2. Student's work indicates that academic ability and potential level is not commensurate with course requirements as evidenced by fundamental preparation, exam grades, classroom performance.
3. Student exceeds course requirements based on classroom performance, exam grades and teacher perspective. Consequently the student would benefit from an advanced/honors curriculum.

Guidelines for Teacher-Initiated Schedule Change

1. Student and teacher discuss area of difficulty.
2. Student and teacher arrange for tutoring/assistance before or after school.
3. If student attends tutoring and receives extra assistance and performance is not improved, the teacher may recommend schedule change as indicated below.
4. Teacher initiates a conference with student's counselor to discuss difficulty.
5. Teacher and counselor review student's academic profile (test scores, grades earned in same discipline classes, etc.).
6. Teacher confirms that student has attended tutoring/extra assistance sessions.

7. Teacher completes the Teacher Initiated Schedule Change Request Form, providing specific reason(s) for recommending schedule change.
8. Teacher, counselor, student, and parents sign form. Form is placed in student's academic file.
9. Counselor conferences with student regarding credits, college plans, etc., and signatures are required by teachers who are affected by schedule change.
10. Students may not begin new schedule until all the necessary paperwork has been completed and approved by the principal.
11. Student's grades from the current class will transfer with the student into the new class and will be averaged in.
12. If a teacher initiates any schedule change for any student within the first five (5) weeks of the semester, the student will be required to complete all assignments for the class they are transferring into that the teacher feels are necessary for the student to have the required academic knowledge.
13. For Dual Credit classes, if a student changes a class after the ten (10) class day period, the student will be required to complete all assignments for the class they are transferring into that the teacher feels are necessary for the student to have the required academic knowledge.

Student Initiated

A student initiated schedule change will be reviewed by the Guidance and Administrative Staff and the teacher when the guidelines set forth have been followed. In order for the student to avoid an academic penalty, ACADEMIC INELIGIBILITY, the student must initiate the schedule change on or before the tenth (10th) class day. If a student initiates a schedule change after this time period, the schedule change will not go into effect until the beginning of the new quarter. The student will remain in the class and will receive the grade he/she earned for the quarter. A grade of 69 or below for the quarter results in academic ineligibility. In order to drop a Dual Credit course a student must complete a schedule change request form no later than the end of the first 9 weeks of a Sacred Heart Catholic School semester.

A student may initiate a schedule change by having a conference with the teacher and the counselor. A schedule change will be evaluated if the appraisal includes the following elements.:

1. Student appears to lack fundamental preparation for course work based on standardized test scores, classroom performance, and exam grades.
2. Student's work indicates that academic ability and potential level is not commensurated with course requirements as evidenced by fundamental preparation, exam grades, or classroom performance.
3. Student exceeds course requirements based on classroom performance, exam grades and teacher perspective. Consequently the student would benefit from an advanced/honors curriculum.

Guidelines for Student-Initiated Schedule Change

1. Student and teacher discuss area of difficulty.
2. Student and teacher arrange for tutoring/assistance before or after school.
3. If student attends tutoring and receives extra assistance and performance is not improved, the student may continue the process for schedule change as indicated below.
4. Student initiates a conference with teacher and student's counselor to discuss difficulty.

5. Student, teacher, and counselor review student's academic profile (test scores, grades earned in same discipline classes, etc.).
6. Teacher confirms that student has attended tutoring/extra assistance sessions.
7. Student completes the Student Initiated Schedule Change Request Form, providing specific reason(s) for requesting schedule change.
8. Student, teacher, counselor, and parents sign form. Form is placed in student's academic file.
9. Counselor conferences with student regarding credits, college plans, etc., and signatures are required by teachers who are affected by schedule change.
10. Student may not begin new schedule until all required paperwork is completed and approved by the principal.
11. Student's grades from the current class will transfer with the student into the new class and will be averaged in.
12. If a student changes any class within the first ten (10) class days of the semester, the student will be required to complete all assignments for the class they are transferring into that the teacher feels are necessary for the student to have the required academic knowledge.
13. For Dual Credit classes, if a student changes a class after the ten (10) class day period, the student will be required to complete all assignments for the class they are transferring into that the teacher feels are necessary for the student to have the required academic knowledge.

Guidelines for Tutoring and Make-up Work For Course Failure:

The classroom teacher will identify areas of weakness.

The time frame will be determined by the principal and teacher.

A fee will be charged for each course as determined by the principal and teacher.

Students will be tested during the course of the make-up and at the end of the course.

Additional requirements may be made at the discretion of the principal.

A self-study course shall be prepared by the teacher and should include the following:

Identification of the text or source.

Assignments designed to promote mastery of specific skills needed.

Development of study questions or practice sheets.

Preparation of periodic tests and final exams.

The teacher will receive a fee for preparing the self-study. The fee amount is determined by the principal and paid by the parent.

Guidelines For Summer Make-Up Work: The following guidelines are for summer make-up work for students who fail one or more major subjects in grades 1-8. This does not refer to high school students. In the event there is no summer school available for students in grades 1-8, the principal may allow the student to be tutored or do some form of self-study.

Tutoring: The tutor may be a classroom teacher, professional tutor, college student, or an academically strong high school student. The decision will be made by the principal. If tutoring is not available to the student, the principal and the classroom teacher may agree on an outline of study for the student in the subject area needed or correspondence course.

ENROLLMENT AND ATTENDANCE

Admissions: Sacred Heart Catholic School admits students of any color, race, and national or ethnic origin. Catholic students are given preference for admission if space is limited.

A student is eligible for admission into pre-kindergarten if he/she has reached the age of three years on or before September 1st. A student is eligible for admission into kindergarten if he/she has reached the age of five on or before September 1st. A child is eligible for admission into first grade if he/she has reached the age of six years on or before September 1st. Exceptions may be made in the case of a child who has completed kindergarten in a different city where the entering age is lower, provided there is also a written statement from the kindergarten teacher that the child is ready for first grade. Transfer students must submit a transcript of academic record, and request for enrollment form.

A student is eligible for admission into high school if the applicant has successfully completed the eighth grade of an accredited elementary school. Applicants are evaluated on their past performances. Therefore, a transcript of the academic record is required for all transfer students. All students must submit a birth certificate, social security number, and an immunization record.

Catholic students must present a baptismal certificate, and foreign-born students must present a certificate of immigration.

All students transferring into Sacred Heart Catholic School will be on academic and conduct probation for one semester, unless otherwise specified by the principal.

Nondiscriminatory Policy: Sacred Heart Catholic School admits students of any color, race, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. Sacred Heart Catholic School does not discriminate on the basis of color, race, and nationality or ethnic origin in administration of educational policies, admission policies, scholarship programs, athletic or other school administrative programs.

Admission Requirements: The basic purpose of Sacred Heart Catholic School is to assure the Catholic truths and values are fully integrated with the student's life and academic program. Parents should register their children only if they desire and intend to participate in the religion programs of the school and are willing to abide by the policies and regulations of Sacred Heart Catholic School.

Immunization Requirement: All students must be current with the Texas Department of Health Immunization regulations in order to remain in school. A 30-day grace period will be allowed for the student to become current and bring verification to the school nurse.

Admission Policies and Priorities: Sacred Heart Catholic School admits all qualified students regardless of color, race, and national or ethnic origin. Because of the religious purpose of the school, preference is given to children of the Roman Catholic religion for admission purposes if space is limited.

Registration: Registration of new students and re-registration of those students presently enrolled will take place in the spring. Parents will be informed of the exact date of registration. These registrations are confirmed before the first day of inservice in August. A nonrefundable registration fee must be paid at the time of enrollment for the upcoming school year.

Transfers and Withdrawals: The procedure for withdrawal or transfer is as follows:

1. Secure authorizing withdrawal or transfer note from parent or guardian.
2. Obtain appropriate withdrawal form from school office.
3. Have the form filled out by the school office, return all schoolbooks and property, and pay all fees and tuition still owed. All tuition and fees must be paid in full before permanent grades and records are transferred.
4. Give completed forms to principal for final clearance.

Early Arrivals: The school day begins at 7:58 a.m. All students in grades K-8 who arrive at school before 7:45 a.m. are to report directly to the school cafeteria where there is adult supervision. Classrooms and hallways will be opened for students at 7:45 a.m. each morning. Playing outside or loitering outside before 7:45 a.m. will not be allowed. Students are to remain seated in the cafeteria until they are dismissed at 7:45 a.m. The purpose is to ensure the safety of our students and to allow teachers to focus totally on their classroom preparation for the day.

Permission to Leave School During the Day: Sacred Heart Catholic School operates a closed campus policy. Students must remain on the school grounds from the time they arrive, even if the first period has not yet begun, until dismissal. Students are not permitted to leave the school grounds without permission from the office. A student who needs to leave campus must present a written request, signed by a parent or guardian, to the principal before the first period begins in order to be allowed to leave the campus. The written request must state the reason for leaving and the time. When the request to leave has been approved, the student will sign out on the required form located in the school office. Should the student return to the school during the same day, he/she must sign in and receive a permit to return to class.

Attendance and Absence: Students are expected to be present and punctual for all classes throughout the year. Any absence must be explained by a note from parents brought to the school office before the student returns to class. Parents are asked to call the school office before the first period on the first day of the student's absence to inform the principal. After an absence, students must obtain an Admission Slip from the office, which will permit them to return to class. The collection of admit slips will be during the 7th period of the day.

It is the student's responsibility to call the school office before noon to make homework pick-up arrangements. It is the student's responsibility to complete classroom and home assignments covered during the period of absence. The student is also responsible for making arrangements with the teacher for make-up tests and other help at a time designated by the teacher. The student should contact each teacher the first day back in school after an absence and make arrangements for completing all work missed. Appointments for doctors and dentists should be made after school hours or on Saturday when possible.

Students who are absent from school after 12 noon will not be allowed to participate in school-related activities on that day or evening. The following reasons for absences are valid:

- Personal illness.
- Serious illness or death in the family.

- School-related activities approved by the principal in advance.
- Personal-related activities approved by the principal in advance.

In these cases, the parent must contact the principal as far in advance as possible so that a decision can be made before the student contacts teachers for assignments prior to the actual absence.

The following reasons for absence are not excusable absences in accordance with state attendance laws:

Truancy

Suspension

Shopping

Hunting, fishing, skiing, etc.

Birthday or other celebration

Absence for School-Related Activities: Students who are going to be absent for a school-related activity (athletics, academic, band, etc.) must personally notify their teacher(s) at least two days in advance of the absence. Students are to complete all assignments prior to leaving for school-related activities.

Excused Absence by Parental Request: The school administration recognizes that parents may need to take their children out of school because of family obligations, such as settling legal matters, illness in the family, funerals of close friends, unavoidable out-of-town travel, etc. In these cases, the parents need to contact the principal enough in advance so that a decision can be made before the student contacts teachers for assignments prior to the actual absence. The administration does not wish to encourage absence from school, but it will defer to parents' judgment in most cases. Factors considered in granting these request are the attendance record of the student, academic record, and the number of previous requests.

Unexcused Absence: Students with an unexcused absence will receive a zero (0) for each day in each class they are not in attendance. Students will be required to make up the work for their own knowledge and understanding of the material missed. However, in extenuating circumstances and with the ADVANCE consultation with the principal, partial credit of a grade no higher than 70 may be earned for make-up work.

Morning Arrival -Tardy Policy (Grades 5-12): Students tardy to school will report to the school office and must have an admission slip before entering class. Students not in their classroom and seated when the bell rings at 7:58 a.m. will be considered tardy. **On the second unexcused tardy and for each unexcused tardy thereafter, the student will receive detention.** At the end of each nine-weeks period, the tardy count will start over. Students tardy to school after the 7:58 a.m. bell will report to the school office for a tardy slip before proceeding to the classroom.

Class Tardy Policy: Students not in their classroom and seated when the bell rings between classes will be considered tardy and be subject to disciplinary action.

Tuancy: Students who are absent from school or from any class or any part of class without permission will be considered truant and will be subject to disciplinary action.

Partial Day Absence: A student's absence from school for two (2) hours or more will be counted as a half-day absence. If a student is absent for less than two (2) hours, it will be recorded as a tardy. Ordinarily, a student not in attendance in all afternoon classes may not participate in any extracurricular activities later in the day or evening. A student who comes to school late or leaves campus and returns during the course of the day must take any exam missed as soon as he/she comes or returns to school.

If circumstances require a student to leave school during school hours, a written request from a parent/guardian must be presented to the principal before first period for approval. The note should state the reason and the time leaving. No student will be permitted to leave campus without a written excuse from a parent/guardian.

An admission slip, which allows the student to leave school, is to be obtained from the principal or his designee before first period in the morning. When the student leaves school, he/she must report to the front office and sign in before returning to class. Any student who received an early dismissal is responsible for the assignments and the class work missed. All tests, assignments, and projects due that day must be completed and turned in to the teacher before leaving.

If it becomes necessary for a student to go home because of illness, permission must be obtained from the principal or his designee. The student must see the school designee before permission may be granted. Parents will be contacted before the student is given permission to leave.

Students are not permitted to leave the campus at any time during the school day without expressed permission of the principal or his designee. Upon permission granted, student must sign out in the office before leaving.

Livestock Show Absences: Students' participation in their local livestock show will be recorded as a School Activity (SA). Participation in **ANY** stock show other than the student's local show will be considered an excused absence (AE) with principal approval. Arrangements for school work **MUST** be made prior to the absence.

Perfect Attendance: The student must be present in school every day, all day long, unless participating in a school-related activity, in order to receive a perfect attendance certificate

DRESS CODE POLICIES

Sacred Heart Catholic School Dress Policy: It is the philosophy of Sacred Heart Catholic School that parents have a responsibility to send their children to school neatly groomed and modestly dressed in apparel that promotes the good health, safety, general well-being of the child, and a good Christian environment.

First impressions of individuals are based largely upon the manner of dress and personal appearance. It should be the desire of each student to create a favorable image. The school earnestly solicits the cooperation of parents, students, and teachers in achieving this goal.

ALL STUDENTS IN GRADES K-12 WILL BE REQUIRED TO WEAR A SCHOOL APPROVED SPIRIT SHIRT DAILY TO SCHOOL. ALL PREVIOUS Sacred Heart Catholic School SPIRIT SHIRTS, TRAVEL SHIRTS, AND TAPPS (TEXAS ASSOCIATION OF PRIVATE AND PAROCHIAL SCHOOLS) SHIRTS ARE ACCEPTABLE.

A SCHOOL APPROVED “DRESS FOR JESUS” SPIRIT SHIRT WITH COLLAR WILL BE THE STANDARD DRESS FOR MASS DAYS AND FIELD TRIPS. FOR MASS STUDENTS MUST HAVE SHIRTS TUCKED IN AND WEAR A BELT WITH CLOTHING DESIGNED FOR A BELT. NO ATHLETICS PANTS OR SHORTS ARE TO BE WORN TO MASS.

Any fad or dress that may be disruptive, immodest, and/or violates the dress policy may be corrected at the discretion of the school principal or his designee. The principal will have the final say in what dress will be considered appropriate or inappropriate. Any exceptions to these rules may be left to the discretion of the principal in unusual situations.

If the principal or his designee determines that a student’s grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to On-Campus Suspension for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school.

Students who repeatedly disregard rules on grooming or dress are guilty of insubordination and will be subject to disciplinary action. The principal will have the responsibility of final judgment on the question of a student’s proper dress.

Policy for Grade K-4 (Boys and Girls):

Proper dress guidelines for students in grades K through Grade 4 will include the following:

1. T-shirts, sports shirts and dress shirts, containing the Sacred Heart Catholic School logo and identification, are acceptable. All shirts and blouses must have sleeves and must be tucked in if they are so styled. Shirts and blouses should cover the waistband when arms are raised and must not come above the waistband in the back when seated.
2. Shorts are permitted but the length of the shorts should be at the bottom of finger tips or longer when the arms are extended straight by their side. Shorts are not permitted to be worn to Mass.
3. All jeans, slacks, shorts, etc. must be hemmed, with no frayed thread exposed. Holes, patched, or frayed, are not allowed.
4. Leggings may be worn if the shirt is mid-thigh length.
5. Form-fitting clothing or excessively tight clothing, such as biker shorts, leotards, tights, shorts, and pants, is unacceptable.
6. The wearing of shoes is mandatory. A shoe shall cover and protect the sole of the foot and shall be securely attached to the front and the back of the foot so as not to flop. No house

shoes, flip flops, shower shoes, or shoes with metal taps or cleats will be permitted. Boots are not permitted to be worn with shorts. Crocks are not permitted as a safety issues.

Policy for Wearing Shorts in Grades 5-8: Jean shorts and walking shorts may be worn on days when there is no church service. Shorts can be no shorter than 5 inches from the floor when kneeling and must have hemmed seams with no loose threads.

Boys Dress Policy (Grades 5-12): Proper dress guidelines for boys will include the following:

1. Jeans and slacks are permitted. Shorts are permitted in grades 5-8 only. All jeans, shorts, slacks must be hemmed, with no frayed thread exposed. Holes, patched or frayed, are not allowed. Shorts of any kind are not permitted to be worn to Mass.
2. Suits and wind suits are allowed, **BUT NO SWEAT SUITS, NO WARM-UP PANTS, OR NO EXERCISE CLOTHING (NO JOGGING, OR SWEAT PANTS WITH A BANDED BOTTOM, YOGA AND LEGGINGS, ETC.) ARE PERMITTED.**
3. T-shirts, sports shirts and dress shirts, including those containing the Sacred Heart Catholic School logo and identification, are acceptable. All shirts must have sleeves and must be worn tucked in if they are so styled. Shirts with uneven or tapered tails must be tucked in. Shirts must cover the waistband when both arms are raised and must not come above the pant waistband in the back when seated. Excessively tight shirts are not permitted.
4. Excessively long T-shirts and regular shirts with long shirrtails must be tucked in at all times. Excessively long may be interpreted as being below the pant pocket line. Dress shirts over T-shirts need to be buttoned up to the first button from the collar.
5. Hair must be kept neatly trimmed, above the eyebrows, and **NOT** below the earlobe. **Hair should be** no longer than the top of the collar of a dress shirt. Startling, unusual, and/or distracting hairdos are not permitted.
6. Faces must be clean-shaven and sideburns cannot be lower than the bottom of the earlobe.
7. No head apparel (caps, hat, etc.) may be worn inside the school building, family center, or in church at any time. Caps are not to be worn in the gym during school assemblies, plays, and/or pep rallies.
8. Earrings may not be worn by young men.
9. Shirts must be buttoned, with no more than the top button unbuttoned.

Girls Dress Policy (Grades 5-12): Proper dress guidelines for girls will include the following:

1. Shorts are permitted in grades 5-8 only. Capris are permitted for girls in grades 5 – 12. The capris must be below knee length. All jeans, shorts, slacks must be hemmed, with no frayed thread exposed. Holes, patched or frayed, are not allowed. Shorts of any kind are not permitted to be worn to Mass.
2. Jeans, slacks, and loose-fitting pants may be worn, but leggings are not allowed.
3. Capri length pants may be worn but must fall below the knee when standing.
4. Wind suits may be worn, **BUT NO SWEAT SUITS, NO WARM-UP PANTS, OR NO EXERCISE CLOTHING (NO JOGGING, OR SWEAT PANTS WITH BANDED BOTTOM, YOGA AND LEGGINGS, ETC.) or casual knit-type ARE PERMITTED.**
5. Skirts, split skirts, and dresses (no shorter than 3 inches from floor when kneeling) are acceptable.
6. T-shirts, blouses, sweaters, and coordinating jackets, including those containing the Sacred Heart Catholic School logo and identification, are acceptable. All blouses and shirts must have sleeves. Blouses and shirts must cover the waistband when both arms are raised and

must not come above the pant waistband in the back when seated. Excessively tight shirts are not permitted.

7. Blouses, shirts, etc., with low-cut fronts and/or excessively tight are totally unacceptable.
8. Jeans, pants, shirts, blouses, etc. must be loose fitting and not excessively tight.

General Inappropriate Dress

1. Clothing containing offensive slogans, symbols, and other suggestive or controversial designs is not allowed. Examples of shirts not to be worn are shirts with blurred writing, shirts displaying skulls, shirts promoting poor sportsmanship, negative attitudes, or confrontation, etc.
2. Startling, unusual, or immodest attire of any sort shall not be permitted. This includes fads in hairdos, clothing, or anything designed to attract attention to the individual or to disrupt the orderly conduct of the classroom or campus.
3. Clothing containing advertisement of alcoholic beverages or any controlled substance, narcotic, marijuana or dangerous/illicit drugs is not allowed.
4. Clothing designed with bare midriffs, halters, bare backs, bare shoulders, low-cut front, excessively tight, or tank tops is not allowed.
5. Blouses or shirts without sleeves are not allowed for boys and girls.
6. Writing on one's skin is not allowed.
7. Shorts with wording on the buttocks are not allowed to be worn on campus or at school related activities off-campus, including after-school practices during the school term and during the summer.
8. Jeans, skirts, etc. must be hemmed with no loose threads, etc.
9. Sweatpants, jersey knit, flannel, shear/see through material, (ex. white capris or pants) are not allowed.
10. Visible facial and body piercing other than pierced ears for girls, is not allowed. Students may not exceed two per ear (spacers, gauges, excessively large dangling or hoops are not permitted).
11. Visible tattoos are not allowed at school or any school functions.
12. Startling, unusual, unnatural and/or distracted hairdos are not permitted.
13. All dress apparel should fit properly; no clothing that is baggy, oversized, sagging below natural waistline, or extremely tight fitting is allowed.
14. No undergarments are to be visible.
15. Crocs are not permitted because of safety issues.

Wearing of Shoes: The wearing of shoes is mandatory. A shoe shall cover and protect the sole of the foot and shall be securely attached to the front and the back of the foot so as not to flop. No houseshoes, flip flops, CROCS, shower shoes, or shoes with metal taps or cleats will be permitted. Heels on shoes or boots may not exceed 1½ inch.

Dress Policy For Travel to and from School Sponsored Activities and Events: In order to promote a positive school image and for identification purposes, all students will wear a Sacred Heart School Spirit Shirt or Travel Shirt while traveling to and from school- sponsored activities and events. The only shorts allowed while traveling will be uniform shorts. This includes athletic, academic, art, band activities and field trips.

The policy concerning the mandatory wearing of shoes applies also when traveling on school sponsored activities and events including athletics, band, art, academics, and field trips. (Safety and Liability Insurance)

Any exception to this policy for special circumstances regarding the wearing of shoes must be presented in writing to the principal for approval by the coach/sponsors in advance of the activity or event. Parental permission forms will also be required for any exception to the policy.

Consequences for dress code violations:

1st offense – An official warning will be given.

2nd offense – Serve one (1) hour of detention.

3rd offense – Serve two (2) hours of detention.

Serve two (2) hours of detention for each violation thereafter.

DISCIPLINE MANAGEMENT PLAN

Discipline: It is the responsibility of the student, the school, and the parents to create a social and Christian climate within the Sacred Heart community that is conducive of self-respect and respect for others and their property—an atmosphere of courtesy, honesty, pride in one’s work and achievement within one’s ability. Classroom teachers and others in authority work in cooperation with the principal in order to insure that everyone in the school community respect the student’s right to learn and the teacher’s right to teach. Interference with the teaching/learning process will not be tolerated.

All adults, performing official duties in or for the school (faculty, secretaries, aides, cafeteria staff, bus drivers, custodians, etc.), are school officials and the invested authority exercised by any one of them is essentially an extension of the parent’s authority in the home. It is logical; therefore, that the parents fully support and uphold the authority of the school officials. Parents are asked to unite with the teachers in their efforts to make Sacred Heart Catholic School a center of Christian social living.

Gum-Chewing: Students are not to chew gum on campus during school hours

Cheating and Plagiarism: Cheating of any sort on tests, examinations, class assignments, or copying homework is against Christian principles. Plagiarism is the use of another person’s original ideas or writing as one’s own without giving credit to the true author. Plagiarism is considered cheating. The consequences for cheating or plagiarizing are a zero (0) on the test or assignment and notification to parents. Additional offenses of cheating and plagiarism will result in further disciplinary action.

Harassment: Harassment is contrary to the Catholic faith and detrimental to the education process. Accordingly, harassment involving any student or staff member shall be investigated, and appropriate discipline action shall be promptly taken.

Harassment shall be defined as any conduct of an intimidating nature, which creates a hostile or offensive environment. Bullying another person is an example of harassment.

Bullying Policy: All students must respect and abide by principles of good, Catholic, moral conduct. All schools will teach students that bullying others, including teachers and other personnel, will not be tolerated in a Catholic school. Parents/legal guardians are expected to reinforce these standards at home.

Bullying of any kind will not be tolerated in any Catholic school.

For the purposes of this policy, “bullying” means:

an expression of any kind, whether written, oral, or physical conduct, that is determined to have the effect of physically harming another, damaging another’s property, or placing another in reasonable fear of harm to another’s person or property; or

any conduct that is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive environment for another; or

any conduct that is designed or likely to result in causing physical, emotional, or psychological harm to another.

Bullying includes, but is not limited to, the following types of conduct:
physical assault against a person or group of people because of a perceived physical, economic, intellectual, cultural or racial difference;
derogatory name calling of an insulting or personal nature intended to offend another;
verbal abuse;
threats that are intended to intimidate another;
demanding money, material goods or favors by means of threat or force;
ridiculing an individual because of physical, economic, sexual, intellectual, cultural or racial difference;
graffiti designed to intimidate or embarrass;
inciting others to commit acts of bullying;
using language that is intended to insult or discriminate against another based on a protected class;
or
deliberate exclusion or isolation of an individual or group by other students.

“Cyber-bullying” means bullying through the use of any electronic means, including, but not limited to, the Internet, text messages, e-mail, blogging, telephones, or fax machines. Cyber-bullying is a form of bullying.

Students or faculty/staff are to report all allegations or believed cases of bullying, of any kind, to the Principal. All allegations will be promptly investigated. Persons who allege bullying by others should, to the extent possible, maintain evidence of the alleged bullying (for example, copies of cyber-bullying statements or other evidence of other types of bullying). The proper disciplinary action against any person found to be in violation of this policy will be determined by the Principal.

Sexual Harassment: It is difficult to define sexual harassment for three reasons. Conduct may seem appropriate or acceptable to one person and not to another. There is no single test to distinguish harassment from merely inappropriate conduct, although there are guidelines. Sexual harassment is unwanted/unwelcome sexual or gender-based behavior that occurs when one person has formal or informal power over the other.

There are three elements to sexual harassment:

1. The behavior is unwelcome or unwanted.
2. The behavior is sexual or related to the gender of the victim.
3. The behavior occurs in the context of a relationship where one person may have more power (formal or informal) than the other does.

Accordingly, sexual harassment involving any student or staff member shall be investigated, and appropriate discipline action shall be promptly taken, including possible legal action.

Sexting Policy: Sexting is defined as: a harmful and dangerous practice that typically occurs when students use cell phones to send others sexually explicit messages or images electronically, primarily between cell phones. The new policy reads: Any behavior (on-campus or off-campus) which is illicit, immoral, or illegal and/or which reflects adversely on the school, subjects the student to disciplinary action, which could result in immediate suspension and/or expulsion. This behavior includes, but is not limited to sexting, harassment of any kind, or intimidation.

Social Networking/Blog: Engagement in online blogs such as, but not limited to, MySpace.com®, Instagram®, Twitter®, Facebook®, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments and/or pictures regarding themselves, the school, the faculty, other students, or the parish.

Threats: Any threat of bodily harm or threat of the possession of a weapon shall be taken seriously. Students, parents, and staff shall be responsible to report to the administration any knowledge of verbal or written threats. Any such threat and any false reports of such threats may result in immediate suspension or expulsion and reported to law enforcement officers.

A threat shall be defined as any verbal or written comment intended in jest or otherwise, which would cause alarm to the school and anyone in it.

Child Abuse Laws: Sacred Heart Catholic School abides by the Child Abuse Prevention, Adoption, and Family Service Act. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Substance Abuse Policy:

- A. No student shall possess, use, or attempt to possess, use, or be under the influence of any of the following substances on school premises at anytime or off-school premises at a school-related activity, function, or event:
 - 1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
 - 2. Alcohol or any alcoholic beverage.
 - 3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
 - 4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.
 - 5. Any vaping products.

Definitions: Use means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally, a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

Under the influence means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

Section I: In the interest of safeguarding our school and enforcing school regulations, the school reserves the right to perform random searches of any item, to include, but not limited to backpacks, lockers, desks, cell phones, jackets, vehicles, etc. at any time with probable or reasonable cause. School officials reserve the right to make a drug dog-sniff search of lockers, desks, or vehicle with or without reasonable suspicion.

Section II: Students who violate this policy shall be subject to disciplinary action including expulsion.

Section III: A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy.

- B. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.

Code of Student Conduct: Students are responsible for conducting themselves properly in a manner appropriate to their age and level of maturity. Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

Developing a truly Christian attitude in all activities and relationships with teacher/staff and other students.

Being considerate, respectful, and courteous to others at all times.

Maintaining a respectful and academic atmosphere in the halls.

Extending courtesy to all our guests or visitors entering the building by being friendly or offering assistance.

Cooperating with school officials or those appointed by the school at extracurricular activities and field trips.

Extending courtesy to speakers and performers by active listening and attention.

Treating every member of the Sacred Heart Catholic School community with respect and dignity.

Being responsible for the cleanliness of the grounds, classrooms, lockers, and school buildings.

The rule for boy/girl friends at Sacred Heart Catholic School is NBC that is **NO BODY CONTACT**. Refraining from public display of affection in body contact at all times on campus and at school-related events (holding hands, walking arm-in-arm, or with arms around each other, etc.). The NBC rule applies at all times on campus and at school-related events.

Respecting school property and equipment at all times.

Attending all classes daily and on time.

Being prepared for each class with appropriate materials and assignments.

Abiding by the approved dress code.

Obedying all school rules, classroom rules, and safety rules.

Cooperating with staff in the investigation of disciplinary cases and volunteering information relating to a serious offense.

Refraining from violations of the Code of Student Conduct.

Unacceptable Behavior at School or a School Related Activity: Maturity is an on-going process of life. Therefore, students are expected to accept responsibility to grow in character, to respond to advice and suggestions, and to learn not to see themselves as exceptions to rules and regulations which protect mutual freedoms. Sacred Heart Catholic School Code of Student Conduct applies to all school-sponsored and school-related activities on or off campus. (Example: Toilet papering homes is school related since it is in conjunction with homecoming.) Students who violate these rules will be subject to disciplinary action.

Students at school or school-related activities are prohibited from exhibiting the following unacceptable behavior:

1. Being disrespectful or insubordinate by word or action toward teachers, other school employees or chaperones. Chaperones are representatives of Sacred Heart Catholic School. Disrespect and in-subordination are defined as refusal to obey a school rule, regulation, or order of a teacher or school official, disruption of classes and/or using profanity or vulgar language.
2. Committing illegal or immoral acts that bring disgrace to the student, his/her parents,

and Sacred Heart Catholic School.

3. Exercising misconduct outside of school time which is seriously detrimental to the reputation of Sacred Heart Catholic School.
4. Being truant from school and/or leaving school grounds or events without permission.
5. Fighting or cruelty toward others.
6. Stealing or possessing stolen articles.

7. Damaging or vandalizing property owned by Sacred Heart Catholic School, other students, and/or school employees.
8. Using profanity, vulgar language, and/or obscene gestures.
9. Possessing obscene or pornographic material, dressing immodestly.
10. Smoking, chewing tobacco, dipping, possessing and/or using tobacco or vaping products at school or school-sponsored events.
11. Possessing or using a firearm (gun), a prohibited knife, or other weapon.
12. Possessing, using, being under the influence of, selling, giving, or delivering to another person any of the following: an alcoholic beverage, marijuana or a controlled substance, a dangerous drug, abusable glue, aerosol paint or volatile chemical.
13. Cheating or copying the work of another student.
14. Committing a felony.
15. Name-calling and/or harassing and/or bullying other students.
16. Disobeying school policies and regulations about conduct on school buses and vans.
17. Behaving in any way that disrupts the school environment or educational process.

Disciplinary Action Process: The discipline management process is under the jurisdiction of the principal, assisted by the faculty. In order to instill positive student behavior, the school is responsible for providing a sound structure that allows each student to control his/her behavior. Students who violate the Code of Student Conduct or exercise unacceptable behavior will be subjected to one or more of the following disciplinary actions:

1. ***Conference.*** Classroom behavior that is disruptive of the learning/teaching process is ordinarily the responsibility of the teacher. A student conference, parent conference, teacher/student/principal conference, teacher/parent/principal conference may be required. Any teacher/staff member has the authority to correct any student any time while on the school campus or at any school event.

2. ***Detention.*** Students may be assigned before school or after-school detention by the teacher or principal. This detention is for students with undesirable patterns of behavior, attendance violations, tardiness, misconduct, or other disciplinary problems. If a student is assigned detention by a teacher, he/she is to report to the room indicated by the teacher for the detention. No extracurricular activity after school will exempt a student from detention.

3. ***In-School Suspension.*** The in-school suspension program is provided to correct inappropriate student behavior and help the student keep up with his/her school work. The student will not attend classes or participate in any school activity the day or days of suspension. The student will receive assignments to be done in an isolated area apart from other students. Social interaction with other students will be prohibited.

4. **Probation.** When serious, continued misconduct warrants, a student will be placed on probation for a clearly defined period of time and with specific probationary conditions. A student placed on probation may be removed from an office in any club, class activity, or organization and denied the privilege to represent Sacred Heart Catholic School in any extracurricular activity—athletic or other. A probationary period can be for the remainder of the school year or less.

Both parents/guardians and the student will be made aware of the action and the reason for probation and may be required to have a conference with the principal. Violation of probation may result in suspension or dismissal from the school.

5. **Out-of-School Suspension.** A student may be suspended from school by the principal if he/she has engaged in serious or persistent misbehavior that violates the previously communicated Code of Student Conduct. The suspension may be for one, two or three days duration per suspension. The suspended student will receive a zero (0) for each class during the day(s) missed, but the student will be required to do this work for his/her own knowledge. It is the student's responsibility to get the assignments. The student must be prepared with the class work assigned for the day of return from the suspension. A student may not participate in extracurricular activities during out-of-school suspension.

Serious offenses deserving suspension are truancy, vandalism, defiance of authority, immoral conduct, stealing, illegal use, sale, and/or possession of drugs or alcohol, being under the influence of drugs/alcohol either at school or at school-sponsored activities, use or possession of tobacco products of any kind, or any other reason considered sufficient misconduct by the administration. The parent/guardian will be notified for a conference with the principal before the student can be readmitted to class.

6. **Dismissal.** The principal reserves the discretionary right to dismiss from school any student whose attitude and conduct, on or off campus, reflects adversely on the Sacred Heart Catholic School community. If any student performs consistent and serious disruptive behavior or exhibits a persistently negative attitude, the school reserves the right to notify the parent/guardian that the student is to be withdrawn from school. Any serious misconduct or infraction of the rules including but not limited to theft, immoral conduct, fighting, possession of weapons, possession and/or use of alcohol or illegal drugs, abusive behavior toward oneself or others, and/or abortion may warrant automatic dismissal.

Disciplinary Guidelines for Offense Outside the Regular School Setting

Sacred Heart Catholic School promotes positive conduct by students in school and also outside the school setting. We feel students' activities in school as well as outside of school affect their individual images and well-being as well as the image and well-being of Sacred Heart Catholic School.

In order to help students make positive decisions regarding activities outside the school setting, the Sacred Heart Catholic School Advisory Council has established the guidelines listed below. We encourage the help and cooperation of parents in order to give students a good reason and excuse to "Just Say No."

Violations in school, out of school, or at a school-sponsored activity will be handled according to the guidelines listed in the Student/Parent Handbook.

The following disciplinary action will be taken regarding Sacred Heart students who violate civil law. Violations include, but are not limited to, criminal mischief, felony, Minor in Possession (MIP), Driving Under the Influence (DUI), possession and/or use of illegal drugs, and other possible violations which are detrimental to the good name of Sacred Heart Catholic School. Seat belt and moving violations are not included unless they cause injury to another person or property. Circumstances involving the violation will be considered at all times.

Offenses occurring after the last school day will affect activities for the next school year.

Disciplinary Actions Process:

First Offense

National Honor Society Member

Action Taken

Offense will be reported to the National Honor Society Faculty Council and they will determine action according to National Honor Society guidelines.

Athlete, Student Council,
Cheerleader, Twirler, Drum
Major, Flag Corps, Marching Band,
Academic Team, Class Officers

Student will not be allowed to participate in the next scheduled extra-curricular activity (game, etc.) and will perform ten (10) hours of school service.

Non-athlete & No
Leadership Role

Students will not be allowed to participate in the next extracurricular activity (prom, etc.) and will perform ten (10) hours of school service.

Second Offense: A student will be dismissed from the current extracurricular activity (sport, etc.) that he/she is participating in and perform twenty (20) hours of school service. The student must enroll in a school-approved drug/alcohol rehabilitation/counseling program. This program will be at the expense of the parent.

MORALITY

Pregnancy

A primary purpose of Catholic Education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

In order to insure the best interests of the new mother and the new father, parents and the school community, the following guidelines will be adhered to:

1. When the pregnancy is known to school personnel, by whatever means, the Principal and Pastor must meet with the new mother, her parents and/or guardians.
2. The new mother must be required by the school to receive appropriate professional counseling consistent with Catholic teaching.
3. If the new father is identified, and if he is a student at Sacred Heart Catholic School, the principal must meet with him and his parents and/or guardians, and he must be required to be involved in a counseling program similar to that provided to the new mother.
4. If the new father is identified, and if he is a student in another diocesan school, the Principal of that school must meet with him and his parents and/or guardians, and he must be required to be involved in a counseling program similar to that provided the new mother.
5. The school will assist the new mother in completing her education either by allowing her to continue attendance or by referring her to an appropriate alternative program.
6. If the student desires to return to the school after the birth of the child, and the school administration approves the return, the school will facilitate continuance only with appropriate documentation from a health care provider.
7. The condition of pregnancy itself should not exclude the student from participating in the public graduation ceremony. However, the Principal, in consultation with the Superintendent, the parents and/or guardians, and in the case of parish schools, the Pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

Implementation

- All such students, be they new mother or new father, must be treated with fairness, compassion, discretion and prudence while arriving at decisions that are in the best interest of the student body, the new student-parent(s), and of the new human life that has been conceived.
- Decisions regarding the status of students who become pregnant, and students who are new fathers, will be made in the context of the individual case. In the matter of continuation, the Principal shall determine whether enrollment shall be continued or terminated. Personal, family or school reasons may prompt school officials and/or parents to consider

withdrawing the student(s). If withdrawal is proposed, school officials are encouraged to assist parents in finding an alternative school or program.

- If the student is to remain in the local school, parents will enroll the student in a local school-approved counseling program, either in the local school or with an outside agency that will address the student's psychological, emotional and physical needs. Parents of the student are encouraged to do likewise. Evidence of a student's compliance with this requirement must be presented to local school officials.
- Furthermore, in order to continue attending school, the student shall present the Principal with a statement from the attending physician indicating any limitations on the student's activities. They shall also give the predicted delivery date.
- If and when it is decided that the student will not be in attendance at the local school, the local school may suggest ways to assist the student academically, so that, if at all possible, the student will not be penalized with the loss of academic credit.
- The *new mother* and/or *new father* may be excluded by the local school from participation in certain public functions.

NOTE:

All policies apply equally to the new mother and new father, where applicable.

Abortion

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

Furthermore, if it becomes known to any member of the school community that a student is contemplating or planning an abortion, all reasonable encouragement must be given to the student to save the life of her unborn child. As in the case of pregnancy, school authorities are urged to exercise sensitivity and confidentiality in all dealings on this issue and at all levels of those dealings. The school authorities are called to give witness to the Lord's compassion and to assist the student(s).

Marriage and Co-Habitation

If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or for sanctions against the student. Local Diocesan and school policies will determine the requirements, which are to be considered.

Co-habitation and a marriage not recognized by the Catholic Church are causes for expulsion.

NOTE: Allegations of sexual misconduct should be taken seriously and reported to the Texas Department of Family and Protective Services at 800-252-5400 or online at www.txabusehotline.com if the situation involves a minor. As mandated reporters, school personnel are required to file a report. Failure to do so is a Class B criminal offense and could result in punitive damages, monetary fines, as well as termination of employment.

EXTRACURRICULAR ACTIVITIES

Athletics: The purpose of athletics is to promote the ideals of sportsmanship on and off the playing field. Interscholastic contests are meant to foster better relations with other schools. Likewise, these activities are a privilege.

A student who participates in the school's athletic program is subject to the Texas Association of Private and Parochial Schools eligibility requirements (grades 9-12) or the Victoria Diocesan Athletic League eligibility requirements (grades 5-8).

There is an athletic fee charge per sport for grades 9-12. Athletes must be covered by sufficient insurance with a family accident policy and/or a school accident policy. High School Football is not covered under the regular school accident policy. Parents may purchase the High School Interscholastic Football Accident Insurance Plan for an additional charge.

Good Sportsmanship and a Christian Attitude: The freedom to teach as Christ taught is one of the greatest treasures of Catholic Education. Teaching these values is not very difficult, but integrating these values into our daily lives is difficult. Parents play a vital role in this area, and one of the surest ways of integrating these values is by role modeling. For us to exhibit a truly Christian spirit in sports, we have to do all in our power to teach good sportsmanship and a Christian attitude on and off the court or field. Therefore, we ask that you abide by the following

Behavior Expectations of Spectators At Extra-Curricular Activities:

- A ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious.
- Remember that you are at the contest to support and yell for your team, and to enjoy the skill and competition-not to intimidate or ridicule the other team or its fans or the officials.
- Remember that school athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people, just as you would praise a student working in the classroom.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, and after the game on or near the site of the event (i.e. tailgating).
- Use only cheers that support and uplift the teams involved.
- Be a positive role model at events through your own actions and by censuring those around you whose behavior is unbecoming.
- Refrain from the use of profanity, obscene language, and/or improper actions.
- Refrain from any actions that will adversely affect your individual image and well-being as well as the image and well-being of Sacred Heart Catholic School.

- Please be reminded that your attendance at Sacred Heart Catholic School extra-curricular activities is a privilege and not a right. Please refrain from any action that could jeopardize this privilege of attendance.

We are aware of the many sacrifices parents make to send their children to a Catholic school, and we congratulate you on your efforts. We know that you want the very best for your children, and so do we. We are asking for your cooperation to enforce the points that the main objectives of all our sports activities are to teach sportsmanship and basic skills, not just to win.

Announcements Before Games

DIOCESE OF VICTORIA ATHLETIC LEAGUE

DVAL Junior High: We remind you that this game is being played under the auspices of the Diocese of Victoria Athletic League(DVAL). We abide by their rules and guidelines and those of the University Interscholastic League (UIL). We remind all players, coaches, parents, and other fans that no unsportsmanlike conduct will be tolerated. The referees' judgment will be respected and final. We also remind you that stomping on the bleachers, distracting noises or cheers during free throws or calling the game from the sideline is against the diocesan guidelines which you have all received. (Follow with a prayer and pledge).

TAPPS High School: Let us share with you a passage from the Texas Association of Private and Parochial Schools (TAPPS) in regards to athletic events. "This contest is governed by the rules and regulations of the Texas Association of Private and Parochial Schools. The officials are our guests during this game and their decisions should be respected at all times. Sportsmanship should prevail both on the court or field and in the stands. We thank you for your cooperation."

Band: Students have an opportunity to acquire an instrumental education in one of the school bands. The beginner's class (grade 5) will take students with no experience and start them on the instruments of their choice. The intermediate class (grade 6) works with those who have at least one year of training. Junior High classes (grades 7 & 8) continues development of music skills. The advanced classes (grades 9-12) class is for students of a developed ability who will work on advanced music and are able to participate on the high school level.

A band member must be a junior and a member of the band for at least two years to be eligible for a band jacket.

Each year an outstanding band member will be selected by the band director to receive the John Phillip Sousa Award.

Cheerleaders: Cheerleaders are enthusiastic, spirited leaders for the entire student body during the athletic games and other school assemblies. Any sixth, seventh, and eighth grader and any freshman, sophomore, or junior meeting the requirements of a Sacred Heart cheerleader may apply. Tryouts are held in the spring of each year. Eligibility requirements are on file in the principal's office and with the cheerleader sponsor.

Drum Major, Twirlers and Flag Corps.: The drum major, twirler(s), and flag corps lead the band during all band marching performances. Band members meeting the requirements may apply. Tryouts are held in the spring of each year. Eligibility requirements are on file in the principal's office and with the band director.

Student Council - Junior High and High School: The student council is a student organization deriving its authority from the administration, with the responsibility of representing all students of Sacred Heart Catholic School. The student council is responsible for promoting school spirit, school unity, and school pride.

The officers of the student council are chosen by the students and are dedicated to working for the students' benefit. Eligibility requirements are on file in the principal's office and with the student council sponsor.

The student council follows its own bylaws and constitution.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

(Junior High and High School)

Junior High Eligibility: Junior high (grades 5-8) will be checked weekly and if a student is failing any classes, he/she will be ineligible for one (1) week. At the end of each week thereafter, the student will be checked again, and if he/she is not failing any classes, he/she will become eligible.

Mid-Nine-Weeks Eligibility: Eligibility will be checked at progress report time and if a student is failing any classes, he/she will be ineligible for one (1) week. The student will be checked each week thereafter and if he/she is not failing any classes, he/she will become eligible.

Nine-Week Grading Period Eligibility: Eligibility is determined at the end of each grading period (9-weeks) by grades issued on report cards. If a student is failing any classes at the end of a grading period (9-weeks), he/she is ineligible for three (3) weeks. If a student is passing all classes at the end of three weeks, he/she will become eligible; otherwise, that student will remain ineligible for the next three weeks.

Hallettsville Junior Livestock Show Eligibility: The Hallettsville Junior Livestock Show Board of Directors, in session in May 20, 1986, voted unanimously to strictly enforce all provisions of H.S. 72 at all future Hallettsville Junior Livestock Shows. There will be no exceptions to this rule.

The rule will be interpreted for the stock show exactly as it is being interpreted for all other extracurricular activities at Sacred Heart Catholic School as of the Friday immediately preceding the stock show. If a student receives a failing grade in any class during 2nd nine weeks their grades for all class will be checked the Friday prior to the stock show for eligibility.

The rule will apply to all exhibitors uniformly whether a member of a public or private school. Exhibitor's Note: Unless changed by law prior to the 1998 Livestock Show, if an exhibitor fails one course during the grading period immediately prior to the show, he/she will have their grades checked to determine eligibility to show. If a student is passing all their subjects, they will be eligible to show. However, if a student is still failing one or more subjects, he/she will not be eligible to show nor will his/her animal be eligible to sell in the premium sale.

Special Note: Criteria for Participation: Any student wishing to run for the position of cheerleader, drum major, twirler, flagger, and/or student council office must be in good academic standing and have good conduct and attendance records. This person must maintain his/her grades, good conduct and attendance records while participating in the position obtained. All tuition and fees must be current.

TERMS AND CONDITIONS FOR IN-SCHOOL USE OF THE INTERNET AND TECHNOLOGY RESOURCES

Technology Acceptable Use of Policy For Telecommunication Access: Only students who have been authorized by Sacred Heart Catholic School and who are under direct supervision of a designated school employee are permitted to use a school computer or to access any local network or outside telecommunications resources. Prior to such authorization, the student and the student's parent must sign and return the School's Technology Acceptable Use Policy for Telecommunication Access. (SEE ADDENDIX)

Acceptable Use Policy for Technology

The Sacred Heart Elementary and High Schools can now offer Internet access and a variety of technology resources for your child's use at school. The purpose of these resources is to promote educational excellence. The purpose of this document is to inform parents, guardians and students of the rules governing use of these resources.

The use of the Internet and technology resources must be in support of education and academic research and consistent with the educational objectives of the schools. Internet activities that are permitted and encouraged include

- investigation of topics being studied in school;
- investigation of opportunities outside of school that are related to community service, employment or further education;
- any other activity only by direct permission of a supervising staff member.

Students are expected to

- respect the monetary value of the technology resources they use and to handle those resources carefully so as to prevent damage;
- recognize the necessity for sharing limited technology resources;
- follow the rules and directions for use that may be determined by school personnel;
- realize that their privileges for Internet access or use of technology resources may be revoked by school personnel for violations of the rules.

Some examples of activities that are not permitted include (but are not limited to)

- copying, saving or redistributing copyrighted material without permission of the author or that is not legal within education-use copyright guidelines.
- subscription to any services or ordering of any goods or services.
- sharing of a student's home address, phone number or other personal information without direct knowledge of and permission from a supervising faculty member.
- playing games or using Internet sites such as chat rooms, multi user domain (role play games) or social networking sites unless specifically assigned by a supervising teacher as part of an educational research project.
- installing software or hardware and/or inserting disks into computers without direct permission and supervision by school personnel.
- vandalism of equipment, online harassment, and malicious use of the Internet.
- use of school technology resources without permission and supervision by school personnel.
- by-passing, voiding, or otherwise tampering with security protection software and other software settings that are installed on the computers.

- any activity that violates a school rule or a local, state or federal law or is deemed inappropriate by school personnel.

There is information on the Internet that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. Sacred Heart Catholic School does not condone or permit the use of this material. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibility when using the Internet. Students are not allowed access to the Internet or technology resources unless they receive permission and supervision from a faculty member.

If a student has any questions about whether a specific activity is permitted, he/she should ask a teacher or the principal. If a student accidentally accesses inappropriate material on the Internet, he/she should back out of that information at once and immediately report that access to the supervising librarian or teacher.

Parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers for every moment of his/her time is not always possible. Thus, students are expected to use the resources in a manner consistent with this document and will be held responsible for appropriate use of the equipment.

Violations of the rules for the *Acceptable Use Policy for In-School Use of the Internet and Technology Resources* may result in suspension or revocation of a student's access to the Internet or to other technology resources. Any action taken by a student that is in violation of a school rule will be subject to the usual disciplinary actions.

In cases of disagreement over the interpretation or enforcement of this *Acceptable Use Policy*, the principal of Sacred Heart Catholic School shall have the final decision and will determine what is appropriate use of the Internet and/or other technology resources.

Your signature(s) (parents, guardians, students) on the **Technology Acceptable Use of Policy For Telecommunication Access form is(are) legally binding and indicate that you have read the terms and conditions of this document carefully and understand their significance.**

Technology Resources

ACTIVITIES NOT PERMITTED: Illegal, immoral, and unethical activities are not permitted. Activities that are not directly related to the curriculum are not permitted. For example, it is a violation of the policy to play games, use Internet chat sites, or send and receive email unless specifically assigned by a supervising teacher as part of an educational research project or class lesson. Any insertion of disks, copying, saving, installing, uploading, downloading, and changing of settings must occur with the supervision of a teacher and/or with the permission of the technology coordinator or the principal. Placing food items on the tables, counters, or desks near technology equipment **IS NOT ALLOWED.**

Sacred Heart Catholic School will attempt to filter Internet content. However, it is a joint responsibility of school personnel and the parent/guardian of each student to educate the student about his/her responsibility when using the Internet. If a student accidentally accesses inappropriate material on the Internet, he/she should back out of that site at once and immediately report that access to the supervising librarian or teacher.

Web Page Creation Guidelines: The creation of web pages provides a means of two-way communication between the school and the world about school policies, instruction and activities. Staff or student work may be published only as it relates to a class project, course, or other school-related activity. The technology coordinator will supervise the publication of such work. Creators of web pages need to practice the following guidelines and responsibilities or pages may not be published on the school's site.

1. All work should be free of spelling or grammatical errors (with latitude given to younger students).
2. Documents must be original, related to a school assignment or activity, and must not contain objectionable material.
3. Only the first names and last initials of any student will be published.
4. No home address, telephone number, or birth date of a student will be published.
5. Only email addresses of staff members will be published.
6. Photographs of students will focus on group activities or collages.
7. The student will continue to own the copyright on any personal work published.
8. No unlawful copies of copyrighted material may be published on the web site.
9. At the bottom of any web page, there must be the date of the page's creation and the email address of the staff member responsible for the page or the general school email address.
10. Standard HTML formatting is to be used with an effort made to create pages that can be easily read by the greatest variety of web browsing software, computer operating systems and computer hardware as possible.
11. All graphics should be in GIF or JPEG format, compressed to minimize size. Other formats, including sound or video, may be used after consultation with the technology coordinator.
12. The authorized staff person who is publishing a web page will edit, test the document for accurate links, and ensure that the page meets the standards listed here.
13. Web pages will be submitted to the technology coordinator for final uploading to the web site or staff and students may participate in the uploading with the direct supervision of the technology coordinator.



CREATING AND MAINTAINING A SAFE ENVIRONMENT FOR YOUTH

Diocese of Victoria

How to Protect Children from Child Abuse

A Parents Guide

Provided to you by:
The Office of Safe Environment
Diocese of Victoria
1505 E. Mesquite
Victoria, Texas 77901
361-573-0828

[**www.victoriadiocese.org**](http://www.victoriadiocese.org)



Diocese of Victoria

HOW TO PROTECT CHILDREN FROM CHILD ABUSE

We are all deeply concerned about the general welfare of our children. There are many challenges that confront today's youth and child abuse is one of these. Child abuse is a fact in our society and a matter of great concern for most parents. Fortunately, child abuse is preventable and parents can help their children master prevention strategies.

The "3 R's"

Three underlying principles to effective youth protection strategies:

1. **Recognize.** The child needs to be able to recognize the situations that may result in abuse.
2. **Resist.** The child needs to be able to assert the right to resist the abuser.
3. **Report.** The child needs to be able to tell an adult when he or she has encountered abuse and to feel confident that the adult will take actions to prevent further abuse.

Recognize Situations

Traditionally, children have been told of the risks associated with strangers. As we have come to learn, child abuse is committed most often by a family member or person who is known to the child, often in a position of authority over the child. Therefore, if we teach only to be wary of strangers, we are not protecting our children as completely as we must. Children and youth need to understand that they have a right to refuse adults or persons in authority (*i.e.* baby-sitters, teachers, aunts, uncles) when they are touched on the private parts of their body or in ways which make them feel uncomfortable or frightened. The exercises in this booklet will help to prepare your child to identify situations requiring caution.

Resist the Abuser

Interviews with child molesters document that when children resist advances made by the molester, the molester will usually abandon further attempts with that child. A relatively low incidence of child molestation involves the use of physical force. Children need to be trained to say "NO" or "yell" and get away when inappropriately approached by anyone--friend, relative, or stranger.

Tell an Adult

Children and youth need to be taught to tell their parent, teacher, or other trusted adult whenever they encounter questionable situations or attempted abuse. Since adults do not always listen when a child talks to them, the child needs to be told to keep on telling until someone listens.

Sometimes, a child may not be able to talk about what has happened, but will communicate in other ways. For example, the child may go out of the way to avoid being alone with a particular person, such as a babysitter. This is a kind of communication to which parents need to be sensitive as it may be an indicator of abuse.

When a Child Discloses Abuse

If your child becomes a victim of abuse, your initial reaction can be very important in helping him or her through the ordeal. The following guidelines may help you:

Don't panic or overreact to the information disclosed by your child.

Don't criticize your child or claim that your child misunderstood what happened.

Do respect your child's privacy and take your child to a place where the two of you can talk without interruptions or distractions.

Do reassure your child that you believe him or her that he or she is not to blame for what happened. Tell the child that you appreciate being told about it and that you will help make sure it will not happen again.

Do report the incident to the police or Child Protective Services, and encourage your child to tell the proper authorities what happened. Try to avoid repeated interviews, which can be very stressful for the child.

Do consult your pediatrician or other child abuse authority about the need for counseling to assist your child.

Finally, if abuse happens to your child, do not blame yourself or your child. Individuals who victimize children are not readily identifiable; they come from all walks of life and all socioeconomic levels. Often, they present a nice image--they may even go to church and be active in the community. The molester is skilled at manipulating children, often by giving a child excessive attention, gifts, and money. Most abuse occurs in situations in which the child knows and trusts the adult.

Teach Your Child to Be Assertive

It is important that your child understands the right to react assertively when faced with a situation he or she perceives as dangerous. When teaching your child self-protection skills, make it clear that although some of the basic strategies involved seem to contradict the sort of behavior you normally expect of your child, these strategies apply to a situation that is not normal. When feeling threatened, your child must feel free to exercise the right to

Trust his or her instincts or feelings.

Say "no" to unwanted touching or affection; say "no" to an adult's inappropriate demands and requests.

Withhold information that could jeopardize his or her safety.

Refuse gifts; be rude or unhelpful if the situation warrants. Run, scream, and make a scene.

Physically fight off unwanted advances.

Ask for help.

It's important to remember that these are protective strategies designed to give youth the power to protect themselves.

The following exercises will help to clarify when it is appropriate to apply these strategies.

Exercise 1: What if...

In this exercise the parent sets up situations that the child should recognize as potentially dangerous. Once the parent describes a situation, the child tells what he or she would do if ever confronted in such a way. Suggested actions are listed with each situation.

Situations and Suggested Actions for Each

What if you are home alone and the telephone rings; a voice on the other end asks if your parents are home. What do you do?

- Tell the caller your parents are busy and cannot come to the phone.
- Take a message and the phone number of the caller.
- If the message needs an immediate response, call your parent.
- Do not tell the caller you are home alone.

What if an older child hangs around your school and tries to give pills to younger students. What do you do?

- Tell your teacher.
- Tell your parent even if you told the teacher.
- Stay away from the person with the pills.

What if you are home alone (or with your brother or sister) and someone knocks on the door and asks to read the electric meter. This person is not wearing a uniform or identification. What do you do? (Alternate situation: If the person were wearing a uniform, would the responses be different? Probably not.)

- Keep the front door or screen door locked.
- Do not open the door to anyone without permission from a parent.
- Tell the person to come back later when your parent can come to the door. Do not let the person know your parent is away.
- Use the telephone to call a neighbor and ask for assistance.

What if someone comes to you and says that your parent is sick and you must go with him or her. What would you do?

- If at school, go to the principal or your teacher for assistance and verification.
- If at home or somewhere else, call the emergency number--parent's employer, neighbor, close relative--for assistance and verification.
- Do not go anywhere without verification from someone in authority whom you have been told to trust.

What if you are in a public restroom and someone tries to touch you. What do you do?

- Yell "STOP THAT" as loudly as you can.
- Run out of the room as quickly as possible.
- Tell your parent, a police officer, security guard, or other adult what happened.

What if you are walking to school in the rain. A car stops and the driver asks if you want a ride. What do you do?

Stay away from the car. You do not need to go close to the car to answer.

Unless you have your parent's permission to ride with the person, say "No, thank you." If the driver persists, say "No!"

Tell your teacher when you get to school and tell your parent when you get home.

What if you are playing on the playground and an adult comes up to you and asks you to help find his or her lost puppy. What do you do?

If you do not know the person, stay away and go directly home.

Even if you know the person, do not help. Adults should ask other adults for help. Before you assist, you must get your parent's permission.

Tell your parent what happened.

What if you are walking down the street and someone comes up to you and wants to take your picture. The person asks you to come to his or her house. What do you do?

Stay away from the person and say in a loud voice, "No, I don't want my picture taken!"

Do not ever go into anyone else's house without your parent's permission.

Tell your parent about the person.

What if an older child you know invites you to play a game, and to pretend that he or she is the doctor and you are the patient. This child tells you to take off your clothes so that the "doctor" can examine the "patient." What do you do?

Keep your clothes on.

If he or she persists, yell and get away.

Tell your parent.

What-If Exercises for Older Children

What if you get on a bus by yourself and a person sits down next to you and puts a hand on your thigh. What do you do?

State in a clear, loud, firm voice, "No. Take your hand off."

Move to the front of the bus near the driver.

Tell the driver and tell your parent when you get home.

What if, while collecting on your paper route, a customer offers you a beer, puts his or her arm around you, and says you have a fine body. What do you do?

Tell the customer, "I don't like that, take your arm off me" and get away.

Tell your parent when you get home.

What if a family friend offers you a ride home and, instead of taking you home, drives down a dead end street, parks, and starts rubbing your leg.

Tell the person "NO! STOP!" in a firm, loud voice.

Get out of the car, go to the nearest telephone (if you are too far away to walk home), and call your parent. Always carry enough money to make a phone call, or a cell phone.

Tell your parent what happened.

What if you are babysitting for a couple that your family does not know well and the couple returns home late at night. While driving you home, your employer makes suggestions that make you feel uncomfortable. What do you do?

Refuse to comply. Ignore the driver.

If the driver stops the car and makes inappropriate advances, say "NO," get out, go to the nearest phone, and call your parent or the police department. Again, always carry enough money to make a phone call, or carry a cell phone.

Do not baby-sit for these people again. It is much safer to baby-sit for people known to you or your family.

Tell your parent what happened.

Exercise 2: My Safety Notebook

This exercise will help your child be prepared to avoid situations that could lead to abuse or molestation. The safety notebook can be a loose-leaf notebook or pages fastened together with staples for which your child has made an original cover.

The safety notebook provides a place where your child can list emergency telephone numbers, including parents' work numbers and a neighbor or friend's number to be contacted when parents are unavailable. In addition, your child can list the safety rules that you have discussed together. Encourage your child to decorate each page with pictures and drawings that illustrate some of the rules. He or she may also want to list other kinds of safety guidelines, such as rules for bicycle safety.

"My Safety Notebook" is intended to be a fun activity for getting across some serious concerns. It is a personalized reference that can reassure your child in how to respond when confronted by a potentially dangerous situation.

Exercise 3: Child Abuse and Values

While we teach children the core values of respect, kindness and helpfulness, we must make it very clear that no child is expected to place himself/herself in potentially perilous situations. In addition to teaching and modeling the values, children need to be prepared to recognize and avoid potentially dangerous situations. A few reminders:

If a teacher, coach, or other youth leader, ever asks a child to do something he thinks is bad, the child has the right to say "No!" and tell his parent.

Sometimes people who really do not need help will ask for it in order to create an opportunity for abuse. Children should be aware of the rules of safety so that they can recognize situations to be wary of, for example,

It is one thing to stand on the sidewalk away from a car to give directions, and something else to get in the car and go with the person to show the way to go. A child should never get into a car without his parent's permission.

It may be okay for a child to help a person when there are other people around, but he should never go into another's house unless he has permission from his parents.

The child may be taught to be obedient, but a child does not have to obey an adult when that person tells him to do something that the child feels is wrong or that makes the child feel uncomfortable. In these situations, the child should talk with his parent or another trusted adult about his concerns.

Exercise 4: Family Meeting

The most important step a parent can take to protect his or her child from abuse is to establish an atmosphere of open communication in the home. A child must feel comfortable in bringing to his or her parent any sensitive problems or relating experiences in which someone approached the child in an inappropriate manner or in a way that made the child feel uncomfortable. Studies have demonstrated that more than half of all incidents of child abuse are never reported because the victims are too afraid or too confused to report their experiences.

It is important that your children be allowed to talk freely about their likes and dislikes, their friends, and their true feelings. One way to create open communication is through family meetings at which safety issues can be addressed by the entire family. (The "What If" exercises could be done in the context of a family meeting, as could the development of the safety rules for "My Safety Notebook.")

Modified, with permission, from *How to Protect Your Children from Child Abuse and Drug Abuse. A Parent's Guide*, Boy Scouts of America.

As we address the basic rules for child safety, it is important to stress that traditional cautions about "strangers" are not sufficient to protect our children. Child abusers are usually known to the child. Therefore, a more appropriate protection strategy is based upon teaching children to recognize harmful situations or actions. Discuss the following safety rules with your child:

If you are in a public place and get separated from your parent (or authorized guardian), do not wander around looking for him or her. Go to a police officer, a checkout counter, the security office, or the lost-and-found area, and quickly tell that you have been separated from your parent and need help.

You should not get into a car or go anywhere with any person unless you have your parent's permission.

If someone follows you on foot or in a car, stay away from him or her. You do not need to go near the car to talk to the person inside.

Adults and older youth who are not in your family and who need help (such as finding an address or locating a lost pet) should not ask children for help; they should ask other adults.

You should use the buddy system and never go anywhere alone.

Always ask your parent's permission to go somewhere, especially into someone else's home.

Never hitchhike.

Never ride with anyone unless you have your parent's permission.

No one should ask you to keep a special secret. If this happens, tell your parent or teacher.

If someone wants to take your picture, tell your parent or teacher.

No one has the right to touch you on the private parts of your body (parts which would be covered by a bathing suit,) nor should you touch anyone else in those areas. Your body is special and private.

You have the right to say "No!" to someone who tries to take you somewhere, touches you, or makes you feel uncomfortable in any way.

These are some simple safety rules that can be approached in the same non-frightening manner in which you tell your child not to play with fire. They emphasize situations common to many child molestation cases.

Computers and Child Abuse

If your child is alone with his computer -- do not assume he is safe. Cyberspace can be dangerous.

If your child uses a computer and talks on a network or bulletin board, your child can be at risk of child abuse.

It is possible and often very easy for children to access pornographic pictures and stories on their computers. They can even download and print this material. Exposure to pornography is inappropriate for children of any age and can be harmful to their development.

Abusers are using the computer to reach children and make friends with them. When a child begins to feel comfortable with this new friend, they may forget that their computer "buddy" is really a stranger. Abusers are very good at making friends with young children. While most computer users are trustworthy people, you cannot be certain who is on the information highway with your child.

You can prevent child abuse by computer if you caution your child not to give out any personal information over the network (such as full name or address). Tell them not to answer any personal questions about themselves. Instruct your child to inform you if someone requests personal information or makes comments that leave your child with uncomfortable feelings.

Know your child's friends, even their e-mail ones. If your child is going to meet someone face to face that they first met through a computer network -- check it out. Go with your child. Be aware and supervise just as you would if they were meeting any other stranger.

Consider placing your home computer in a central location, such as the kitchen or family room, so that the screen is openly visible. This aids in direct supervision of computer usage as well as deters a child from accessing inappropriate material.

Consider also limiting the amount of time your children and teenagers are allowed to spend solely with the computer. Psychologists warn us that children who spend excessive time with computer or video games may have increased difficulty in relationships with other persons. Pediatricians caution us that excessive sedentary time at computer and video-based activities contributes to health and learning problems.

A Word About Reporting

If you know or suspect that abuse has resulted from computer contact, you should immediately report it to your local police department. Because more than one geographical area may be involved, federal law enforcement authorities may also be contacted by the police. This new type of abuse requires special attention. Working together we can keep our kids safe.

Report Abuse or Neglect of children, the elderly, or people with disabilities.
1-800-252-5400

Child abuse and neglect are against the law in Texas, and so is failure to report it. If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency. You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is Abuse?

Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

What is Neglect?

Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

How Do I Make a Report?

1. Call the abuse and neglect hotline at 1-800-252-5400.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report:
 - a) Name, age, and address of the child
 - b) Brief description of the child
 - c) Current injuries, medical problems, or behavioral problems
 - d) Parents' names and names of siblings in the home

Will the Person Know I've Reported Him or Her?

Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. Your identity is kept confidential.

What If I'm Not Sure?

If you have reason to suspect child abuse, but are not positive, make the report. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you on whether the signs you have observed are abuse.

APPENDIX

Application Process For NHS and SHJHS

Academic Records will be checked.

NHS/SHJHS advisor will request the names of 7th and 8th, sophomore, junior and senior students with a cumulative GPA of 90 or higher without rounding at the end of the first semester. Average will include core academic courses only (English, ELA, Math, Science, Social Studies, and Theology/Religion.)

Student Application

Students that meet all requirements will receive a Student Information Packet.

Applicants must return the Student Information Packet including an essay, with their signature and the signature of a parent/guardian by the designated deadline or the student will not be eligible for membership.

The names of all applicants that complete the information packet will be given to the general faculty for recommendations and comments.

The NHS Faculty Council made up of five (5) high school teachers and the SHJHS Faculty Council made up of five (5) junior high teachers each appointed by the principal will review general faculty recommendations and discuss the information in each student packet. Although not voting members, the principal, counselor, and adviser may discuss the qualifications for membership of each student.

Conduct Records will be checked and reported to the Faculty Council if:

- a. A student has received any out of school suspension (OSS) or more than one day of in school suspension (ISS) in the past 2 semesters.
- b. A student has received an “Unsatisfactory – U” conduct grade or more than one “Needs Improvement – NI” during the previous semester.
- c. A student has received more than one Misconduct Report in the past two semesters.

After considering each student, the faculty council will be asked to vote on membership for each student individually. The vote for membership must be a majority vote of the 5 faculty council members only. Membership is a privilege not a right.

Any student not selected will be given an explanation as to the area in which they need to show improvement if they choose to apply again the following year.

Students selected will be notified in writing and given an invitation to be inducted during a ceremony at the school on a date decided upon by the principal and adviser.

Transfer students that can verify current membership in the National Honor Society/Sacred Heart Junior Honor Society in their former school will be admitted into membership at Sacred Heart Catholic School but will be required to maintain the same standards as our other members.

National Honor Society & Sacred Heart Junior Honor Society

Maintaining Membership:

Group Service Projects: Members are expected to participate in ALL group projects. If you know in advance that you will be unable to attend a scheduled event, you must personally contact the adviser and provide in writing your explanation for not being able to attend.

Individual Service Hours: NHS members must perform at least three (3) service projects of individual service during the first semester and three (3) service projects second semester. SHJHS members must perform at least two (2) service projects during the first semester and two (2) service projects during the second semester. These hours must be completed and turned in by the dates designated by the adviser. Students will be given two forms to record individual service hours. One must be signed by the person in charge of the activity (someone other than immediate family) and must have the date and time accurately recorded on it. This form should be turned in to the adviser within a week of the event. The second form is for the student to keep a running total of his/her own hours. Both forms must be completed and turned in by the deadline. Possible ideas for individual service hours will be presented.

Current Membership Dismissal:

The following behaviors may result in a probation period and/or possible dismissal from the organization:

- a. Grade Point Average (GPA) falls below 90 (core academic classes)
- b. Cheating on a test or homework assignment (ie Plagerism.)
- c. Exceeding three (3) detention referrals for any reason (behavior, gum, tardies, etc)...a written warning will be issued, Faculty Council will be notified; dismissal in effect on receiving 4th detention referral.
- d. A student who receives an “unsatisfactory “U” or 2 or more “NI” in conduct.
- e. Failing to participate in the required service projects and/or failing to notify the advisor of the reason for nonparticipation.
- f. Violation of cell phone policy...a written warning will be issued, Faculty Council will be notified; dismissal in effect on the 2nd cell phone policy violation.

The following behaviors may result in the Faculty Council decision for immediate dismissal from National Honor Society:

- a. Violation of civil laws
- b. Violation of school rules resulting in ISS (in-school suspension) and/or OSS (out of school suspension)

Once a student is dismissed he/she is **not eligible to be reinstated or considered for membership.

SCHOOL FORMS ON WEBSITE (under Registrants' Tools)

Pre-K Registration Form
Registration Form
Tuition Rates and Fees
Application to Sacred Heart Catholic School
Application for Tuition Assistance
Health Questionnaire and Permission for Testing Program
Medication Permission Form
New Student – Racial/Ethnic Form
Permission Slip
Registration Form/New Student
Students Service Record Form
Volunteer Form

Right To Amend: Sacred Heart Catholic School reserves the right to amend this handbook. Notice of amendments will be sent in the monthly newsletter.