

# SACRED HEART CATHOLIC SCHOOL

## PARENT-STUDENT HANDBOOK 2009-2010

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Florissant, Missouri  
63031

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# *Sacred Heart Catholic School*

## *Mission Statement*

The mission of Sacred Heart Catholic School

is to provide a quality, faith-centered,

Catholic education in a safe and loving environment

that will enrich the lives of our students.



# *Sacred Heart Catholic School Philosophy*

Sacred Heart Catholic School exists to develop the skills, knowledge, and values needed for life, based upon our Catholic identity and faith in Jesus Christ. Traditionally, we have welcomed families who seek a faith-based education.

Sacred Heart Catholic School supports the parents in their role as primary educators of our students in knowledge and faith. The entire Sacred Heart Parish community shares responsibility for providing the learning environment and this community of faith supports the educational mission of the Church.

Sacred Heart Catholic School nurtures individual achievements and fosters personal holiness in a safe environment. Our school prepares students to be active, Christian witnesses proclaiming the Gospel in service to others. At Sacred Heart Catholic School, we educate the whole child by addressing individual needs, talents, and abilities.

Sacred Heart Catholic School educators are committed to professional excellence and spiritual growth in their Christian lives and they direct the learning process as companion and guide.

Sacred Heart Catholic School strives to fulfill the primary mission of Catholic schools: the saving mission of Jesus Christ and High Church through faith and the sacraments. This mission leads to a stronger, more united community, and the spreading of the kingdom of God.

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## **POLICIES AND PROCEDURES**

### **ADMISSIONS**

#### **NON-DISCRIMINATORY POLICY:**

*In accordance with archdiocesan policy 4101, Sacred Heart Catholic School shall admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at Sacred Heart. The school shall not discriminate on a basis of race, color, national or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school-administered programs.*

#### **Admission to an Elementary School (4102)**

*Parents/guardians wishing to enroll their children in a Catholic elementary school apply for admission at the local school.*

#### **Requirements for Admission (4102.1)**

Admission to a Catholic elementary school at any point of entry is contingent upon:

1. the family's desire for a special kind of school where Catholic teaching and moral formation are an integral part of the school; (Non-Catholic families must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school). Evidence of any family's desire to be a part of this type of school includes:
  - a. participation in the spiritual and social life of the parish or religious congregation;
  - b. support of the concepts upheld in the Witness Statement;
  - c. agreement to follow the policies and procedures of the school;
  - d. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
  
2. the child's fulfillment of the age requirements listed below:
  - a. for admission to kindergarten, the child should be five years of age before August 1;
  - b. for admission to first grade, the child should be six years of age before August 1.

Children who fulfill the age requirement for kindergarten or grade one but whom after sufficient examination are found lacking in maturity or readiness for kindergarten and primary one, need not be admitted. In these cases the principal will recommend readiness activities or some program for the further development of the child.

3. the school's ability to meet the student's educational needs. Determination of this ability is based upon:
  - a. the student's performance in another educational setting;
  - b. successful completion of the previous grade level;
  - c. successful completion of the entrance evaluation process.

**The decision to admit a child should be made only after a thorough review of the child's previous school records and all records relating to the child's special needs, if any.** Parents will be required to sign the "exchange of information" form to enable the school to obtain all necessary information from professionals or agencies that have made diagnoses and prescribed adjustments for students who have a known special need. If parents will not provide complete information and/or will not cooperate in ensuring that professionals who provide diagnostic, prescriptive, or therapeutic services to their child, the school may need to postpone any further consideration of admission.

4. the parent's willingness to accept the financial responsibilities of attending the school.
5. the family must be registered in Sacred Heart Parish or have written permission of the pastor in which they live. All applications are subject to the approval of the pastor. Preference will be given to in-parish families, secondly to Catholic out-of-parish families and then to non-Catholic families.

**Transferring from Another Catholic School (4102.2)**

*A student transferring from one Catholic school in the Archdiocese to another for reasons other than geographical relocation may be accepted after the parish/school in which the parents wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor. In addition, the requirements for admission (4202.1) would apply at any transfer point.*

**Transferring from a Merged/Consolidated Catholic School (4102.3)**

*Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school.*

*If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated school, the parents may register only after receiving permission from the pastor of their current parish.*

**Transferring from a Non-Catholic School (4102.4)**

*A student transferring from a public or private school may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. Normally the family would apply to the school sponsored by the parish in*

*which the family resides. In addition, the requirements for admission (4102.1) would apply at any transfer point.*

**Transferring from a School District under Court Ordered Desegregation Plan (4102.5)**

*Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted in Catholic schools.*

**Admissions of Students Under Special Circumstances (4102.6)**

**Sacred Heart Catholic School will follow Archdiocesan policies regarding the following special circumstances:**

- **admission on Conditional Basis (4102.61)**
- **admission of Home Schooled Students (4102.62)**
- **admission of Students from Other Countries (4102.63)**

**Annual Re-enrollment Procedures**

1. Current Family Re-enrollment: those who presently have children attending Sacred Heart Elementary School:
  - a. Re-enrollment packets will be sent home with the youngest/only child in the family during the month of February. The forms are due back to school at a specified date along with the re-enrollment fee payment which is determined by the Finance Committee. This fee includes classroom/office supplies and the activity fee. The activity fee of \$15.00 covers a portion of the costs for assemblies and classroom parties. Three dollars of this fee is applied to field trips.
  - b. Incoming first grade students of current families should apply at this time.
  - c. There is a late fee of \$50.00 per child (maximum of \$100.00 per family) if the re-enrollment forms are not turned in by the specified date.
  - d. Sacred Heart Parish has a Bounced Check/Failure to pay procedure in effect. Please see page 18 for information regarding this subject.
2. New Family Application -  
A new family is one who does not currently have children attending Sacred Heart Catholic School (Sacred Heart Kindergarten is a private school and is NOT part of Sacred Heart Catholic School).
  - a. To enter first grade, the child must be six years of age before August 1<sup>st</sup>.
  - b. A copy of the baptismal certificate must be presented if the child was not baptized at Sacred Heart Parish. A copy of the child's birth certificate will be required if there is no baptismal certificate.
  - c. The child's social security number is also required at the time of enrollment. Information on your child can not be completed (permanent files, computer files, etc.) unless this is provided.

- d. A readiness screening will be given in the spring. Acceptance and placement of the child in first grade will be determined by the results of this screening and the judgment of the school administration. In cases where acceptance is questionable, parents may be invited to a conference to discuss the child's placement. Tutoring during the summer may also be required.
  - e. For new students entering grades 2-8, a copy of the report card, baptismal/birth certificate and social security number must be presented at the time of enrollment.
  - f. In cases where the parents of the student(s) are divorced, a copy of the portion of the divorce decree which verifies custody arrangements must be provided.
3. Transfers from Public Schools
- Ordinarily, our school is open to children of all parishioners, subject to the limitations of available space and good teaching and learning environments. When parents request a transfer to our school from any public school, a conference will be held to determine the reasons for the transfer, and to insure that such a transfer will be in the best interest of the child, the school community, and within the bounds of Christian social justice. Students transferring into the eighth grade are usually not accepted.

**Sacred Heart Tuition Policy**

**A method shall be established to differentiate between active and inactive Sacred Heart parishioners with children in Sacred Heart Catholic School. Only active Sacred Heart parishioners shall receive a portion of the parish school subsidy in the form of a reduction in tuition. The established guideline shall be applied equitably. (Board of Education adopted 2/2006)**

Due to the generosity of Sacred Heart parishioners, approximately 33% of the actual cost that goes into educating a child at Sacred Heart Catholic School is subsidized. Many of those contributing do not have children at our parish school. It is only through the continued generosity of our parishioners that Sacred Heart Catholic School is able to carry out its mission of providing a faith-centered Catholic education in a safe and loving environment that will enrich the lives of our students. Sacred Heart Catholic School is able to offer an **active/in-parish tuition rate** to parish families that meet the following criteria:

- 1. The family must be registered in Sacred Heart Parish (see the Annual Re-enrollment Procedures section). For those moving or transferring into the parish after the school registration deadline who wish to attend Sacred Heart Catholic School and receive the in-parish tuition rate, approval must first be obtained from the Pastor.

2. As members of Sacred Heart Parish, we are called to share our individual gifts for the greater good and glory of God. Each parish family must give at least five hours of volunteer time to Sacred Heart Catholic School or Parish each year. The one year period begins each February upon re-enrolling for the upcoming school year and ends the following February. A Volunteer Activity Card listing the activity or event must be signed and dated by a person coordinating or leading the particular activity and turned into the school office. For new parish families who do not currently have children attending Sacred Heart Catholic School, you will be required to turn in your Volunteer Activity Cards prior to enrolling for the following school year. You will receive five (5) blank Volunteer Activity Cards in the enrollment packets and additional cards will be available in the school office upon request. Some examples of volunteer hours would include working at an event such as the School Picnic, Fun Fair or Oktoberfest or volunteering for cafeteria or playground duty during the school day. Additional opportunities are listed under the VOLUNTEER section page 52 of this handbook.
  
3. As members of the Sacred Heart Parish family, we are all one body in Christ and recognize the importance of celebrating the Eucharist together each Sunday. Each child and his/her parent or guardian must participate in Mass at Sacred Heart Church each Sunday. It is understood that there may be occasions when you will celebrate Mass at another parish, but your commitment must be to attend Mass at Sacred Heart Church on a regular weekly basis.

Those families who do not meet the above criteria, whether registered in the parish or not, will be charged the **inactive/out-of-parish tuition rate**.

Tuition for 2009-2010 school year (twelve month payment plan – July 2009 – June 2010):

Active, In-Parish Tuition

	<u>Monthly</u>	<u>Yearly</u>
1 child	\$272.00	\$3,262.00
2 children	\$403.00	\$4,840.00
3 children	\$504.00	\$6,051.00
4 children	\$605.00	\$7,262.00
5 children	\$706.00	\$8,472.00

Inactive and Out-of-Parish Tuition

	<u>Monthly</u>	<u>Yearly</u>
1 child	\$378.00	\$4,530.00
2 children	\$602.00	\$7,226.00
3 children	\$834.00	\$10,003.00
4 children	\$1,054.00	\$12,646.00
5 children	\$1,281.00	\$15,369.00

4. Mrs. Annamarie Sullivan, Tuition Manager, is now responsible for collection of all tuition payments. Any and all questions or concerns regarding tuition should be directed to Mrs. Sullivan at the parish rectory at 314-837-3757, ext. 423.

The following options are available for tuition payments:

- Option #1: Pay up front by check for the entire school year. This payment will be due by July 1<sup>st</sup>.
- Option #2: Pay in two payments, with the first payment due July 1<sup>st</sup> and the second due January 2<sup>nd</sup>. Checks will be accepted for this option.
- Option #3: Automatic Withdrawal from your bank account. The following monthly dates are recommended for withdrawal: 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, and 22<sup>nd</sup>. Any one or all four dates can be chosen. A voided check must be provided for this option.
- Fundraising credits toward tuition: The school will again be selling the "Entertainment Book" as a fundraiser at the beginning of the school year. Fr. Stanger has approved the use of profits from each family's sales of these books to be credited toward the child's/children's tuition.

NOTE:

- Tuition payments can be made by credit card to the Rectory Office. Please call Mrs. Annamarie Sullivan at 314-837-3757, extension 242 for further details.
- Late fees: The parish policy for bounced checks and ACH debit returns is \$25.00 per check/attempted debit. Once a family has had two checks/debits returned for insufficient funds, all check writing privileges will be suspended and the family will be on a **CASH ONLY** basis for all parish and school venues.
- Sacred Heart Parish has a Bounced Check/Failure to pay procedure in effect. Please see page 18 for information regarding this subject.

### **AFTER SCHOOL CARE**

Sacred Heart offers an After School Care Program for children enrolled in first grade through sixth grade. The program runs from 3:00 p.m. until 6:00 p.m. on full school days and from 12:45 p.m. to 6:00 p.m. on early dismissal days. The cost is \$4.00 per hour for the first child and \$2.00 per hour for additional children. For additional information, please contact Mrs. Susan Rains at 314-831-3372, ext. 250.

Sacred Heart Parish has a Bounced Check/Failure to pay procedure in effect. Please see page 18 for information regarding this subject.

## ATTENDANCE

In accordance with Archdiocesan Policy 4201:

*Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned cocurricular activities (e.g. field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.*

*Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school. (revised 9/06)*

### Absentee Policy

Sacred Heart Board of Education:

**Students are expected to attend all classes on days scheduled by the elementary school. When a student reaches five absences in one quarter, a letter will be sent notifying parents that any future absences will be considered excessive. The letter must be signed and returned. Any future absences due to illness will require a doctor's note. A note is also required from a doctor if a child is absent for five consecutive days or more due to illness. The principal will use her/his discretion in individual cases. If excessive absences continue, a conference with the parent or guardian and the student will be held to establish conditions under which the student may remain in school and be successful. (Reviewed 10/2007).**

#### **A. Absence**

- If your child is absent, please call the school nurse or school secretary before 9:00 a.m. at the numbers listed in front of this handbook. If you neglect to do this, the nurse will contact the parents at home or at work to find the reason for the absence.
- If a student will be out of school for any other reason than illness, a note to that effect should be sent as far in advance as possible to the homeroom teacher and to the school office. Failure to send notice until the day the child is absent may result in missed work not being credited.
- If any student is absent on a day when an announced test or exam is administered or project is due, and the excuse is determined to be less than acceptable (e.g. another school's picnic, amusement park, sporting events, etc.), no teacher will be required to administer that test or exam at a subsequent time, and the student may receive a failing grade for that test or exam.
- A student who needs hospitalization or who, because of illness, is obliged to remain at home for an extended period of time, is eligible for private tutoring services by a qualified teacher. Should the need arise,

contact the Learning Consultant for further details and the proper referral.

- By law, too frequent or unexplained absences must be reported to the St. Louis County Juvenile Department and appropriate action will be taken by that agency.
- If a child becomes ill during the school day, the procedures will be as follows:
  - a) The teacher will send the child to the nurse's office.
  - b) If the illness is serious enough to warrant parental attention, the school nurse will contact a parent. Please be aware that it is important to keep emergency phone numbers current. If emergency contacts cannot be reached, we will call 911.
  - c) Parents will indicate if the student is to be picked up from the nurse's office and the person who will be responsible. The child will be signed out before leaving.
  - d) Under no circumstance is a child to go home without reporting first either to the school secretary or nurse. Parent permission is also required.

**B. Daily Arrival/Dismissal**

The school building will be opened each morning by 7:40 a.m. The children should not arrive before this time. If there are unusual circumstances and they must arrive earlier, they must go to the gym where there will be supervision at 7:15 a.m. until they are dismissed at the 7:40 a.m. bell to proceed to their homerooms. All children must be in their homerooms by 7:50 a.m.

Classes are dismissed at the end of the day at 3:00 p.m. Students are expected to leave immediately after school unless they are detained for a specific activity. Students who walk home need to have written permission from a parent on file with their homeroom teacher.

Grades 1-4 are dismissed from the Valley Door, #6.

Grades 5-8 are dismissed from the Garden Door, #9.

Students waiting for a ride must stay with the teacher on duty until they are picked up. No student should be waiting for a ride in front of church, the kindergarten, the convent or any other area that is not supervised by a teacher.

Teacher supervision ends at 3:15 p.m. Students not picked up by 3:15 p.m. will be brought back into the building by the teacher on duty to call for a ride. The student will then be sent to After Care to wait for pickup. Charges for After

Care will be assessed. Students will not be allowed back into classrooms after 3:15 p.m.

If an emergency occurs and the child will not be picked up on time, the office should be contacted by 2:30pm. Children should know whom to call if their regular ride is detained. LATE PICKUPS should be very rare occurrences. Should late pickups occur frequently, parents will be required to register with After Care so that children may wait there for pickup. The fee is \$4.00 per hour for one child and \$2.00 per hour for additional children.

**C. Dual Enrollment**

In accordance with Archdiocesan policy (4204):

*Sacred Heart students may qualify for dual enrollment. Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.*

**D. Early Dismissal**

A written request from the parents or guardian is required for a student to leave school before the time of dismissal. The request must state the reason for the early dismissal and should be brought to the school office. If a written request is not given, then please contact either the school nurse or the school secretary to give a verbal request. The student will be issued an Early Dismissal Slip to be presented to the homeroom teacher who will keep it on file.

**E. Tardy Policy**

Sacred Heart Board of Education:

**Students are expected to arrive at a fixed time. If a student accumulates five (5) tardies in a quarter, the homeroom teacher will issue a detention. If ten (10) tardies are accumulated in a quarter, a second detention will be issued and a conference will be held with the student's homeroom teacher, parents & child. After fifteen (15) tardies in a quarter, a third detention will be issued to the child along with a required conference with the principal, the homeroom teacher, parents & child (Reviewed 11/2008).**

A student who is not present in the homeroom at 7:50 a.m. is considered tardy. Grades may be affected by frequent tardiness.

- Any student who arrives after 8:00 a.m. must be accompanied by an adult to sign in the child.
- Parents should try to arrange for dental and doctor appointments on free days or during holiday vacations when possible. Children who must be excused for medical reasons during school hours should have a written

notice stating the reason for the early dismissal, the time and length of the visit. Absence of more than two hours at any time during the school day is considered a half-day absence.

- Due to federal and state education laws, excessive absences and tardies may be reported to the Division of Family Services as educational neglect.

#### **F. Truancy**

In accordance with Archdiocesan policy (4201.1):

*A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.*

Truancy is considered a serious offense. Consequences will include, but are not limited to conferences with parents/guardians and probationary status. Repeated truanies could result in dismissal.

### **BICYCLES/SKATEBOARDS**

Bicycles are to be parked in the racks at all times. They are not to be ridden on sidewalks or on the school grounds. All bicycles should be locked. The school will not be responsible for any damage or theft.

Skateboarding, rollerblading, biking, as well as Heelys or roller shoes are not permitted in any building or on parish grounds.

### **BOOKS**

#### **Textbooks and Workbooks**

- All textbooks and workbooks are furnished by the school.
- Lost or damaged books must be paid for by the family. A charge will be made for the replacement cost of the book. Books range from \$7.00 to \$60.00.
- All hardbound books must be covered at all times. The school furnishes sets of covers for all books. These covers are supplied at no cost to the student.
- All students must have a book bag for the protection of books, however, the book bag will remain in the homeroom during the day.
- Assignment notebooks are \$3.00 each and can be purchased in the nurse's office.

## **BOUNCED CHECK/FAILURE TO PAY PROCEDURE (adopted 6/06)**

A \$25.00 fee will be charged for each bounced check to Sacred Heart. Once a family has two checks returned for insufficient funds, all check writing privileges will be suspended, and that family will be put on a **CASH ONLY** basis for all venues – **NO EXCEPTIONS**. We ask that **ALL** debts incurred during the school year be rectified as soon as possible and must be paid in full by June 1<sup>st</sup>. The school office will not release report cards, transcripts, or any type of record until the situation is resolved.

Sacred Heart Catholic School offers several programs that have a monetary cost and are not included in tuition. Meals served in our cafeteria as well as After School Care services are additional expenses that are optional to all families. Fundraisers are also offered through various organizations with Sacred Heart Parish and are always optional. The Bounced Check fee procedure will be in effect for all venues offered through our school and parish, including the above services and/or opportunities.

## **CARE TEAMS**

The CARE teams are groups of teachers who meet formally with the Learning Consultant and principal on a regular basis to discuss students who are at risk. Sacred Heart Catholic School has three CARE teams. These teams are divided into the primary, intermediate, and middle school levels so that strategies and insights may be shared to help the student. The meetings may result in scheduling conferences with parents, recommending testing or monitoring the situation. The CARE teams' goal is to build on the strengths of the child and address the areas of concern so that he/she may be a productive student.

## **CLASS SIZE POLICY**

Sacred Heart Board of Education:

**This policy is to be used as a guide in determining the number of teachers by grade level, based on the enrollment of students. This guide has been separated into two levels (primary and intermediate/middle school). The primary level class size ratio should range from 15 to 25 students to every teacher. The intermediate/middle school level class size ratio should range from 17 to 30 students to every teacher (Reviewed 1/2009).**

## **COMMUNICATIONS**

- The process for communicating questions about your child's progress, a school policy or concerns is as follows:
  1. Go to the teacher. If the problem is not addressed satisfactorily, then,
  2. Go to the principal. If after these steps, concerns are not resolved, then,
  3. Consult with the pastor.

- The teachers' and principal's e-mail addresses are published in the front of this handbook.
- Teachers will provide other contact information at Open House.
- The principal may also be contacted by phone and notes. Responses will be given as soon as possible.
- Contact with students is made through the school office for emergencies only. Forgotten items should be brought to the office for delivery to the classrooms. Interrupting classes during the day is disruptive to the learning environment.
- School phones are not for students' personal use. Students will be given messages ONLY IN EMERGENCIES. Please make after school arrangements prior to dropping off your child in the morning.
- Newsletters will be sent home on the first school day of the week with the youngest/only child in the family. Pertinent calendar and activity information is included in this newsletter. The procedures/guidelines for sending information home through the school newsletter or via students follows.

**Procedures/Guidelines for Sending Information Home Through the School Newsletter or Via Students:**

Guidelines for materials sent home to parents through students are consistent with Archdiocesan Policy 4402.4:

*A school should not distribute information in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.*

Any materials that are distributed to students should be thoroughly reviewed to ensure that the materials are consistent with the mission and philosophy of a Catholic school, its overall educational program, and the Catholic Church.

School may distribute, at their discretion, information about educational and recreational programs offered by other Catholic elementary or high schools, and the public school district or municipality in which the school is located.

**Articles for the Newsletter**

Any organizational representative or parent wishing to place an article or announcement in our weekly newsletter must request to do so by placing a call to the office. Directions will be given by either the principal or the secretary as to the necessary timelines and text formats, etc. All submitted material will be previewed by

the principal prior to placement in the newsletter. The principal retains the right to amend, edit, or reject submitted materials to assure compliance with school guidelines.

The following will not be approved for publication in our newsletter:

- Announcements containing any references to alcohol in words or pictures
- Monetary or item donation requests from personal businesses, individuals, or for personal charitable interests

### **Handouts**

Any organizational representative or room parent wishing to send information home via the students in a particular homeroom or grade must request to do so by placing a call to the office. A copy of what is requested to be sent home must be submitted to the office a couple of days in advance. All information will be previewed by the principal prior to being sent home with the students. The principal retains the right to amend, edit, or reject submitted materials to assure compliance with school guidelines. **Except in an emergency, requested information will be sent home the same day as the newsletter.**

The following will not be sent home via students:

- Announcements containing any references to alcohol in words or pictures
- Monetary or item donation requests from personal businesses, individuals, or for personal charitable interests
- Parent party invitations

**Materials to be sent home through students MUST be given to the secretary.** The secretary will see that the teachers get the material.

### **Mailing Lists**

Please note that Sacred Heart Catholic School abides by the Archdiocesan policy 4402.5 concerning mailing lists and information posted on websites:

#### **Mailing Lists (4402.5)**

*Names, addresses, and e-mail addresses of students and the parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools should not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools.*

*Schools should not make available on the school web site any information that enables students to be identified individually by names or photograph. This includes information about students that appears in school newsletters which are posted on the school's web site.*

## **COMPLETION OF THE ELEMENTARY SCHOOL PROGRAM**

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements, maintained a satisfactory attendance record; demonstrated satisfactory conduct and completed all financial obligations (Archdiocesan Policy 4502).

According to the practices and procedures from the Catholic Education Office, the main focus for graduation is a “special liturgical celebration” at the completion of the school year. It calls for a simple celebration of the passing from the eighth grade to high school.

Other events and aspects of the celebration will be planned in light of the Archdiocesan policy and guidelines, the philosophy of the school, the significance of this event in the students’ overall education and the financial burden to school and families.

As of 2006-2007, a special graduation activity fee was instituted in order to alleviate eighth grade fund raising activities.

The fee covers the following eighth grade expenses: t-shirts, bus transportation, accommodations and activities at Trout Lodge, graduation class pictures, and graduation expenses such as the reception after Mass, party, programs, etc.

Participation in these events is considered part of the eighth grade experience and the cost is not optional. An additional amount will be added to the tuition rate for eighth grade students.

## **CURRICULUM**

Sacred Heart Catholic School provides a curriculum based on current and sound educational practices. The faculty recognizes the individual differences of the students and strives to address these needs in the teaching and learning process. Curriculum guides for grades 1-8 are available in the school office.

### **A. Chastity Education**

Parents are the primary educators of their children in human sexuality. We support parents in this role by incorporating with the regular religion curriculum, in grades 4-7, a chastity education program approved for the Archdiocese of St. Louis, which emphasizes the moral teaching of the Church.

The eighth grade students will participate the Archdiocesan Right S.T.A.R.T. program. This is a respect life program with a five lesson curriculum introducing the students to the basic life issues that are central to our Catholic faith. An integral part of this program is the parent meeting where the Right S.T.A.R.T. speaker will explain the classes in more detail.

**B. Gifted Education Programs**

No formal gifted education programs are offered at Sacred Heart Catholic School. However, students who are gifted may be recommended for the PROBE program (Ferguson-Florissant School District 506-9106) or GALACTIC program for grades 1-6 and SAIL program for 7-8 grades (Hazelwood School District: 953-4954) if he/she qualifies. Please call the public school district in which you live to begin the process. You may also contact the principal or Learning Consultant for more information.

Bus transportation is provided ONLY to the PROBE Center students each week. Students are to ride the bus.

1. Students attending these gifted programs at the public school are required to make up class work determined by the teacher to be of major importance for the continuance of instruction. It is the students' responsibility to obtain information that was missed. Tests will be taken with the rest of the class.
2. Classroom teachers will alert the PROBE, GALACTIC and SAIL staff of grade problems or behavioral issues.
3. Parents will be notified.
4. The student may be put on probation for a specified period of time to bring up grades or change behaviors.
5. At the end of the probation period, the student will be assessed.
6. A decision will be made as to whether or not the student shall continue to participate in the gifted programs.

**C. Learning Consultant**

We are constantly seeking ways of effectively addressing the learning differences and the myriad needs of students that affect learning. Education research tells us that children learn best by remaining in their classrooms under the instruction of their teacher. Our Learning Consultant will facilitate meeting the needs of these children. She will work primarily with the classroom teachers to help them understand the special learning needs of specific students already diagnosed and help them design or select alternative instructional methods, materials or activities in identifying students with needs. She will also assist the teachers in identifying students with undiagnosed learning difficulties and will be a liaison for parents and outside resources. This endeavor will ultimately benefit all of the children of Sacred Heart Catholic School.

**D. Life Skills Program**

As stated in our philosophy, parents, faculty, and administration must work cooperatively to educate the whole child. We help each student to work toward his or her potential in all areas including spiritual, moral, intellectual, social, emotional, aesthetic and physical.

Children pass through stages of growth and development as they work their way to maturity. For this reason, fostering the development of life skills is a vital and integral element of the curriculum. Our aim is to build a positive self-concept by assisting the student in being respectful and courteous both during school and at all school activities.

**DISCIPLINE POLICY**

Sacred Heart Board of Education:

**A discipline program shall be established which will encourage personal responsibility for individual student behavior. The program will be in keeping with a Catholic Christian environment. It should identify acceptable behavior and define a system of consequences for both acceptable and unacceptable behavior. The set of rules shall be applied consistently. Communication should be maintained between school and home as established by the administration (Reviewed 10/2007).**

**THE PURPOSE OF THE SACRED HEART CATHOLIC SCHOOL BEHAVIOR SYSTEM:**

- Show respect to self, others and our school
- Act in a way which contributes to the learning environment
- Follow classroom rules and procedures

Students who are a part of this cooperative effort are rewarded because of their genuine interest in others and their willingness to share their time and talents with others. All of our students have talents and are encouraged to use them to the best of their ability.

Students who violate the rights of another, child or adult, or disregard their own responsibilities will be subject to disciplinary action. This may take the form of information shared on a communication card, loss of a privilege, detention, suspension, probation, or withdrawal from school.

Students in Catholic schools are expected to exhibit Christian behavior consistent with their age and maturity. The essence of Christian discipline is self-discipline. What is self-discipline? It is delaying impulsivity, waiting. As students mature there are varying levels of self-discipline. Recognizing this fact, there are varying levels of consequences on our behavior system.

## **CLASSROOM BEHAVIOR PLANS**

Each teacher or grade level teacher will develop a behavior plan for his or her classroom which will be based on respect and behaviors contributing to the learning environment. These plans will include acceptable behaviors and consequences for inappropriate behaviors. Lack of homework, supplies, assignment notebooks, etc. will be included in the plans. Classroom plans will be shared with parents at Open House and revisions will be sent home.

## **COMMUNICATION CARD**

A communication card (which may vary in style and color) will be used to provide support for acceptable behaviors, record unacceptable behaviors, and if necessary, alert parents of detention dates.

Cards will be sent home on Friday or the last day of the week and must be signed by the parent and returned the first day of the next school week. If the card is not returned and/or not signed, consequences will be determined by the classroom behavior plan.

New cards will be issued each week.

## **REWARDS**

Students will be recognized for appropriate behaviors. Classroom and school-wide awards are as follows:

- **Help Everyone Achieve Respect Together (HEART)** awards will continue to be awarded for positive, respectful behaviors. Award assemblies will be held on a monthly basis to recognize students.
- Grade level events will be scheduled to recognize and award students.
- Individual classroom rewards will continue to be given.
- Dress Down Days may be awarded to students monthly, usually the last school day of the month. A change of date may take place due to unforeseen circumstances. Everyone earning a Dress Down Day will receive a notice of their reward or will be notified of any change in dates.
  
- **DRESS DOWN DAY CODE**  
Dress Down Day refers to clothing only – all other policies for dress, such as shoes, socks, jewelry, hair, nail polish, make-up remain part of the dress code. Clothing should be neat and appropriate for a Catholic school setting.
  - shorts of school uniform length, long pants, or jeans (all pants worn at the waist) no lounge/sleep pants
  - shirts/blouses/T-shirts completely covering the shoulders and midriff (inappropriate words on clothing will not be accepted)

A general rule of thumb to use is “When in doubt of the appropriateness of a piece of clothing, don’t wear it!”

## **DETENTION**

Detentions apply to all grade levels and are cumulative each quarter. Detentions will be served for every three (3) infractions. Detentions will be held once per week on Wednesday beginning at 3:00 p.m. Notification of the date, time, and place will be written on the student's communication card.

Teachers may issue written or verbal warnings before giving a check.

For grades 1-3 the time of detention will be one half hour (30 minutes)

For grades 4-8 the time of detention will be one hour (60 minutes)

All students will be dismissed from the Valley Door #6. A note will be required if the student is to walk home.

During the time in detention, the older students will be able to reflect on their behavior in a quiet atmosphere. The primary students will write/draw a plan of action for their behavior in the future which will be sent home for the student's and parent's signatures. This plan should be returned the next day and given to the student's homeroom teacher. The teacher will copy it, give it back to the student for reference and then keep it on file for the school year.

After the third detention in the school year, a parent conference will be held. A fourth detention earned will result in a contract. Any detentions after the fourth detention and contract will result in a suspension. Length of the suspension will be determined by the principal.

## **THE "BIG 3"**

Occasionally removal from the group is necessary to protect a student and/or the learning environment of the school. This is necessary when a student:

1. Is in physical or psychological danger or puts another in danger.
2. Is irrational or unreasonable, or
3. Pushes beyond the limits of respect in speech or actions.

The following conduct may lead to serious disciplinary consequences

1. an individual infraction of a major school rule;
2. disrespect of authority;
3. repeated truancy;
4. repeated infractions of school rules;
5. disruption of the learning environment;
6. theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others;
7. harassment, threats, or physical acts against others;
8. out of school conduct which seriously detracts from the reputation of the school.

The student will be brought to the principal's office and a four step Discipline Cycle will be set into motion.

### **Step One**

1. The student will be removed from the class and brought to the office with a referral form. The teacher observing the behavior will call the parents to inform them of the behavior and that their child has been removed from class and that child will serve an automatic detention the following Wednesday. The form is signed by the principal, teacher, and student and then sent home to be signed by the parent. The form is returned the following school day to the office. The student will not be admitted to class without the signed form.

### **Step Two**

2. If a second violation occurs, step one will be repeated and a conference will be held with the teacher observing the behavior, homeroom teacher, principal, parents and student. A contract will be drawn up outlining the conditions for the child to remain in school. Violation of the contract will result in suspended education.

### **Step Three**

3. Violation for the third time will result in a call to the parents with an automatic out of school suspension. Length of suspension will be determined by the pastor and principal.

### **Step Four**

4. A fourth violation will result in an automatic termination of education at Sacred Heart Catholic School.

### **Suspension**

In accordance with Archdiocesan policy 4302.1:

***Suspension is the removal of a student from all classes for a specified period of time.***

Suspension refers to OUT OF SCHOOL suspension.

Notice of the suspension will be orally conveyed to parents/guardians as soon as possible. A written statement follows the oral notice outlining reasons for suspension, length of time, conditions of the student's return to school and the procedure for the student to make up the class work. The written statement is signed by parents/guardians and returned to school where it is kept on file and a copy is given to the family.

### **Probation**

In accordance with Archdiocesan policy 4302.2:

***Probation is the continued enrollment of a student, but with specified conditions.***

Probation may be used for, but is not limited, to the following:

1. Multiple infractions of school rules;

2. An individual infraction of a major school rule;
3. A single suspension for an infraction of a major school rule;
4. Multiple suspensions for infractions of school rules.

If a student is placed on probation, the parents/guardians and student will be informed in writing. The communication will indicate: the reason for probation; the period of time of the probation; the conditions of the probation; and when or under what circumstances the probation will be reviewed, continued, or ended.

At the specified time for review, probation may be continued or terminated, based on an evaluation of the student's conduct during the probation. During the period of probation, any major infraction of a school rule or series of minor infractions may result in withdrawal for cause.

### **Withdrawal For Cause**

In accordance with Archdiocesan policy 4302.3:

***Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.***

Serious infractions result in withdrawal from Sacred Heart Catholic School. Archdiocesan procedures for withdrawal will be followed. Examples of some serious behaviors include but are not limited to the following:

- serious violations of the Violence Policy (4303.3) included in the next section
- possession of a weapon
- assault, with or without a weapon
- possession or distribution of controlled substances
- serious acts of harassment
- inappropriate conduct of a sexual nature
- possession or use of alcohol or tobacco products
- failure to comply with contractual agreement.

Any object brought to school that presents a potential danger to the safety of the students, faculty and/or staff will be confiscated, reported to the proper authorities and handled in accordance with the Archdiocesan policy.

The pastor/principal is the final recourse in all disciplinary situations and may waive a disciplinary rule for just cause at his/her discretion.

## **SPECIFIC ARCHDIOCESAN CONDUCT POLICIES (6/06)**

*Sacred Heart Catholic School shall provide a safe learning environment for all members of the school community. The climate of Sacred Heart Catholic School shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, and the interdependence of all persons which is the foundation of justice.*

### **Dress and Grooming (4303.6)**

*Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.*

**These guidelines will be in effect at anytime when students are representing the school (Sacred Heart Board of Education adopted 10/9/07).**

### **Drug, Alcohol & Substance Use and Abuse (4303.2)**

*The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.*

*Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.*

**Sacred Heart Catholic School will not tolerate drug, alcohol or substance abuse. Therefore, any student found in possession of alcohol or drug products or paraphernalia will be subject to discipline according to the Sacred Heart Catholic School Discipline Policy. Sacred Heart Catholic School will also provide a counseling referral in conjunction with a readmission plan.**

**Sacred Heart Catholic School will continue to provide education on the dangers of drugs and alcohol including but not limited to the D.A.R.E. program (Sacred Heart Board of Education adopted 10/9/07).**

### **Harassment (4303.7)**

*Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.*

*Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.*

*Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.*

*If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.*

**Search and Seizure (4303.5)**

*School officials with sufficient reasons to do so may search a student's locker or desk.*

Desks, lockers, etc. are school property provided to students for their use and are subject to search by school officials with proper reason.

With good reason, school officials could request that a student empty the contents of pockets, purse, back pack, etc. If the student refuses, disciplinary action such as suspension could be taken, based on that refusal.

**Social Activities (4303.8)**

*Social activities sponsored by a school should be consistent with Christian values and Catholic teaching.*

Because students are perceived as representatives of their school, students have a responsibility to conduct themselves both in and out of school in manners consistent with values professed by the Church and in the Gospel of Christ. The school has a right to discipline a student whose out of school conduct brings scandal to the school and church community or which seriously detracts from the reputation of the school. Guidelines established in the Discipline Policy will be followed.

**Tobacco (4303.1)**

*As educational institutions dedicated to the promotion of the growth and well being of every aspect of a student's life, schools should prohibit tobacco use at all times. In addition, due to the legal implications and undeniable medical and scientific information defining the health dangers of tobacco products, schools must declare themselves smoke free environments.*

**Sacred Heart Catholic School is a smoke free environment and therefore will not tolerate any tobacco products on campus. Any student found in possession of tobacco products will be disciplined according to the Sacred Heart Catholic School Discipline Policy (Sacred Heart Board of Education 10/9/07).**

**Violence and the Threat of Violence (4303.3)**

*Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.*

**Sacred Heart Catholic School has implemented the use of security cameras and an alarm system on all entrances in an effort to be proactive in the prevention of violence. In addition, ongoing staff education on the warning signs for potential violence has been established (Sacred Heart Board of Education 10/9/07).**

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

ALL SCHOOL PERSONNEL are mandated reporters. If they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected, they are required to report it to the Division of Family Services. Archdiocesan procedures will be followed.

**FACULTY MEETINGS**

A faculty meeting is held every month. Classes will be dismissed at 12:45 p.m. to provide adequate time for in-depth work on curriculum and other issues. Lunch will be served to the children. Please check the calendar of the handbook for dates.

## **GRADING SCALES**

Grading scales are as follows:

1 <sup>st</sup> Grade Code:	O	Outstanding
	S+	Very Good
	S	Satisfactory
	S-	Needs Improvement
	U	Unsatisfactory
	√	Areas on which to work

2 <sup>nd</sup> & 3 <sup>rd</sup> Grades:	A or O	93 – 100%	Outstanding
	B or S+	86 – 92%	Very Good
	C or S	78 - 85%	Satisfactory
	D or S-	70 – 77%	Improvement Needed
	F or U	69% & below	Failing
	√	Areas on which to work	

4 <sup>th</sup> & 5 <sup>th</sup> Grades:	A+ 99 – 100	A 95 – 98	A- 93 – 94
	B+ 91 – 92	B 88 - 90	B- 86 – 87
	C+ 84 – 85	C 80 – 83	C- 78 – 79
	D+ 76 – 77	D 72 – 75	D- 70 – 71
	F	69 or below	
	√	Needs improvement	
	O – Outstanding S – Satisfactory U – Unsatisfactory		

6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> Grades:	A+ 99 – 100	A 95 – 98	A- 93 – 94
	B+ 91 – 92	B 88 – 90	B- 86 – 87
	C+ 84 – 85	C 80 – 83	C- 78 – 79
	D+ 76 – 77	D 72 – 75	D- 70 – 71
	F	69 or below	
	√	Needs improvement	

## **CONDUCT GRADING SCALE:**

No checks = A+
1 or 2 checks = A
3, 4, or 5 checks = B
6, 7, or 8 checks = C
9, 10, or 11 checks = D
12 or more checks = F

Any student who receives a “step” on the Big Three will have his/her conduct grade lowered one letter grade.

## **HONOR ROLL REQUIREMENTS:**

1<sup>st</sup> Honors – All A's

2<sup>nd</sup> Honors – All A's and B's

## **HEALTH**

Parents are asked to provide information at the beginning of the school year for each child's medical status and emergency release forms. Please provide the school office with any updates or changes throughout the school year.

### **A. Health Records**

1. In accordance with the recommendation of the St. Louis County Medical Society, students should have a complete physical examination upon entrance to kindergarten, third grade, sixth grade and ninth grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months. Forms are available in the school office. These forms are to be completed and returned as soon as possible.
2. For all students entering or attending public, private, or parochial schools, the state of Missouri requires all students to have minimum immunizations against rubella, measles, whooping cough, polio, hepatitis, and diphtheria. In addition, children entering the first grade must have had the varicella vaccination (chicken pox) or proof of disease. **This is not optional.** Admission to school will be refused to any child not having the required immunizations.

### **B. First Aid**

For minor injuries that may occur on the school grounds, the school is equipped with adequate first aid supplies to care for the children. A nurse will be on duty each day until 1:30 p.m. to take care of any injuries. If the injuries are serious, the parents will be called for further instruction. Fresh bandages must be applied at home before returning to school.

### **C. Medications**

The Archdiocesan policy that must be followed regarding administration of medication at school is as follows (4401.4):

*Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:*

1. *the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, signed and properly filed with the school. (The current prescription label on the container may serve as*

- a physician's order and physician's orders may be faxed or mailed to the school.);*
2. *written consent of the parent/guardian for school personnel to administer the medication;*
  3. *the medication in the original container;*
  4. *proper training of personnel on medication administration.*

*All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.*

Non-prescription medications will not be administered by the school unless there is a physician's order and a medication consent form filled out and signed by the parent. These forms are found in the nurse's office.

If your child is sent home or becomes ill with a temperature of 100.5° or higher, your child needs to remain out of school until free of fever for 24 hours.

**D. Snacks**

According to Archdiocesan policy and the Wellness program (see page 53), food at parties is limited to commercially prepared, individually packaged treats. Food prepared at home should not be brought into the classroom for sharing.

**E. Students with Significant Medical Conditions**

In accordance with Archdiocesan policy (4401.6):

*A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.*

**F. Outdoor Play**

Children should be encouraged to play outdoors when the weather permits. Fresh air and exercise are essential to maintain good health. If you wish to have your child remain inside for one day, due to health reasons, kindly send a note to the teacher, stating why the child may not play outdoors. A note from the doctor is required if a child must be kept indoors for more than one day. Children should not bring toys, balls, radios, or any other electronic equipment such as cd players, ipods, etc. to school.

**G. Communicable Disease**

In accordance with Archdiocesan policy (4401.5):

*Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.*

**HOMEWORK**

The children ordinarily have homework. This may be written work or study. Our purpose in giving homework is to enhance what is taught during the day and to broaden the child's knowledge of the subject matter. It also gives the parents an idea of what the child is learning.

All students are expected to use an assignment notebook. It is an organizational and communication tool.

The approximate time that should be devoted to homework is as follows:

Grades 1 and 2	-	15 to 30 minutes
Grades 3 and 4	-	30 to 45 minutes
Grade 5	-	45 to 60 minutes
Grades 6, 7, and 8	-	60 to 120 minutes

Homework is normally not given on weekends.

We trust the parents to see that the homework is done in an atmosphere conducive to study. Please do not ask that your child be excused from homework assignments.

**INCLEMENT WEATHER**

It may be necessary to cancel school because of inclement weather. If so, the announcement will be made on KMOX Radio – 1120 on the AM dial. It will also be on television, NBC News Channel 5, CBS News Channel 4, and Fox 2 News Channel 2. Our school will be announced as Sacred Heart School – Florissant. If it is announced that we are on a snow schedule, classes will begin at 9:15 a.m.

If inclement weather occurs during the day, we will not dismiss early. If any parents feel they need to come for their children early, that request will be respected. We are aware of and share your concern for your children.

A phone tree is established each year to inform all households of the closing of school for any reason. Please be sure to keep your family's information updated so you can be contacted in a timely manner.

## **INSTRUCTION**

### **Extracurricular Activities**

In accordance with Archdiocesan policy (5202.10):

*All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all time during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.*

Extracurricular activities are a privilege and will be offered based on student need and interest.

### **Field Trips**

Class visits to places of religious, cultural or educational significance give enrichment to the lessons of the classroom. Field trips are privileges and participation can be denied if the student fails to meet behavioral requirements.

The written consent of the parent/guardian must be obtained for every child participating in a field trip. Teachers will provide this form with appropriate event information. Permission received by phone, fax or e-mail will not be accepted in lieu of the original signed form. Whenever possible, bus transportation by an insured carrier will be provided. If there is not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a private passenger vehicle may be used. If a private passenger vehicle must be used, the following criteria are required:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
2. The vehicle should have a valid registration and meet state safety requirements;
3. The vehicle must be insured for a minimum of \$100,000 per person and \$300,000 for occurrence;
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system;
6. Adults should not be permitted to smoke in the vehicle;

Children younger than four years of age, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh at least 40 pounds but less than 80 pounds and are less than four

feet nine inches tall must be secured in a child passenger restraint system for booster seat appropriate for the child. Children who weigh at least 80 pound or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872)

Emergency contact information, medications and instructions for administering the medications will accompany the teachers on the field trips.

Field trips are limited to chaperones and Sacred Heart Catholic School students **ONLY**.

### **Students with Special Needs**

In accordance with Archdiocesan policy (5204):

*Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.*

*Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of the disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.*

*If a student is unable to successfully progress in a regular school curriculum by reason of physical, emotional, behavioral, or learning disabilities, a conference will be held with the parents to explore educational resources which might better meet the child's individual needs.*

### **Special Needs Records**

In accordance with Archdiocesan policy (5204.1):

*Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.*

### **Instructional Use of Copyrighted Materials**

In accordance with Archdiocesan policy (5202.6):

*All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.*

*No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff,*

*students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional purposes within the limits of the "fair use" limitations.*

### **INTERNET AND ELECTRONIC COMMUNICATION**

In accordance with Archdiocesan policy (4303.4):

*A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.*

*This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.*

### **Electronics Policy**

Sacred Heart Board of Education:

**One of the goals at Sacred Heart Catholic School is to provide an environment for our students which is safe and free from distraction. Limiting distractions helps to facilitate learning by allowing the students to focus on the tasks at hand. In keeping with this educational goal, the Sacred Heart Board of Education has adopted the following policy concerning the use and possession of portable electronic and communication devices (reviewed 4/2009).**

1. The use or possession of portable electronic or communication devices by students on school grounds during the regular school day is prohibited. These devices include but are not limited to: cell phones, media players (tapes, mp3, CD, DVD). Students in possession of any of these devices will be subject to the consequences described in the school disciplinary code.
2. There may be special circumstances when a student needs to have one of the above mentioned devices after the school day. In this case, the parents should send the principal a request in writing which describes the special circumstances and asks for it to be considered an approved exception. All requests should be made in advance, allowing sufficient time for the principal to consider the circumstances. Requests of this nature should be rare.

The principal will review each request and decisions will be made on a case by case basis. The principal will notify the parents of the decision. If an exception is granted, the students should bring the device to the office upon arriving at school. The device will be kept in the school office in a secure location and the student should retrieve it when leaving school for the day.

3. Visitors and parents at the school during school hours must turn off or silence any communication device prior entering school.
4. Employees of the school are not bound by this directive, but rather are subject to the regulations set out by the principal.
5. Portable electronic devices used for presentation or educational purposes may be used by the student in a classroom setting on occasion, but only with prior authorization from the principal. This authorization may come from the principal through the classroom teacher.

### **Technology Policy**

**In regard to the usage of Telecommunications (Internet) the school will provide access in a classroom environment during normal school hours. The telecommunication access is a revocable privilege which has been provided for conducting research and communication with others, and the users should uphold Catholic moral principles regarding any communication.**

The following general rules are guidelines dictated by privacy, respect, and responsibility, and are not meant to be an all-inclusive listing. They are to be followed to prevent the loss of network privileges at Sacred Heart Catholic School. Parents and students will be asked to sign an acceptable use agreement before access to the Internet will be allowed.

1. The computer will not be used to harm other people or their work.
2. The computer or network is not to be damaged in any way.
3. The installing or downloading of illegal software, shareware, or freeware is prohibited.
4. Copyright laws and licensing agreements will not be violated.
5. Resources such as space on the hard drive or printing capacity will not be wasted.
6. Use of the Internet will be in accord with Christian moral principles and the intent of our school's educational program. Offensive materials will not be viewed or displayed.
7. A teacher or supervisor will be notified immediately, if, by accident, materials are encountered which are inappropriate or make the student feel uncomfortable. This will protect students against a claim that they have intentionally violated access rules. Parents should instruct students if there is

additional material they think would be inappropriate for them to access. Sacred Heart fully expects that students will follow the instructions in this manner.

8. Students will be held accountable for their actions and will lose privileges if the rules for acceptable use are broken.

Individual users, including faculty and staff, are responsible for their behavior while online. It is presumed that users will comply with school standards, Internet provider standards, and will honor the agreements they have signed. Violations will result in a loss of Internet access, the length of time to be determined by the principal, followed by a principal, teacher, parent, and student conference, if necessary. Students will also be subject to the school discipline code.

### **LIBRARY**

Library books are issued daily from the school library. The library is open every school day from 9:00 to 11:30 a.m. and from 1:00 to 2:30 p.m. Only one book may be taken out of the library at a time.

Fines are 10 cents per school day if the child does not return the book by the due date. Should the child be absent from school, there will be no charge for the overdue book for that day. If a child has an overdue book, he/she will not be allowed to check out another book until the book is returned and the fine is paid. The student is responsible for paying for lost books. Replacement cost of the book will be charged for all lost books. A lost library card will cost \$1.00 to replace.

Library fines/fees not paid by the end of each quarter or end of year will result in report cards, records, etc. not being released until the situation is resolved in accordance with the Bounced Check/Failure to Pay Procedure on page 18.

The St. Louis County Bookmobile makes monthly visits to the school.

### **LOST AND FOUND ARTICLES**

Articles that have been found anywhere on the premises will be kept in the “Lost and Found” area located in the cafeteria. Please be sure to mark all school clothing and materials with the child’s name. Items left unclaimed at the end of the year will be donated to charity.

### **LUNCH**

(Due to the increase in the cost of living expenses, prices for this year’s lunch cards, milk, juice, bottled water, etc., have yet to be determined. We will keep parents notified of any changes as they become available to us. Thank you for your patience.)

Sacred Heart Catholic School offers nutritional choices of either a plate lunch or a salad daily. If your child does not like either of the choices, a peanut butter and jelly

sandwich will be available as the substitute for his/her entrée. The daily lunch will always include a main entrée, vegetable and/or fruit, a carton of either white or chocolate milk, 100% fruit juice, or bottled water. Dessert is included on some menus. If students choose to have a salad for lunch that day, this will include the salad and a drink. Pizza Day will still be on Tuesdays.

All children need to have a lunch card on file and these can be purchased daily. It is a good idea to have a lunch card on file even if your child is not planning on buying lunch on a daily basis (this will help if they forget to bring their lunch one day so that they will not have to borrow). If the student likes, he/she has the option of bringing a lunch from home as well. Cartons of either white or chocolate milk as well as bottled water and fruit juice are sold daily.

Students will not be allowed to borrow a plate lunch. If your child forgets to bring a lunch, he/she will be offered a peanut butter and jelly sandwich and milk. This also applies to the children who have -0- money left on their cards. Reminders are sent home on Mondays and Thursdays. Checks should be made payable to Sacred Heart. Please do not send cash on a daily basis for your child to purchase his/her lunch. The card system is used so that the lunch line moves faster and the children have enough time to eat.

For any questions or concerns regarding your child's lunch card, please contact Anne Hoette at 314-831-3372, ext. 240.

Any lunch fees not paid in full by the end of the quarter or end of school year will result in report cards, records, etc. being held.

Sacred Heart Parish has a Bounced Check/Failure to Pay Procedure in effect. Please see page 18 for information regarding this subject.

### **NON-CUSTODIAL PARENT**

Sacred Heart Catholic School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child in the absence of a court order to the contrary. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Student information will only be released to authorized persons with written permission from the custodial parent.

### **PARTIES**

Parties held at school are arranged with the consent of the principal. Invitations to parties held outside of school should be sent through the mail or distributed outside of school.

## **PHYSICAL EDUCATION**

Each grade will receive designated periods of physical education weekly. These classes are assigned for particular days of the week, and the schedule will be given to the children on the first day of the school year.

If your child must be excused from P.E. for a valid reason, it is necessary that a note be sent to the school nurse. The excuse will be forwarded to the P.E. instructor by the school nurse.

Children should not be lightly excused from this activity. Children who bring notes frequently may not be excused by the nurse.

No student is permitted on the gym floor without tennis shoes or gym shoes. Students without the proper footwear may not participate in gym class.

### **P.E. UNIFORM:**

**FOR BOYS:** Grades 1-2, red shorts or uniform pants and plain white tee shirt.  
Grades 3-8, red shorts and plain white tee shirt.

**FOR GIRLS:** Grades 1-8, red gym shorts with white uniform blouse.

The summer uniform is acceptable for gym classes during the months it is allowed. Students may not participate in the gym program without the required uniform. Full cooperation with these rules is expected.

## **PROMOTIONS**

Promotion to the next grade will be conditioned upon a passing grade in all MAJOR SUBJECTS as indicated on the final report card. If, during the school year, a student has had excessive absences, summer school or a tutoring program may be required for promotion.

If any student has a failing grade in any major subject on the final report card, promotion will be conditioned upon his/her attendance at summer classes or tutoring in that subject area. No student will be promoted if he/she has a failing grade in the final average in any two major subjects.

Promotion of the Primary grade children will be subject to the approval of the principal and the students' homeroom teacher. Parent/guardian, teacher, and principal conferences will be held for students who have not mastered the skills necessary to move to the next grade level.

## **REPORTS OF ACADEMIC PROGRESS**

1. Report cards are issued four times each school year.
  - a. Parent-Teacher conferences are held during November. Parents/guardians are required to attend.
  - b. All report cards, except fourth quarter, must be signed by a parent/guardian and returned to the homeroom teacher within one week.
  - c. The final report card will be mailed to the students' homes a week after school is dismissed. The address and two stamps should be put on the envelope before the final quarter.
  - d. There is a \$1.00 fee to replace lost or damaged report cards.
2. Progress reports are issued four times each school year at mid-quarter. Progress reports must be signed by a parent/guardian and returned to the homeroom teacher within one week.
3. Parents are encouraged to request additional conferences whenever necessary.
4. **Withholding Report of Student Progress:**  
**Sacred Heart Catholic School will withhold report cards, transcripts and any other type of student record if obligations (financial or otherwise) of the parents/guardians have not been fulfilled. (6/06)**

All debts incurred during the school year should be rectified as soon as possible and paid in full by June 1<sup>st</sup>. The school office will not release any student records until the situation is resolved.

## **SACRAMENTS AND SPIRITUALITY**

The spiritual life of the child is centered around the celebration of the Mass and the sacraments. We trust that parents will be in weekly attendance with their children at weekend Mass and will be regular in the reception of the sacraments. All school liturgies will be celebrated twice a week at the 8:00 a.m. Mass. Each homeroom, with their teacher, has the opportunity to plan several all school liturgies throughout the year. Holy Day Masses are celebrated at 9:00 a.m. Please check the Parish bulletin for information. Attendance at your child's Mass is encouraged but optional. First grade students will not attend Mass until October.

### **A. Sacrament of Reconciliation**

The normal time for children to receive the Sacrament of Reconciliation for the first time is in second grade. Catechesis regarding this sacrament will be given for students and parents. Parents will be required to attend one meeting during this preparation. The celebration of First Reconciliation is usually held in January of second grade.

All students are given the opportunity for Reconciliation during school time. The cooperation of the parents is required to instill in the children a love of the sacraments and to reinforce the habit of frequent reception.

**B. First Communion**

The celebration of First Communion is normally at the end of second grade. Catechesis regarding this sacrament will be offered to parents and children. It is expected that parents will share in this preparation, both by instruction and example. There will be one mandatory parent meeting during this time of preparation.

**C. Confirmation**

The sacrament of Confirmation will be administered each year to children in grade eight. Dates for parent/sponsor meetings, Rite of Enrollment Mass and sponsor and candidate activities will be announced. The date of Confirmation is determined by the Bishop and parents will be notified in ample time to make the necessary arrangements. Confirmation will take place at Sacred Heart or the Cathedral Basilica.

**SAFETY PROCEDURES**

**Sacred Heart Catholic School has safety procedures to address emergency situations such as fires, tornadoes, earthquakes, serious accidents or injury, intruder, student possession of a weapon, bomb threat, hostage situation, missing student, parking lot safety or other general emergencies. The following steps have been taken to prepare for such emergencies: classroom emergency preparedness kits, staff ID badges, security cameras and alarms at all entrances and limited access to the parking lot (1/2009).**

1. During the school day, all doors are locked. Parents and other visitors are asked to enter the school at Valley Door #6, where people will be buzzed in. After admittance, guests should sign-in at the school office and receive a visitor's badge.
2. **Parking Lot Safety Plans**  
Arrival (please see diagram in back of this handbook):
  - Cars are to form single file lines at either the West entrance (door #2) or the Valley entrance (door #6). Please do not start or follow a second line of cars at these drop-off points. Two vehicle lanes force students to cross traffic to get into the building.
  - If you need to enter the building, please park on the lot and walk with your child so that he/she can safely get through the line of traffic.
  - Students may also be dropped off at the Garden Entrance (door #9) or the front entrance (door #1) from St. Louis Street. When dropping off students on the St. Louis Street side, please move on quickly so other car pools have room to drop off their children.

Dismissal (please see diagram in back of this handbook):

- Grades 1, 2, 3, and 4 will leave the building from the Valley exit (door #6).
- Grades 5, 6, 7, and 8 will leave from the Garden exit (door #9).
- Cars are to enter only at the St. Denis entrance onto the lower lot. Cars are to leave the lot only at the exit onto St. Louis Street.
- The gate at the St. Denis entrance will be closed when the students are dismissed. The students will then be allowed to go to their cars. NO CARS will move off the lot until the students are in their cars.

When most students are in their cars and ready to leave, teachers will dismiss the cars from the lot. The gates will be reopened for the rest of the cars to pull onto the lot. When those cars are parked, the remaining students will be allowed to go to their cars.

- No cars should enter the upper lot during dismissal. Cones will be placed between the upper and lower lots to keep cars from moving from the lower to upper lot at dismissal time.
- Students should go directly to their cars or wait by the supervising teacher until their ride arrives.

1. Please inform all drivers of these procedures especially those who pick up on an occasional basis.
2. Students who are not picked up by 3:15 pm will be sent to office to the call and then sent to After School Care to wait for their ride. **PLEASE KEEP OFFICE INFORMED OF PHONE NUMBER CHANGES.**
3. Throughout the year, students are instructed in emergency procedures for fire and severe weather. In the event that it becomes necessary to cancel school or evacuate the school, parents should listen for information on KMOX Radio 1120 on the AM dial. Information will also be provided on NBC News Channel 5, CBS News Channel 4, Fox 2 News, Channel 2. Our school will be announced as SACRED HEART SCHOOL-FLORISSANT.
4. **Evacuation Plan**  
In the event of an emergency where the school building may become unsafe, it may become necessary to move the students away from the school. Communications may become difficult in an emergency, therefore primary and secondary evacuation sites have been established. If it becomes necessary to move the students away from the school, staff members will escort them to the church. If the situation warrants dismissal as in a natural disaster, etc., parents can contact their children at the church building.

If, because of the situation, the church is not suitable at the time to hold the students, a secondary site has been established which will be a space in the middle of the parking lot.

## **STUDENT RECORDS**

### **Access to Student Records by Parents**

In accordance with Archdiocesan policy (4601.2):

***Parents/guardians have the right to inspect and review the official active file of their children.***

Parents/guardians should call the school office to set up a time to review these records. In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

In the event that the payment of tuition is a shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education.

In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

### **Transfer of Records**

In accordance with Archdiocesan policy (4601.4):

***There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students***

*but are transferred directly from the school to the institution designated to receive them.*

Our school office will request a cumulative record from or forward copies of our records to any parochial school inside or outside the Archdiocese of St. Louis and/or to any public school. Tuition must be current before records will be sent. Lunch money and any other fines for library books, lost textbooks, etc. must also be paid before records are released.

Only public schools in Missouri are mandated by the “Safe Schools Act” (HB 1301 and 1298). As a non public school, we have established our own policies and procedures for the release of records, based on advice from the attorneys for the Archdiocese.

### **Retaining Records**

When a student transfers from one school to another, whether Catholic, public, or other private school, the original records will be retained in an inactive file, and only copies of records will be sent to the new school.

### **Transfer to a Catholic School in the Archdiocese**

If the student is transferring to another Catholic school within the Archdiocese, copies of the following information will be provided: the student’s academic record; standardized test scores; attendance; results of special needs evaluations and recommended adjustments for the school setting; and immunization record, vision and hearing screening, physical and special health care need information.

### **Transfer to a Public, Private, or Out-of-State School**

If the student is transferring to a Catholic school outside of the Archdiocese, or to a public or other private school, only copies of the following information will be provided: the student’s academic record, standardized test scores, attendance, immunization record, and vision and hearing screening. No information provided by a third party, such as a private counselor, physician, special education agency, and the like, is to be sent. Parents should request the third party to provide this information directly to the new school.

### **Transfer of Discipline Information**

Discipline information is not part of a student’s permanent record file, and as such, is not included when the release of information is authorized. Discipline information will only be provided if the parents of a current or former student who is under the age of 18 sign the *Authorization for Release of Student Discipline Information*.

### **Withholding Report of Student Progress**

(Sacred Heart School Board of Education)

**Sacred Heart School will withhold report cards, transcripts and any other type of student record if obligations (financial or otherwise) of the parents/guardians have not been fulfilled. (6/06).**

All debts incurred during the school year should be rectified as soon as possible and paid in full by June 1<sup>st</sup>. The school office will not release any student records until the situation is resolved.

## **STUDENT SAFETY**

The following are specific Archdiocesan policies:

### **The Questioning of Students (4402.2)**

*Except at the direction of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort should be made to contact parents and provide them the opportunity to be present.*

### **Media and the School (4402.3)**

*Members of the media should be on school property only as invited guests, and should not be allowed to interview students on matters unrelated to the purpose for which they were invited.*

### **Distribution of Materials to Students (4402.4)**

*A school should not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are offered by individual parents or parishioners, but are not formally sanctioned by the parish or school.*

### **Mailing Lists (4402.5)**

*Names, addresses, and e-mail addresses of students and their parents/guardians should not be released to any unauthorized persons or agencies, especially to salespersons or commercial enterprises. Elementary schools should not provide lists of names, addresses, and e-mail addresses of students and/or their parents/guardians to other schools, including Catholic high schools.*

*Schools should not make available on the school web site any information that enables students to be identified individually by names or photograph. This includes information about students that appears in school newsletters which are posted on the school's web site.*

### **Weapons Prohibition (6202.1)**

*In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of Sacred Heart Catholic School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.*

## **TESTING PROGRAM**

The complete testing program for an elementary school child in the Archdiocese of St. Louis consists of the following:

1. The in-coming first grade students are given a Readiness Test in the spring.
2. The ITBS (Iowa Test of Basic Skills) is given to all students in grades 3-8 in the fall of the year. A cognitive abilities test is administered at this time to all grades.

## **UNIFORMS**

Uniforms are required for all students of Sacred Heart Catholic School. Full uniforms are to be worn from the first day of school until the end of the school year. Parents are asked to cooperate by seeing that your children always wear the uniform as outlined in the regulation dress code. This is important to the overall discipline and spirit of our school. There will be a consequence for failure to wear the full uniform.

Uniforms may be purchased at:

Fischer's School Uniforms by Just Me Apparel  
69 Florissant Oaks  
Florissant, MO 63031  
314-921-9972

Uniform exchanges available – if interested, please contact:

Mrs. Kathleen Meyer  
983 St. Antoine  
Florissant, MO 63031  
314-831-4869

### **A. Girls' Uniforms** **Grades 1-5**

- Red plaid jumper with the hemline no more than three inches above the knee
- Red plaid pants that match the uniform or navy blue uniform pants (no cargo pants or corduroys). Plain, dark belts are required if there are belt loops.

### **Grades 6-8**

- Red plaid skirt with the hemline no more than three inches above the knee
- Red plaid pants that match the uniform or navy blue uniform pants (no cargo pants or corduroys). Plain, dark belts are required if there are belt loops.

**NOTE: Pants (including pj bottoms and sweatpants) may not be worn under the jumper or skirt at any time.**

**Shirts**

- Solid, white polo shirts or collared blouses (long or short sleeve) without logos
- White turtleneck shirts may be worn in cold weather
- No printed or colored t-shirts under the shirt or blouse
- Shirt must be tucked in at all times

**Shorts**

- Solid red, medium length shorts may be worn under the skirt or jumper on PE days. These should not be longer than the skirt or jumper.
- Navy blue walking shorts worn at the waist (no cargo pants or corduroys) for summer uniform during August - October and April - May. Plain, dark belts are required if there are belt loops.

**Shoes**

- Plain tennis shoes with a back – no boots or sandals – no lights in or on shoes – no Heelys (shoes that roll)
- Shoes must be tied properly at all times

**Socks**

- May be white, red, grey, navy blue, or black. Solid color only (no logos)
- Tights - may be white, red, grey, navy blue, or black. Solid color only (no designs and no mid-calf tights)
- Leg warmers may be worn at recess

**Sweaters/Sweater Vests**

- Hoodless sweaters/sweater vests in white, red, grey, navy blue or black. Sweater vests are now acceptable to wear (no oversized sweaters/sweater vests)

**Sweatshirts**

- Authorized Sacred Heart Catholic School hoodless sweatshirts in white, red, grey, navy blue or black (No oversized sweatshirts)
- Plain hoodless sweatshirts in white, red, grey, navy blue, or black. (Small logo no bigger than a postage stamp is allowable. No oversized sweatshirts)

**Cosmetics**

- Cosmetics, including fingernail polish or sculptured nails, are not allowed

### **Jewelry**

- One watch
- One earring in each ear lobe (the lower part of ear containing no cartilage) is allowed. For safety, these should not be hoops, dangling or oversized earrings.
- One scapular or necklace with a small religious medal or crucifix is allowed

### **Hair**

- Hairstyles, hair color and haircuts should be natural and appropriate to the Catholic elementary school setting.
- Hair must be neat, clean and kept out of the eyes.

## **B. Boys' Uniforms**

### **Shirts**

- Solid white polo shirts or collared shirts (long or short sleeve) without logos.
- White turtleneck shirts may be worn in cold weather
- No printed or colored t-shirts under the shirt
- Shirts must be tucked in at all times

### **Pants**

- Navy blue uniform pants worn at the waist (no cargo pants or corduroys). Plain, dark belts are required if there are belt loops
- Pants need to be worn at the waist

### **Shorts**

- Solid red, medium length shorts are required on PE days.
- Navy blue walking shorts worn at the waist (no cargo pants or corduroys) for summer uniform during August - October and April - May. Plain dark belts are required if there are belt loops.

### **Shoes**

- Plain tennis shoes – no boots or sandals – no lights in or on shoes – no Heelys (shoes that roll)
- Shoes must be properly tied at all times

### **Socks**

- May be white, red, grey, navy blue, or black. Solid color only (no logos)

### **Sweaters/Sweater Vests**

- Hoodless sweaters/sweater vests in white, red, grey, navy blue, or black. Sweater vests are now acceptable to wear. (No oversized sweaters/sweater vests)

### **Sweatshirts**

- Authorized Sacred Heart Catholic School hoodless sweatshirts in white, red, grey, navy blue, or black. (no oversized sweatshirts)
- Plain hoodless sweatshirts in white, red, grey, navy blue or black. (Small logo no bigger than a postage stamp is allowable. No oversized sweatshirts)

### **Jewelry**

- One watch
- One earring in each ear lobe (the lower part the ear containing no cartilage) is allowed. For safety, these should not be hoops, dangling or oversized earrings.
- One scapular or necklace with a small religious medal or crucifix is allowed

### **Hair**

- Hairstyles, hair color and haircuts should be natural and appropriate to the Catholic elementary school setting
- Hair must be neat, clean, kept out of the eyes and above the collar

## **C. Summer Uniform for Boys and Girls**

NOTE: Summer uniform is worn only during the months of August – October and April – May.

- Uniform blouse or shirt
- Navy blue walking shorts worn at the waist (no cargo pants or corduroys). Plain, dark belts are required if there are belt loops.
- Plain tennis shoes - no boots or sandals, no lights in or on shoes, no Heelys (shoes that roll)
- Shoes must be properly tied at all times.
- Socks may be white, red, grey, navy blue, or black. Solid colors only (no logos)

## **D. Dress Down Day Code**

Dress Down Day refers to clothing only – all other policies for dress, such as shoes, socks, jewelry, hair, nail polish, and make-up remain part of the dress code. Clothing should be neat and appropriate for a Catholic school setting.

- shorts of school uniform length, long pants, or jeans (all pants worn at the waist) no lounge/sleep pants
- shirts/blouses/T-shirts completely covering the shoulders and midriff (inappropriate words on clothing will not be accepted)

A general rule of thumb to use is “When in doubt of the appropriateness of a piece of clothing, don’t wear it!”

**E. Scout Uniforms**

Scout uniforms may be worn on meeting days or during Scout Week. The full uniform should be worn, a partial uniform will not be permitted.

**VOLUNTEERS**

1. In order to volunteer in the school or for other activities involving the children, the Archdiocese of St. Louis has mandated the following requirements:
  - a. Volunteers must undergo a complete background check. Forms may be obtained from the school office or rectory.
  - b. Volunteers must also take a mandatory three-hour adult program “Protecting God’s Children”. Participants register on-line and may take the course at any Catholic parish. Proof must be furnished to the school office that a volunteer has completed this requirement.
  - c. Volunteers must read the Archdiocesan Code of Ethical Conduct Handbook and complete the “Commitment” form. These booklets are available from the school office or rectory.
  - d. Any volunteer who does not go through the background check, attend the “Protecting God’s Children” workshop, read the Ethical Conduct Handbook, and sign the Commitment form, will not be allowed to volunteer his or her time at the school.
  - e. Volunteers must sign in at the school office and receive a badge before going into classrooms, playground, cafeteria, etc.
2. Sacred Heart Catholic School has many volunteer opportunities available. Following is a list of some of the events/opportunities:

- |  |                             |
|--|-----------------------------|
| Oktoberfest  | Office Aide                 |
| School Picnic  | Athletic Committee Fun Fair |
| Nurse Aide   | Head Room Parent            |
| Major Fundraiser Workers                                   | Book Fair                   |
| Concession Stand Worker                                    | Field Day                   |
| Scout Leader   | Sports Coach                |
| Cafeteria Duty   | Field Trip Driver           |
| Library Aide   | Playground Monitor          |
| Classroom Holiday Party                                    | Classroom Assistant         |
| ITBS Testing Aide  | Breakfast with Santa        |
| Committee Member or Officer of any Parish/School Committee |                             |
| Funeral luncheons  |                             |

## **WELLNESS PROGRAM**

### **A. Wellness Program Policy Statement adopted January 2006 by Catholic Education Office.**

There is no doubt that children need access to healthy foods and opportunities to be physically active in order to grow, learn, and to become all that God intended them to be. It has also been proven that good health fosters student attendance and effective learning. The Catholic Education Office of the Archdiocese of St. Louis recognizes the relationship between student well being and student achievement as well as the importance of a comprehensive archdiocesan wellness program. Therefore, the Catholic Education Office has developed a Wellness Program to achieve the following goals:

- Students will have access to a variety of affordable, nutritious and appealing foods in the school setting.
- Students will be physically active in the school setting.
- Students will be provided with health and nutrition education and physical education to foster lifelong healthy eating and physical activity.

### **B. Wellness Policies**

The Wellness Committee has established the following policies aimed at achieving the nutrition, physical activity and nutrition/physical education goals of the Wellness Program in the schools of the Archdiocese.

**It is the policy of the Archdiocese that students in grades Kindergarten through 12 be provided:**

- *access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students, and meet the nutrition requirements of the U.S. Dietary Guidelines for Americans.*
- *a clean, safe, and pleasant environment and will be provided with an adequate amount of time to eat.*
- *opportunities, support, and encouragement to be physically active on a regular basis while in the school setting.*
- *health and nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. In addition, schools will be encouraged to establish linkages between health education and school meal programs, and with community related services.*

C. The U.S. Department of Agriculture requires those school which participate in the National School Lunch Program, the School Breakfast Program or the Special Milk Program to implement a School Wellness Plan.

Since Sacred Heart Catholic School participates in the Special Milk Program, we have developed our School Wellness Plan based on the above Archdiocesan policy. A copy is in the school office. Parents' support in these efforts to foster lifelong habits of healthy eating and physical activity is imperative.

We encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards.

**\*NOTE:**

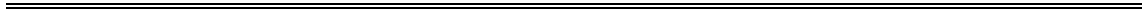
- Bold and italics print indicates Archdiocesan Policies. Sacred Heart School policies are in bold print only
- The Board of Education and/or principal retain the right to amend policies and implement or waive consequences. Archdiocesan policies/procedures will prevail for circumstances not detailed in this handbook.
- This Student/Parent Handbook contains established policies and procedures for the 2009-2010 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

**REPLY PAGE**

Parents/Guardians and Students:

Please sign the form below confirming that you and your child/children have read the handbook, understand the policies, rules and regulations of Sacred Heart Catholic School and will comply with them.

Please sign and return the bottom portion of this page to the homeroom teacher of the youngest/only child in the family within a week after school begins.



Date: \_\_\_\_\_

We have read the policies, rules, and regulations of Sacred Heart Catholic School and agree to be governed by them as they are outlined in this handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Child's Signature