

# Sacred Heart Parish School

## Parent/Student Handbook

2023-2024



**Faith      Academics      Service**

***“Sacred Heart One Family, One Family Sacred Heart”***

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# Sacred Heart Parish School

"Sacred Heart One Family, One Family Sacred Heart"

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August 2023

Dear Parents & Students:

The Staff and Administration welcomes you to the 2023-2024 academic year! After a well deserved summer break, we look forward to seeing you again. We are excited to continue our existing relationships and are overjoyed to be starting new ones.

As parents/guardians and the primary educators, we are here to work with you hand in hand for the success of your child/children. It has statistically been proven that those students, whose parents work closely with the school system, achieve higher levels of academic success.

**We believe it is our responsibility as staff to:**

1. Respect each student, and guide them toward a fruitful relationship with God
2. Maintain a school atmosphere conducive to learning and free of distraction
3. Provide your child with an exceptional education
4. Inform you of the rules and regulations of our school system and to enforce these rules

**We believe it is your responsibility as a parent to:**

1. Accept that you are the primary educator of your child
2. Ensure daily punctuality and attendance
3. Help maintain an atmosphere conducive to learning and free from distraction
4. Emphasize the value of responsibility and discipline
5. Supervise homework
6. Attend parent conferences and meetings
7. Follow the guidelines of your financial obligations and service hours

We hope this Parent/Student Handbook will help you understand the mission, philosophy, schoolwide learning expectations, policies, and procedures of the school.

It is hoped you will read the pages carefully, study the contents and discuss it with your child/children. Policies and procedures are never static, and as we work together, we will discover new ways of accomplishing our goals and make revisions. We welcome feedback for future policies. During the 2023-2024 academic year, these policies and procedures will be followed at Sacred Heart Parish School.

We pray God will bless each of you and grant you the peace of Jesus Christ.

*Sincerely,*  
*The Administration & Staff*  
*Sacred Heart Parish School*



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## **Sacred Heart** **Parish School History**

Sacred Heart Parish School, previously named Anton Martin Slomsek, was established by Father Horvath on September 13, 1965, and was named after Bishop Anton Martin Slomsek. This saint had labored in the same diocese in which Father Horvath was ordained in Yugoslavia. He made a promise that if a request of obtaining sisters to staff the new school were granted, he would, with the permission of the diocesan authorities, name the school after the saintly bishop. The school began with an enrollment of 58 students in kindergarten through fifth grade, servicing the children of Sacred Heart Parish of Etiwanda. Sixth through eighth grade were added in the succeeding years. With the demographic changes, the enrollment continued to increase as the children from the growing communities of Alta Loma, Rancho Cucamonga, Etiwanda, and Fontana sought admission to the school.

The Sisters of St. Francis of Christ the King originally staffed the school. By 1966 the enrollment had grown to 136 students. In 1969, the first class graduated. The 1970's brought Father Joseph Snoj as pastor, followed by Father Raymond Rabatsky in 1983. The Sisters of St. Francis were replaced by the Sisters of Notre Dame.

The charism, or the motivating spirit, of The Sisters of St. Francis of Christ the King is expressed in living the gospel life for the love of God in a religious community. The Franciscan spirit of penance, joy, and simplicity permeates through educating youth and doing other apostolic work in service to the Church. The Sisters of Norte Dame are consecrated women with a mission in the Church to proclaim God's goodness and provident care by promoting Catholic education. The founding charism of Sacred Heart Parish School is still evident today in our entire community. We attend Mass together, we minister in our home parishes, provide service for those in need, and promote Catholic education.

In 1984, Father Fred Gaglia was appointed pastor, bringing about many changes. The diocese re-identified the school as a parish facility and changed the school's name to Sacred Heart Parish School. Father Steve Porter became pastor in 1997. He continued to support the efforts of the school to grow and prosper. In 2003 the school became the second school in this diocese to have a Pastoral Coordinator instead of a full-time pastor. Dr. Peter Newburn left in January 2012 to prepare with his family to be a missionary family in Cameroon. Father Cletus Imo filled the position of interim pastor from January 2012 to July 2012. In July 2012, the parish was turned over to the Nigerian Diocese. Father Benedict Nwachukwu-Udaku became Pastor. Father Ben continues as pastor and continues to be a great support of the school.

The school has had many qualified and effective Principals: Sr. Theodora, Sr. Maristella, Sr. Edigia, Sr. Cheribum, Sr. M Impellizzeri (1984, Susan Maly (1985, and Josephine Janger (1986. In September 1988, Mrs. Joyce Olsen became Principal, followed by Ms. Claudine Wietecha and then Mrs. Coralyn Geiger. Mrs. Coralyn Geiger was a much loved teacher at Sacred Heart Parish School and became Principal in 2001. Mrs. Geiger passed away unexpectedly in July 2008, leaving the school community and parish devastated. She had served Sacred Heart Parish School and the community for over thirty years. In September 2008, Mrs. Tenna Meins became Principal until 2018. After being assigned to be Principal at St. Francis de Sales in Riverside, Dr. Danielle Lascano took over as Interim Principal. In 2019, Dr. Lascano was installed as Principal of Sacred Heart after 10 years of service as a middle school teacher and Assistant Principal at the school. Enrique Landin is the current Principal of Sacred Heart Parish School. He was appointed July 2020. He has been in Catholic Education, in our diocese, for 23 years and has served as Principal for 15 years.

Currently, our staff is made up of lay ministers, with over 330 students enrolled in grades TK-8<sup>th</sup>. Our

students are involved in various clubs, sports, and extra-curricular activities such as choir and the academic decathlon. They have been honored for their participation in leadership workshops, featured in The All American Scholarship Yearbook, and published in The Creative Communication's Poetry Book for 2009. Our students have participated in The San Bernardino Diocese Academic Decathlon and Damien High School and Bishop Amat High School's math contests.

Our students have been involved in many outreach projects in the community. Classes support the seminarians in the diocese with letters, cards, and prayers. The school choir has produced their own CD called "Singing from the Heart." Our student council has sponsored collections for:

The Red Cross	Mary's Mercy Center
The Salvation Army	The United Way
Missionary Childhood Association	Pennies for Patients
The Ronald McDonald House	Hurricane Katrina Victims
Haiti Earthquake Victims	Bishop's Walk for Life
Susan G. Koman Foundation	International Relief Charities
Heifer International	Churches in Mexico and Guatemala

In 2018, Sacred Heart Parish School achieved the highest WCEA/WASC accreditation with a 6 year clear accreditation. This is a true testament to the hard work and dedication of our teachers and school community. Since 2018, Sacred Heart Parish School has continued to grow and serve the community. The teachers and staff are professional, experienced, and continue to grow professionally and spiritually. Our next accreditation visit is scheduled for 2025.

Sacred Heart Parish School is committed to the formation of the whole child through growth in faith, academic excellence and serving others. There are many opportunities for our students to discover and explore their God given gifts and talents.



# Faculty and Staff

Pastor & West End Vicar Forane

Parochial Vicar

Parochial Vicar

Principal

Assistant Principal

Bookkeeper

Secretary

Administrative Assistant to the Principal

Transitional Kindergarten Teacher

Transitional Kindergarten Aide

Transitional Kindergarten Aide

Kindergarten Teacher

Kindergarten Aide

First Grade Teacher

First Grade Aide/After Care

Second Grade Teacher

Second Grade Aide/Morning Care

Third Grade Teacher

Third Grade Aide

Fourth Grade Teacher

Fourth Grade Aide/Morning Care

Fifth Grade Teacher

Fifth Grade Aide/After Care

Sixth Grade Teacher

Seventh Grade Teacher

Eighth Grade Teacher/Campus Minister

6<sup>th</sup>-8<sup>th</sup> Math/7<sup>th</sup> Spanish

Art Teacher/Kindergarten Aide

Computer Teacher

Music Teacher/Choir Director

P.E. Teacher/Athletic Director

Spanish Teacher/After Care

Maintenance/Custodian

Fr. Benedict Nwachukwu-Udaku

Fr. Chidi Chileke

Fr. Robert Chikeziri Ihuoma

Mr. Enrique Landin

Mrs. Christine Hanna

Mrs. Gaby Venegaz

Mrs. Mary Carr

Ms. Lillian Arrezola

Mrs. Eunice Huizar

Mrs. Maria Parisi

Mrs. Angelica Lopez

Mrs. Jessica Lopez

Mrs. Karina Oliveros

Mrs. Rose Gonzales

Ms. Livier Diaz

Mrs. Tracy Tune

Ms. Rachel Arrezola

Mrs. Daniela McKeown

Mrs. Gabriela Rojano

Mrs. Meilyn Garcia

Mrs. Jessica Gonzalez

Mrs. Diana Bocanegra

Mrs. Cynthia Rodriguez

Ms. Jade Byrd

Mr. Matthew Villanueva

Mr. Edward Greenwald

Mr. Harvey Rodriguez

Mrs. Natalie Orechwa

Mr. Reginald Paige

Mrs. Luningning Manahan

Mr. Wayne Loria

Ms. Marie Saba

Mr. Gerald Rector





# Parent Support

## School Board Members:

Pastor  
Principal  
President  
Secretary

Fr. Benedict Nwachukwu  
Mr. Enrique Landin  
Mrs. Denise Mejico  
Mrs. Bethina Lo Bianco  
Mrs. Cindy Almazan  
Mrs. Laura Chaidez  
Mrs. Maria Kimura  
Mr. Luis Mendez  
Mr. Gabriel Parisi



## **Mission Statement**

*“Forming Disciples & Educating Scholars”*

Sacred Heart Parish School exists to inspire our students to become young men and women of faith, knowledge, service, leadership and evangelization for the church and community.

## **Philosophy**

Sacred Heart Parish School is a culturally diverse, academic community rooted in Catholic values and traditions. We embrace the unique qualities of each student and help them to recognize and develop their God given talents. Through a challenging and comprehensive curriculum, humble acceptance of God’s plan, opportunities for service, and mentorship, students grow to become leaders ready to evangelize the world. As well-rounded leaders, they express a desire to effect positive change in the world. They seek opportunities to become activists for peace and justice. In partnership with parents and the community, students develop spiritually, academically, physically, and emotionally in order to achieve their full potential as children of God.



## **Sacred Heart Parish School** **Schoolwide Learning Expectations**

### **Sacred Heart Students are...**

#### **Poor in Spirit**

*Joyful-Giving-Faithful-Wise*

By rejoicing in God no matter what

By embracing their need for God

By serving God and others in living and practicing Gospel values

By seeking knowledge to think critically and become problem solvers

#### **Mournful**

*Hopeful-Grateful*

By displaying a Christian attitude of hope to help others grow

By appreciating the wonder and beauty in all of God's creation

#### **Meek**

*Humble-Kind*

By using their God given talents to communicate through words and actions for the greater glory of heaven

#### **Hungry for Righteousness**

*Fair-Trustworthy*

By being flexible and actively listening to others

By expressing ideas while considering others

By living out the values of Christ

## **Merciful**

*Compassion-Forgiveness*

By extending God's incredible mercy

By exemplifying the love of Christ to others

## **Pure of Heart**

*Selfless-Sincere*

By performing charitable service within the school, parish, and community

By being honest in both words and actions

## **Peacemakers**

*Accepting-Patient-Understanding*

By demonstrating respect for diversity

By using knowledge to learn, make decisions, and solve problems

## **Persecuted for the Sake of Righteousness**

*Courage-Perseverance-Loyal*

By learning from both success and failure

By standing up for their faith and others

By using different forms of communication



## **SACRED HEART PARISH SCHOOL – GOALS**

**SPIRITUAL AND SOCIAL** - Teachers strive to develop the Catholic Christian value system in the students, encouraging students to apply Jesus' teachings to daily living; students grow in awareness of the knowledge and insight which enables Christians to experience and internalize an ever deepening consciousness of their faith and respect for life; to foster and develop a commitment and capacity for Christian witness through experiential knowledge of human needs and global awareness, and to acquire a healthy self-image by appreciating gifts within themselves and others.

**INTELLECTUAL** - Teachers strive to develop a stimulating environment that develops basic skills for learning, as well as intellectual awareness and creativity; an atmosphere that challenges students to grow intellectually with respect to their own abilities while taking initiative, and responsibility for development and leadership.

**PHYSICAL** - Sports provide another opportunity for students to excel. Teachers help students strive to develop healthy bodies by fostering good attitudes, increasing motor coordination; promote good sportsmanship, participation, responsibility, that results in a sense of pride.

**PSYCHOLOGICAL AND EMOTIONAL** - Students build positive mental health attitudes and realistic self-images; students are encouraged to be understanding and accepting of the strengths and limitations of themselves and others; teachers recognize signs that children/youth may be in need of assistance, making recommendations for that assistance, and providing for student needs to the best of their abilities.

**CULTURAL** - Students are guided to develop a sense of appreciation in art, music, and the humanities; children become aware of the wonders of creation, encouraging and guiding them to be productive members of the community.

## **SACRED HEART PARISH SCHOOL – RESPONSIBILITIES**

The Sacred Heart Parish School community strives to meet each of the following objectives which are integrated into the total school philosophy:

- Support parents as primary educators of their children
- Promote continual growth in worship of God the Father, especially in liturgical actions which will lead to a commitment to Christ through the Catholic faith
- Foster intellectual growth by utilizing a varied curriculum
- Establish an atmosphere conducive to learning and encouraging individual achievement through self-confidence, self-reliance, and self-discipline
- Encourage a sense of wonder and develop creative thinking and curiosity
- Develop communication skills of listening, speaking, and writing to enable each student to experience the fullness of human relationships
- Prepare students to view education as a life-long process
- Teach global awareness and encourage responsible participation in the family and community
- Help students to develop critical thinking skills
- Develop parental understanding and cooperation in all matters pertaining to the family and community
- Encourage parents to extend religious learning and academic materials into the home environment

- Develop habits and attitudes conducive to good mental and physical health through exercise and nutritional information
- Encourage the formation of Catholic Christian community and making choices based on Catholic Christian values
- Teach Catholic doctrine and expose students to the joy and comfort of prayer
- Encourage students to develop their creative potential in fine arts



## **ADMINISTRATION**

### **Responsibility of the Principal**

The role of the Principal is three-fold

- √ The Principal is an educational leader working to ensure that the curriculum is challenging, relevant, and meets the standards of the diocese.
- √ The Principal is a spiritual leader working to foster a closer relationship with God for the students and the staff.
- √ The Principal is a managerial leader and shall exercise leadership in administration, organization, educational programming and curriculum development, faculty and staff selection and development, religious development of students and faculty, budgeting and finance, student services, evaluation and management of student achievement and behavior, and public relations.
  - The Principal shall provide guidance to the parent associations and shall be the chief executive officer of the school board.
  - The Principal shall work in unity with the school community to implement the Schoolwide Learning Expectations and provide instruction in the principles of good behavior and citizenship.
  - The Principal will lead in developing and establishing school rules within the limits of policy and will support Faculty/Staff/Volunteers in establishing and maintaining control.
  - The Principal will work to communicate effectively with parents about school events, student progress, and disciplinary actions when appropriate.
  - The Principal will work to create a quality educational program for all students whereby children can be kept safe, be nourished, and grow closer to God.

### **Responsibility of the Assistant Principal**

- √ To assume all the responsibilities of the Principal in his/her absence
- √ To schedule substitutes and record all faculty and staff absences
- √ To take notes at all faculty meetings and to inform missing members about what they missed at the meeting
- √ To lead weekly staff meetings and inform missing members about what they missed at the meeting

### **Leadership Team**

- √ To facilitate level coordinator meetings
  - Level coordinators will support the Principal and Assistant Principal as needed and will facilitate level meetings as requested
- √ To help in the professional development of teachers

### **Responsibility of the Teachers/Staff**

- √ To work in unity with the school community to implement the Schoolwide Learning Expectations
- √ To enforce policies of the school in maintaining control
- √ To practice preventive discipline through well-prepared classes
- √ To set standards for classroom routine and behavior
- √ To provide and maintain the best possible classroom environment for learning
- √ To maintain classroom control sufficient for the pursuit of learning by each student
- √ To work closely with parents on individual student growth
- √ To instruct students concerning responsibilities and privileges
- √ To correct students whose actions/behaviors are unacceptable

## **Responsibility of the Student/Parents**

- To complete the Background Check, Safe Environment, and Mandated Reporter training before performing the required service hours
- To work in unity with the school community to implement the Schoolwide Learning Expectations
- To comply with the rules of the school and the classroom
- To pursue, with their child, the prescribed course of study for the grade
- To respect and respond to the authority of school personnel and parent volunteers
- To pay for repair/replacement of any damage caused by the student
- To perform school service
- To complete the financial contract signed upon acceptance to the school

**PARENTS/VOLUNTEERS** - Diocesan Policy dictates that a background clearance is required for all volunteers. The Circle of Grace, Protecting God's Children, is the safe Environment and Mandated Reporter classes required by the Diocese of San Bernardino. LiveScan/Fingerprinting clearance and Certificate of Completion for Circle of Grace must be turned in to the office before you can perform service hours while students are on campus. Certificates must be on file in the office.

**NO ADULT MAY PARTICIPATE WITH OUR SCHOOL CHILDREN IN ANY CAPACITY WITHOUT THE ABOVE MANDATORY REQUIREMENTS.** Circle of Grace training is available on-line on the website: [cogpartners.org](http://cogpartners.org)

All parents are required to give 15 service hours per year. Three of those hours, one hour per trimester, must be parking lot duty.

**\*ALL PARENTS/VISITORS MUST SIGN IN AT THE OFFICE WHEN ARRIVING AT SCHOOL.**

## **Examples of Parent Participation Opportunities:**

- Field Trips (chaperone)
- Parking Lot Duty
- Hot Lunch Distribution
- Hospitality - assist in set-up or clean-up for school activities
- Classroom help (assist teacher with special projects)
- Room Parent (communicate with teacher/parents; help with special projects)
- Volunteering at school sponsored events such as beginning and end of year picnics
- P.T.G.
- Coaching





## ATTENDANCE

**REGULAR ATTENDANCE IS MANDATORY.** Students should be on the school grounds by 8:00 a.m. The State of California provides by law for compulsory school attendance by all children between the ages of six and eighteen unless subject to a stated exemption.

The responsibility for compliance with this law belongs to the parents, but the school is obliged to keep and maintain an accurate record of daily attendance for each student.

A written excuse dated and signed by the parent or guardian is required on the day of the student's return following an absence.

Excused absences are determined by local school policy. **Students who are absent 20 or more days per semester or 13 or more days per "trimester" without a doctor's excuse or other comparable professional documentation, may be asked to withdraw from the school, receive a failing grade in the affected classes, or be retained.** The final decision is made by the local administration in all cases.

With the approval of Office of Catholic Schools, individual schools may, within reason, establish a maximum number of absence days which may be less than the designated 20 days per semester or 13 days per trimester.

**APPOINTMENT/EARLY DISMISSAL** - Medical and dental appointments are discouraged during school hours, especially during testing. If appointments necessitate early dismissal, the student must bring a written note from the parent or guardian. Please Note: An absence during school hours will be credited as an excused absence only if a dated note is brought in from the medical office. All students must be signed out through the office.

**TARDINESS** - It is the parents' responsibility to see that the student arrives by 8:00 a.m. A student who arrives after the time scheduled by the school for the beginning of the morning or afternoon session or class period is considered tardy. Tardiness disrupts the educational environment for the student and their classmates. Missing class time, especially in the morning, interferes with learning. Missing time in class, includes missing instructional time and assignments. If a student is tardy more than three times in one trimester without an excused doctors note, the student account will be billed \$10.00 per tardy starting with the fourth tardy. Tardy fees are per student, not per family. Tardy fees will reset at the beginning of each trimester.

If the student arrives after the morning recess, he/she is marked absent half a day. Students absent 13 or more days per "trimester" may be asked to withdraw from the school, receive a failing grade in the affected classes, or be retained. The final decision is made by the local administration in all cases.

**DISMISSAL** - Classes are dismissed at 3:00 p.m. daily except on minimum days, when dismissal is at 12:00 noon. Minimum days are posted on the school calendar. Children are released by their teachers in their classrooms at dismissal. If parents are unable to pick up their children after school, they are asked to arrange for someone to do so or have their child/children go to Extended Care. If students are not picked up by 3:15 p.m. they will be signed into Extended Care. A student will only be released to those people listed on the Emergency Contact by the parents/guardians.

**PROCEDURE FOR SCHOOL DISMISSAL** - The safety of students, especially at dismissal time, is a source of great concern to the school staff and parents. We have a system for picking up students at the end of the day and we request your cooperation in following directions. All parents or authorized persons should park their car and walk to the classroom(s). If someone who is not on the emergency card needs to pick up the student, a written note from the parent must be provided to the office stating who will be picking up the child. Identification may be checked. **Children who walk home or ride their bikes need written parent authorization and special permission from the principal on file in the office before leaving campus.**

**EMERGENCY DISMISSALS** - Emergency dismissals may be made at any time by the principal or her representative when a serious condition such as sickness, accident, emergency home conditions, etc., warrants it. In most cases, time permitting, you will be notified by an IRIS alert via phone and email, and/or a ClassDojo notification. If an emergency occurs outside the school hours, please listen to your radio station for instructions on school closure. **As a general rule, Sacred Heart Parish School will follow the same procedures as the public schools in the area.**

**ABSENCE FOR OTHER REASONS** -When parents wish to take their student out of school for several days for personal reasons, the principal is advised to keep a record of the recommendation at the time the request was submitted. The final decision, however, is the responsibility of the parents.

If a student leaves school before or during the lunch period, the student is marked absent for the afternoon session.

The school is not under obligation to provide tutoring, make-up work, or special testing schedule for such a period of absence. The local administration has to determine the conditions and terms governing such absences.



# ADMISSION POLICIES

## Non-Discrimination Statement

Sacred Heart Parish School admits students of any sex, race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its education policies, admission policies, financial assistance, scholarship programs, athletic programs, or other administered programs.

## Admissions Process

1. Formal application is received;
2. Student and family are interviewed by principal or designee;
3. Report card, latest test scores, and a pre-admission test are reviewed
4. Acceptance is based on the family's ability to:
  - a. Meet academic admission standards
  - b. Meet behavioral standards
  - c. Accept and practice the faith and values that are an integral part of the Catholic School Community
  - d. Agree to comply with the school philosophy and policies
  - e. Support the school and its administration

Candidates will be chosen for admission based on demonstrated academic performance, behavioral readiness, and the potential to be successful at Sacred Heart Parish School. All newly accepted students are probationary for their first trimester or longer if needed.

## Policy for Acceptance of New Students

All newly accepted students are probationary for the first year. Sacred Heart Parish School is a religious, private non-profit school and abides by all rules and requirements to which it is subject in that status. While every entering child is viewed as a valued child of God Sacred Heart Parish School may not be able to serve all needs of every child as well as would an alternative placement. ***Applicants must demonstrate academic and behavioral readiness in order to be admitted into Sacred Heart Parish School. Students must demonstrate academic and behavioral success in their placement at Sacred Heart Parish School.*** New students who do not maintain acceptable grades, attendance, or behavior may be asked to leave as soon as a below-average pattern appears established within the first trimester or at the end of either of the final two trimesters. Continued enrollment for struggling new students is dependent upon multiple factors including the effort of the child and the parents, placement options elsewhere, and likelihood for success in the future at Sacred Heart Parish School. Final decisions are made at the discretion of the Principal, in consultation with Teacher(s).

## Transitional Kindergarten:

Applicants must be 4 years of age on or before September 1<sup>st</sup>: **(No Exceptions)**

1. Applicants are evaluated for overall readiness.
2. Official copies of Birth and Baptismal certificates must be provided (no passports will be accepted in lieu of a birth certificate).
3. Up-to-date immunization records must be provided (see required immunizations).
4. Verification of physical examination by a doctor must be provided.

### **Kindergarten:**

Applicants must be 5 years of age on or before September 1<sup>st</sup>: **(No Exceptions)**

1. Applicants are evaluated for readiness in language, motor skills, perception, and overall readiness.
2. Official copies of Birth and Baptismal certificates must be provided (no passports will be accepted in lieu of a birth certificate).
3. Up-to-date immunization records must be provided (see required immunizations).
4. Verification of physical examination by a doctor must be provided.

### **First Grade:**

Applicants must be 6 years of age by September 1<sup>st</sup>: **(No Exceptions)**

1. Applicants are evaluated for readiness in language, motor skills and perception. A report card from Kindergarten (if coming from another school) must be provided.
2. Official copies of Birth and Baptismal certificates must be provided. (no passports will be accepted in lieu of a birth certificate)
3. Up-to-date immunization records (see required immunizations).
4. Verification of physical examination by a doctor must be provided.

### **Second to Eighth Grades:**

1. Students must be enrolled in good standing in academics and behavior in their current school
2. Report card and latest test scores (if coming from another school) must be provided
3. Applicants are evaluated for readiness in Language Arts and Mathematics
4. Official copies of Birth and Baptismal certificates must be provided (no passports will be accepted in lieu of a birth certificate)
5. Up-to-date immunization records must be provided. Proof of Tdap immunization must be provided before entry into 7<sup>th</sup> grade.
6. A copy of the student's First Communion certificate (Grades 3<sup>rd</sup> – 8<sup>th</sup>) must be provided
7. As a general rule, no 8<sup>th</sup> grade students are accepted unless transferring from a Catholic or Christian school.

### **Preference for Catholic Students**

This school gives preference in admissions first to Catholic students living within the parish boundaries; second, to Catholic students living outside parish boundaries; third, to non-Catholic students. Non-Catholic or Christian families must be willing to accept school policy that requires participation in daily Religion classes, school Liturgy, and other school events in the practice of the Catholic faith. While these families will not be pressured to become Catholic, they will be encouraged and required to participate with the rest of the class/school.

### **Students with Learning Disabilities**

While Sacred Heart Parish School strives to meet the needs of all students, we may not have all resources to do so. After all registration information is received by the prior school and evaluated by the principal and teacher of the grade, **a student may be admitted on a probationary status for a given period of time. This time period will determine whether our school can meet the students' needs. The probationary time period may be extended if necessary to evaluate the student's continued needs and progress.**

Sacred Heart Parish School will accept a child for whom an appropriate program can be designed and implemented following the enrollment procedures. Each child's admission and continued enrollment in a diocesan school will be based upon the emotional, academic, and physical needs of the child, and the resources available to the school to meet those needs. **Enrollment is on a probationary basis and will be reviewed after every 6-8 weeks or as deemed necessary.**

Parents are expected to provide all pertinent information regarding their child's disability. Students with learning disabilities may receive accommodations of curriculum and may receive accommodations in how they are assessed based on an ISP or a student performance assessment. If modifications are made of work or tests students may only receive a document of participation as opposed to a diploma. Report cards will note these modifications yearly.

**\*\*The 5000 Series for Personnel Policies (included in this handbook) should be referred to for all issues regarding student policies.**

### **Students with Physical Disabilities**

Sacred Heart Parish School makes every reasonable effort to accommodate students with physical disabilities.

### **Re-registration Process**

Re-enrollment is held in the spring of each year to determine how many students are returning. The process includes the filing of the necessary re-registration forms and the payment of registration fees. A pre-registration fee of \$100.00 per student will ensure a place for the next school year but final registration fees are due no later than June 15<sup>th</sup>. A late registration fee will be assessed for anyone turning in paperwork or fees after this date. **All tuition, fees, Extended Care fees, tardy payments, and volunteer hours/payment for the current year must be up-to-date before a student can be enrolled for the new school year.** Every effort by the administration will be made to work with families to achieve this goal.

**IMMUNIZATIONS:** Students entering our school for the first time must bring a record of

- √ five (5) DPT / DT,
- √ four (4) Polio,
- √ two (2) Measles, Mumps and Rubella MMR
- √ three (3) Hepatitis B.
  
- √ two (2) Varicella- All incoming Kindergarten students must show proof of having received the Varicella (Chicken Pox) immunization. If a student has not had the Varicella, a doctor must state, on a prescription pad or letterhead that the child has had the disease and when.
  
- √ All students entering 7<sup>th</sup> Grade must show proof of having the Tdap booster and completed the Hepatitis B series.

**No child will be accepted until immunizations are up-to-date.**

**EXEMPTIONS:** Beginning January 1, 2016, only medical exemptions will be allowed as outlined by the California School Immunization Law. Personal belief exemptions will no longer be valid. In the case of a medical exemption, a statement signed by the doctor must be presented to the school stating the medical problem and whether it is temporary or permanent. If temporary, a start and end date must be included.

If your child is exempt and there is a disease outbreak, the school may be ordered by the Health Department to temporarily exclude the child from school activities for his/her protection.

**PHYSICAL CHECK – UP REQUIREMENTS:** If the student is coming from out of state, a school entrance physical is required before the first day of school. This is a Child Health and Disability Prevention (CHPD) requirement.



## TUITION AND FEES FOR THE 2023–2024 SCHOOL YEAR

### PLAN A: Non-Tithing Rate

<b>Number of Students</b>	<b>Total tuition for the year</b>	<b>Registration Fees</b> (Includes textbooks, insurance, testing, per capita, materials, and other misc. expenses)	<b>FACTS Tuition Management Fee</b>	<b>10 monthly payments</b>	<b>Total Tuition &amp; Fees for the Year</b>
1	\$6,282.50	\$450.00	\$50.00	\$628.25	\$6,782.50
2	\$8,771.30	\$900.00	\$50.00	\$877.13	\$9,721.30
3	\$10,464.50	\$1,350.00	\$50.00	\$1,046.45	\$11,864.50

### PLAN B: Tithing Rate

Tithing can be made to the Church of your choice. You must show proof of tithing with a letter from your Church stating your contribution. You may fulfill your tithing obligation by donating the \$400.00 to the school at the time of registration as well.

<b>Number of Students</b>	<b>Annual Tuition</b>	<b>Registration Fees</b> (Includes textbooks, insurance, testing, per capita, materials, and other misc. expenses)	<b>FACTS Tuition Management Fee</b>	<b>10 monthly payments</b>	<b>Annual Tuition &amp; Fees</b>
1	\$5,482.50	\$450.00	\$50.00	\$548.25	\$5,982.50
2	\$7,971.30	\$900.00	\$50.00	\$797.13	\$8,921.30
3	\$9,664.50	\$1,350.00	\$50.00	\$966.45	\$11,064.50

### Mandatory Fundraising - Raffle Tickets - \$450.00

- Cash bonus raffle \$350.00. In lieu of selling tickets, you may write a check for the total amount to the school. Payment must be made by December 1<sup>st</sup>.
- Cash bonus raffle \$350.00 ticket money must be turned in September – mid December. Tickets will be drawn on the last day before Christmas break for \$500.00, then once a week beginning in January after the break until the end of the school year. Prizes range from \$100.00 to \$200.00 a week.
- You must sell 10 Bishop Golf Classic \$100.00 tickets costing, \$10.00 each before Thanksgiving break.
- You may also fulfill your fundraising obligation by buying scrip in our office. A percent of each purchase is applied to your fundraising obligation. Contact the office for more information.

### **Mandatory Service Hours:**

Each family will be required to donate 15 service hours per year/per family or 5 hours per trimester, one of which must be parking lot duty. We will bill you at the end of each trimester for service hours. There will be a \$40.00 charge for each service hour not worked. It is the parents' responsibility to record and sign the service hour tally sheet in the binder in the office. You are required to do 1 hour of parking lot duty every trimester or you will be billed. Family members and friends may help complete service hours for the family if specifically signed in under the daily name at the time of the service. No extra hours can be transferred from family to family. Examples of ways to complete your service hours obligation:

- Beginning and End of Year Picnic
- Book Fair
- Hot Lunch Distribution
- Harvest Festival
- Global Awareness
- Pizza Lunches
- Senior Brunch
- Chaperone on Field Trips (with approval)
- Work with PTG on fundraising events
- Work with teachers on special projects (Cannot grade papers)
- Parking lot hours
- Coaching (with approval)

**TUITION POLICY-** Tuition rates quoted are computed on a “family basis.” Family shall be defined as: “Those members living at the same address on a permanent basis, where the responsible party has full custody and/or guardianship of the student (s).” **Grandchildren, cousins, step-children living at different residences, or registered under different families may not be incorporated under the “family” rate.**

- 1) Tuition will be paid in ten installments from August through May or in 11 monthly installments from July through May.
- 2) Tuition procedures will be as follows:
  - a. Tuition is automatically taken out of your account on the first of every month.
  - b. Failure to pay on time will result in a LATE FEE of \$25.00;
  - c. Failure to pay two months in succession will result in a student being kept out of class.
  - d. Any check returned from our bank will result in a \$30.00 charge. An excess of two (2) returned checks will result in CASH only payments being accepted for the remainder of the year.
  - e. **No Transitional Kindergarten, Kindergarten, or 8<sup>th</sup> grade student will be allowed to participate in graduation/promotion activities or ceremonies if tuition is not paid in full by May 24<sup>th</sup>, and no diploma will be awarded;**
  - f. All uncollected fees from the previous year **must be paid in full, or be on an approved payment plan with the administration before the family can be registered for the new school year.**

Tuition paid by parents/guardians does not cover the full cost of education; therefore, the remaining expense must be collected in fundraising.

Each year at registration the contract signed by parents is an acceptance of our Tuition and Fundraising policy as stated.

## **REFUNDS**

**If a student withdraws or is dismissed, the policy is as follows:**

**1) NO REFUNDS:**

- a. On registration fee and supply fees
- b. On insurance
- c. On tuition if the student leaves after the 15<sup>th</sup> of the month

**2) REFUNDS:**

If a student departs before the 15<sup>th</sup> of the month, a pro-rated refund on tuition will be given.

**PAYMENT FOR EXTENDED CARE:** Morning and after school Extended Care expenses are not covered in the monthly tuition payment. A computerized time stamp will be kept on each child by the Extended Care Supervisor and a bill will be issued monthly at the rate \$150.00 for one child, \$225.00 for two children, and \$275.00 for three children per month for more than 3 visits to Extended Care. For visits of less than four times a month a charge of \$35.00 per child per visit will be assessed. Parents are responsible for keeping their Extended Care balance current; failure to pay on a monthly basis will result in your child/children being denied Extended Care services and parents will be required to make other arrangements for their child/children.

### **Extended Care Hours**

Morning Care: 6:30 A.M. – 7:45 A.M.

After Care: 3:15 P.M. – 6:00 P.M.

**If students are not picked up by 6:00 p.m., a charge of \$5.00 per minute will be incurred. If a pattern of late pick up occurs, you may be asked to make other arrangements for child care. If we cannot reach you or anyone on your emergency card to pick up your child by 6:30 p.m., Child Protective Services and/or the Rancho Cucamonga Police Department will be called.**





## **ACADEMIC AND STUDENT ACTIVITIES**

**GENERAL POLICY-** Sacred Heart Parish School follows the directives and instructions issued by the Diocese of San Bernardino. The curriculum follows the Diocesan Curriculum Guidelines and is based on State Common Core standards. In keeping with our school philosophy, mission statement and Schoolwide Learning Expectations, we strive to provide a well-rounded Catholic Christian education.

### **SUBJECTS TAUGHT**

Subjects taught include:

- Religion
- English Language Arts (includes Reading, Grammar, Spelling, Vocabulary, & Composition)
- Mathematics
- Social Studies
- Science
- Music
- Art
- Spanish
- Physical Education
- Computer
- Family Life

Regular religious instruction is an integral part of the educational program for students at all grade levels. School Liturgies are important in developing a Catholic school spirit and are celebrated monthly. In general, School Liturgies will take place on Fridays and Holy Days of obligation. Students are involved in the preparation of all Masses and para-liturgies. Dates of these celebrations are announced in the monthly newsletters and via classroom/schoolwide ClassDojo notifications. Parents and family members are welcome to attend.

### **DAILY SCHEDULE**

6:30 a.m.	Before School Extended Care: Morning Care
7:45 a.m.	Outside school supervision begins.
8:00 a.m.	School starts with children sitting at the tables for Morning Assembly and Announcements.
8:05 a.m.	Tardy Bell (School gates close, and students not on campus will be marked tardy.)
8:10-10:00 a.m.	Morning Instruction
10:00-10:15 a.m.	Morning Recess
10:15 a.m.	Classes Resume
11:45 a.m.	Lunch – Transitional Kindergarten – 4 <sup>th</sup> grade
12:15 p.m.	Lunch – Grades 5 <sup>th</sup> – 8 <sup>th</sup>
12:30 p.m.	Classes Resume for Transitional Kindergarten - 4 <sup>th</sup> grade
1:00 p.m.	Classes Resume for 5 <sup>th</sup> – 8 <sup>th</sup> grade
3:00-3:15 p.m.	Dismissal from the Classroom
3:15-6:00 p.m.	After School Extended Care: After Care

**REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES** - Report Cards are issued each trimester and Progress Reports are given mid-way through the trimester. A formal parent-teacher conference is scheduled after the distribution of the first Report Card. Additional conferences are recommended any time a parent or teacher recognizes a need. **Any questions regarding your child should be directed to the classroom teacher and not to other staff members.** Good and frequent communication with your child’s teacher is encouraged. Notes to the teacher, phone calls to the office and requests for appointments are welcome. Teachers are NOT available for appointments during the teaching day or during supervisory times.

**COMMUNICATION** - Teachers are available by appointment for conferences with parents. Appointments must be made in advance with the teacher. Teacher/Staff phone numbers are not given out, nor should they be called at home. If an emergency arises, parents are to call the office and the secretary will ask the teacher to return the call to the parents. Parents are encouraged to contact teachers regarding a child’s spiritual, academic, disciplinary or social progress at times other than the formal conference time in November.

Teachers and staff may also be reached via ClassDojo.

The Principal is available for conferences as needed. Appointments must be made in advance.

**The Principal should not be contacted about a classroom issue until the parent has first conferenced with the teacher.** The procedure is to conference first with the teacher, with a follow up conference which includes the parent (s), teacher, principal, then move to the next step in the process, if a concern remains unresolved.

**COMPLAINTS** - Complaints should be handled at the lowest possible level. **Persons with concerns about a classroom issue should first attempt to resolve that concern with the corresponding individual (teacher, aide, coach, etc.).**

The following procedures should be followed:

- If the matter is not thus resolved or the complainant refuses to do the above and yet demands action on the part of the Principal, the Principal shall request a written signed statement of the complaint. This shall be a brief but specific summary of the nature of the complaint and the facts surrounding it.
- Complaints not resolved at the point of origin must be submitted in writing for study and possible solution.
- The individual employee involved shall be advised by the Principal of the nature of the complaint and shall be given the opportunity for explanation, comment, and presentation of the facts as the employee sees them. This is to be submitted in writing.
- The Superintendent will intervene only if the complaint cannot be satisfactorily resolved at the local level and only on receipt of a written referral.
- On receipt of a written referral, the Superintendent will solicit from the complainant, the Principal, the employee concerned, and where appropriate, the pastor, a written summary of the issue together with supporting documentation. After reviewing the documentation, and when necessary, conferring with the parties to the disputed action or policy, the Superintendent will only determine:
  1. Whether the local policy is in accord with applicable Diocesan policies and regulations
  2. Whether the policy is fair and equitably applied

**CONFIDENTIALITY** - Parents will be given necessary information concerning the health, life, or safety of their children. At times children share confidential information with their teachers, verbally or in written form. If a student shares that they are going to hurt themselves, hurt someone else, or are being hurt, the teacher will share that information with the principal, even if they promised confidentiality. We will keep confidences unless health, life, and safety of students are involved. Parents will be notified of teacher or principal concerns. We are mandated reporters and must share with the proper authorities all concerns regarding the health and safety of all students. If a teacher believes a student is in need of more direct action, they may refer the student to counseling for help.

**GRADING SCALE:**

<b><u>Grades K – 2<sup>nd</sup></u></b>	O – Outstanding = 95-100	G – Good = 80-89	NI – Needs Improvement		
-	VG – Very Good = 90-94	S – Satisfactory = 70-79	CP – Continued Progress		
<b><u>Grades 3<sup>rd</sup> – 8<sup>th</sup></u></b>	A = 100-95	B+ = 89-87	C = 79-77	D = 69-60	F = Below 59
	A- = 94-90	B = 86-83	C = 76-73		
		B- = 82-80	C- = 72-70		

**PROMOTION** - All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade. Class performance, homework, teacher evaluation, standardized test scores, and attendance contribute to the decision.

**RETENTION** - If a student's performance in a particular grade is such that he/she may benefit from being retained in the grade, parents will be informed of this possibility no later than March 10 unless circumstances change drastically later in the second part of the year after the second trimester.

**PLACEMENT** - If a student's academic performance is below grade level and he/she is unable to be promoted, the student may be "placed" in the next grade.

If the school suggests retention for a student, but the parents request promotion; or, if the school recommends retention based upon performance, the student may be "placed" in the next grade. In all such cases, when promotion is not an option due to lack of academic proficiency, parents must sign the appropriate form stating, that although the school recommended retention, as parents they have elected to have their child "placed". Students who are "placed" during elementary school, especially during the junior high years, shall receive a Certificate of Completion following 8<sup>th</sup> grade to denote attendance and participation in the academic program. Diplomas of graduation are presented only for satisfactory and successful completion of the required academic standards of the school.

If a student is placed in the ninth grade, they will not participate in Graduation Activities unless there exists a diagnosed condition that hinders academic proficiency. The Graduation activities may include graduation lunch and the class outing.

**PRINCIPAL'S LIST GRADES 6<sup>th</sup>-8<sup>th</sup>** - The purpose of the Principal's List is to celebrate successful progress. Students must maintain at least a 3.5-4.0 GPA in each subject area and conduct.

**HALL OF FAME GRADES 6<sup>th</sup>-8<sup>th</sup>** - Students, who are achieving to the best of their abilities, are eligible for this award. Students must maintain at least a 3.0-3.49 GPA in each subject area and conduct.

**W.W.J.D.(What Would Jesus Do)** - Students who display Christian behavior at all times are eligible to receive this award. This award is given at the teacher's discretion.

**ACADEMIC/ATHLETE** - Students in grades 5<sup>th</sup>-8<sup>th</sup> with a 3.75 GPA or better during the trimester of their sport's participation will receive this award at the end of the year.

**8<sup>th</sup> GRADE CORDS** - Students must achieve a 3.75 GPA or better for the entirety of their 8<sup>th</sup> grade year. Cords are worn at graduation.

**GRADUATION** - Students that do not meet the minimum requirements for graduation will be given a certificate of completion not a diploma from Sacred Heart Parish School. In addition, those students will be unable to participate in any graduation activities. All final decisions are made by the principal after consultation with the teachers, parents and pastor.

**GPA AVERAGE:**

A	= 4.0	B+	= 3.3	C+	= 2.3	D	=1.3
A-	= 3.7	B	= 3.0	C	= 2.0	F	=0.0
		B-	= 2.7	C-	=1.7		

**HOMEWORK** - Homework has an important place in the educational program. Its purpose is:

- to reinforce skills and concepts presented in class
- to encourage students to work independently
- to give students the opportunity to accept responsibility for completing a task
- to foster creativity through projects and special assignments

Suggested time allotments for homework: (These are suggestions for the average amount of time it should take to complete homework. Not including breaks.)

Kindergarten = approx. 15-20 minutes

Grades 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> = approx. 45-60 minutes

Grades 1<sup>st</sup> and 2<sup>nd</sup> = approx. 30-45 minutes

Grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> = approx. 60-120 minutes

Parents are encouraged to:

- be aware of homework standards as outlined by the teacher
- offer counsel but insist that the student do his/her own work
- provide a suitable time, place, environment for study
- communicate with teachers if there are problems
- designate a time for daily reading

If parents think their child is spending too much time or too little time on homework, they are asked to contact the teacher. We urge all parents to take an active interest in their child's homework. Students who do not complete their homework on a daily basis may be asked to go to study hall during lunch to complete their work. Students who do not have all work completed may be kept out of participating in school extracurricular activities, such as assemblies, Field Day, class parties, and any other activities of the teacher or administrations choosing in order to complete the work.

**PHYSICAL EDUCATION** - All students in grades TK-8<sup>th</sup> are required to participate in the P.E. Program. Students must wear P.E. uniforms available through the school. Red or navy blue sweats may be worn during the colder weather on P.E. days. Students are to come to school in P.E. clothes on P.E. days. If a child needs to be excused from P.E., the school must have a note.

**CHILD ABUSE REPORTING** - In accordance with Diocesan policy and California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse and exploitation. In a case of reasonable suspicion, the school will not contact parents in advance of making a report. In this area the staff has no legal alternative except to contact the proper authorities.

**CUSTODY ISSUES** - Parents who do not have custody of their children still have rights to access student information and to speak with school officials, unless the school has on file a court-certified copy of a court order to the contrary. Parents should inform the school of custody arrangements affecting their children. Teachers should make the Principal aware of any custodial issues that come to their attention.

No unauthorized organization, agency, or person may be allowed to assume custody of any student on school premises before, during, or after school hours unless explicitly authorized by the parent or guardian.

In cases where custody is court ordered, the school must request, and the parents must provide, a copy of the court order for the student's file to verify the conditions of custody. The school shall comply with court ordered custody conditions that are on file.

**MEDICAL/ACADEMIC OBSERVATIONS** – Persons, agencies or organizations desiring to contact individual students during the school day are to receive permission from the principal. The principal shall use discretion in determining whether or not the student should be accompanied by a bona fide school employee.

The school may not be used by a non-legal guardian for the exercise of visitation rights.

**VOLUNTEERS** - The Circle of Grace, Protecting God’s Children is the Safe Environment and Mandated Reporter classes required by the Diocese of San Bernardino. LiveScan/Fingerprinting and a Certificate of Completion for Circle of Grace should be turned in to the office before you can perform service hours while students are on campus. **NO ADULT MAY PARTICIPATE WITH OUR SCHOOL CHILDREN IN ANY CAPACITY WITHOUT THE ABOVE MANDATORY REQUIREMENTS.** Circle of Grace training is available online on the Circle of Grace website: cogpartners.org.

**SMALL GROUP LEARNING OPPORTUNITIES** - Whenever the need for lowering instructional class size exists, and where volunteers and aides are available, every effort is made to challenge students in small group settings. To this end, parent aides are encouraged to offer their time to the instructional program by contacting the teacher. We are fortunate to have a number of parent volunteers. The colleges in the area also provide students the opportunity to do service hours and we have other professionals who volunteer their time and talents. All volunteers must be background checked and have a Circle of Grace Certificate of Completion on file in the school office before they can work near the students.

**STUDENT COUNCIL** - Student Council members follow a code of conduct and work under the direction of school moderators. All students are expected to acknowledge and respect their elected officers and cooperate with them as they plan various activities.

**STUDENT RETREATS** – Sacred Heart Parish School teachers are encouraged to provide a retreat program according to the needs and capacities of students at varying grade levels and varying stages of religious development. Currently, 7<sup>th</sup> and 8<sup>th</sup> grade retreats are once a year. Sacred Heart Parish School teachers provide a retreat day for students prior to the reception of First Reconciliation and First Communion.

**ATHLETIC PROGRAM** - A competitive athletic program is offered at Sacred Heart Parish School through the Inland Catholic Sports League (ICSL), where diocesan schools compete. These sports include Basketball, Cheer, Football, Soccer, and Volleyball. In order for the program to be successful, we need parental support to provide coaching and we encourage participation in these games.

In order to be eligible for participation in the sports program (or any extra-curricular activities) students must maintain a 2.0 grade point average; have no “F” grades, and maintain a “C” or better in his/her conduct/behavior. Eligibility for participation in the sports program is reviewed at the middle and end of each grading period. Students with low/problem grades or consistent missing assignments may be placed on academic probation.

A fee is required for participants. This fee is determined by the Diocesan Commission on sports. The athletic program will not interfere with regular scheduled classes. Students selected to play must demonstrate good conduct and continuous effort in academic subjects. All players, coaches, and parents are required to sign a “Code of Conduct” form. Consequences of non-compliance with the Code of Conduct may result in removal from the team, a coaching position or privileges as a spectator.

**Coaches may not provide transportation to and from games.** Parents interested in helping out with coaching may contact the school Athletic Director.

### **Uniforms for Athletic Program**

- Uniforms are issued through the Athletic Director or the school office.
- Uniforms are to be used for scheduled games only.
- If the uniform is lost or damaged during the season, it must be replaced at the full cost by the parents. It is the responsibility of the coaches to get all the uniforms back from the students or obtain the new uniform.

**CHEER** - Students in grades 4<sup>th</sup> – 8<sup>th</sup> may volunteer to be cheerleaders on our Bulldog Cheer Squad.

**CHOIR** - Sacred Heart Parish School has an excellent student choir, grades 4<sup>th</sup> – 8<sup>th</sup>. Practices are held during the school day. The choir may be asked to sing at various Diocesan events. You will be notified when this happens.

**STUDENT SERVICE PROJECTS** – The school participates in several service projects to help our greater community. Eighth grade students are required to complete ten (10) hours of service by the end of the school year and write a report on their experience.

- The Pontifical Association of the Holy Childhood - Missionary Childhood Association is a special mission program designed to make students more aware of their brothers and sisters in need. The Diocesan Mission Office and Sacred Heart Parish School encourage all students to reach out to the needy through prayer and sacrifice. Contributions are used to provide food, clothing, shelter, medical care and education for people in the Third World.
- Food Pantry- The students bring non-perishable items monthly to masses. In an answer to Pope Francis' call to end world hunger, students bring in non-perishable items to fill our parish food pantry.
- Mary's Mercy Table & Veronica's Home- Throughout the year students collect items such as clean socks and shirts and give monetary donations to help Mary's Mercy Table serve the homeless in San Bernardino. Students have collected new toys and donated items to serve the women and children in residence at Veronica's Home as well.
- Community Outreach to the Elderly- Sacred Heart Parish School students have opened their hearts to share their time and talents with the elderly community. Each year the students welcome the elderly community to a meal. Each class provides service, arts & crafts, and entertainment for the group to enjoy.



# **DISCIPLINE**

**POLICY - Discipline in the Catholic school is to be considered as an aspect of Christian development and not a form of punishment. The purpose of discipline is:**

- a. To help each student become more responsible to self and others
- b. To provide a classroom atmosphere conducive to learning
- c. To educate individuals in realizing the importance of attaining self-control

Good discipline fosters a productive learning environment for all.

**STUDENT BEHAVIOR** - A Sacred Heart Parish School student is a member of our school community at all times and should act accordingly. A student who engages in conduct, whether inside or outside the school (which includes social media), that is detrimental to the reputation of the school, may be disciplined by school officials. The students at Sacred Heart Parish School are expected to cooperate in sharing the following values:

## **1. Be Respectful of Others**

- a. Students will be respectful and obedient in behavior and attitude to all faculty members, adults and each other.
- b. Students are to be honest, courteous and exhibit moral behavior.
- c. Bullying, harassment, or intimidation by or towards an individual or group will not be permitted. This includes any threats or use of force.
- d. Students will not disrupt the classroom atmosphere with inappropriate behavior. This includes remarks to embarrass or make others laugh, name calling, passing notes etc. Immature/rude behavior will not be tolerated.
- e. Students are expected to use acceptable language; no profanity is allowed in word or action.
- f. Any object which can be used as a weapon; e.g. knives, guns, martial arts weapons, is strictly forbidden on campus.
- g. Nothing is to be thrown or tossed in the classroom. Students are never to throw food, rocks or sand.
- h. Tackle football, keep away, or games, which involve excessive roughness, are never allowed on school grounds. School insurance does not cover the serious injuries that might occur from this type of activity.

<b>Offenses</b>	<b>Consequences</b>
Hands-off Policy: Any aggressive behavior, including but not limited to verbal and/or written and/or media based harassment or racial harassment.	A warning resulting in time-out and/or Discipline Notice. If the situation is judged to be of a serious nature, possible intervention by authorities and suspension from school.
Any aggressive behavior physical or sexual	Discipline Notice and same day (full day) suspension from school and possible intervention by authorities and/or expulsion
Fighting and/or retaliation	Discipline Notice and same day (full day) suspension from school and possible intervention by authorities.
Destruction of school property including chewing gum, willful cutting or carving, graffiti, and/or defacing property.	Discipline notice. Students and parents will be held liable for all damages and related expenses.
Possession of pornography	Discipline notice and suspension and/or possible expulsion.
Cheating of any kind will not be tolerated, including forgery, dishonesty, theft, plagiarism, and lying	Zero grade on test and/or assignment, Discipline Notice.



Possession, use, sale, and/or distribution of tobacco, drugs, alcohol and/or facsimile	Contact of legal authorities plus suspension without prior warning which may be followed by expulsion.
Possession, use, sale and/or distribution of a weapon or any object intended to be used as a weapon.	Contact of legal authorities plus suspension without prior warning which may be followed by expulsion.

## 2. Be Respectful of Self

- a. Students will dress in full school uniform, observing the Sacred Heart Parish School Dress Code, which includes dressing in the P.E. uniform on P.E. days.
- b. Students may not use, sell or bring to school any alcohol, tobacco or illegal drugs. When a student requires prescription drugs, physician's written directions for use, and written parent authorization must be turned into the office.
- c. Students are expected to come to class with necessary materials at all times; their homework, books, paper, pencils, pens, etc., as requested by the teacher. Books are to be covered and carried in some type of backpack or bag.
- d. Students are expected to take responsibility for all assignments. Cheating, copying another student's work, allowing a student to copy one's work, plagiarism, falsifying information or any other form of dishonesty is inappropriate behavior for a Christian.
- e. Eating or drinking is forbidden during class time. **Gum chewing is not acceptable in the classroom or anywhere else on the school premises at any time.**
- f. Students may not leave the classroom or campus without permission.
- g. Students who arrive before 7:45 a.m., or who are on campus without supervision 15 minutes after dismissal, must go to Extended School Care. **NO EXCEPTIONS!**
- h. Students are forbidden to take electronic equipment to school. **This includes cell phones, smart watches, headphones, video game devices, and cameras.** Backpacks may be checked periodically. In the event that the student must have a cell phone, they are to bring it into the office, where it will be held until the student goes home for the day. If an electronic device is confiscated, a detention may be given. The device will not be given back until the parent comes to get it in the office. (see page 44)
- i. **Toys (fidgets spinners, slime, LEGOS, cards, playground balls, Hot Wheels, putty, etc.) may NOT be brought to school.** All toys will be confiscated and returned to a parent.

## 3. Be Respectful of the Earth and of the Property of Others

- a. No food or drink is to be carried around or eaten while playing.
- b. Students are to eat and drink only at their assigned lunch tables.
- c. Students shall value their own property and that of others. They are not to steal or take any others' belongings. Cheating on tests or homework is considered stealing.
- d. Students' damage to any school property or to the property of other students must be paid for by parents, including graffiti.
- e. Students are to remain in their respective areas unless they have special permission to leave.
- f. Drinking fountains and lavatories are to be used with safety and cleanliness in mind. These areas are not to be used for playing, eating or socializing.
- g. Students are not allowed to be present and/or play:
  - in the area behind the hall and school
  - in the hall without adult supervision
  - around parked cars
- h. Bicycles, skateboards, roller blades, scooters, etc. are not to be used on campus.

## **COURTESY**

### **All students should:**

- Greet all teachers, staff members, parents, and visitors respectfully
- Offer to help teachers with books, supplies, and classroom tasks
- Stand aside to let adults pass first
- Avoid interrupting
- Respect their neighbor's right to learn and to work
- Show respect for different ideas, opinions, cultures, and customs

**BULLYING** - All Catholic schools shall maintain a work and educational environment free from all forms of bullying/harassment and shall insist that all persons are treated with dignity and respect. Section 4161 of the Personnel Policies clearly defines Bullying. Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending him or herself. Bullying can take many forms:

Physical Bullying:	Hitting, or punching
Verbal Bullying:	Teasing, name calling; or threat of retaliation
Nonverbal (Emotional) Bullying:	Intimidation using gestures, or social exclusion

Cyber Bullying: Sending insults or threats by e-mail, cell phone, picture phone, instant messaging, social media, or other electronic media; use of internet, cell phone, or other electronic device to intimidate, threaten, or harass.

It is the responsibility of all parents, students, and faculty members to ensure that everyone is treated in a dignified, non-threatening manner which exemplifies Catholic Christian values.

**HARASSMENT** - Harassment is defined as ongoing demeaning treatment of one who does not consent to the treatment. Sacred Heart Parish School affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive or intimidating because of an individual's race, creed, color, national origin, gender, or physical ability. Harassment of any student by any other student or staff member is prohibited and will not be tolerated. All demeaning behavior is prohibited. It is the policy of Sacred Heart Parish School and the Diocese to provide an educational environment in which all students are treated with respect and dignity.

Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. The following conditions can be construed as sexual harassment of a student:

Verbal Harassment:	Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets;
Written Harassment:	Suggestive or obscene letters, notes, or invitations;
Physical Harassment:	Unkind, immoral and/or unlawful physical touching, contact, assault deliberate impeding or blocking movements or any intimidating inference with normal study or movement;
Visual Harassment:	Leering, gesture, display of sexually suggestive objects or pictures, cartoons or posters.

These policies prohibit any bullying/harassment during school activities while on or off school grounds. Any form of bullying or harassment that takes place between students while off campus and not involving the school or not during school events/hours, must be addressed between parents/students involved.

### **Student to Student Sexual Harassment**

This policy prohibits student to student sexual harassment whenever it is related to school activity or attendance and occurs at any time while on or off school grounds. Any student who engages in the sexual harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion. Should substantial conduct outside the school environment come to the attention of the school, this too may serve as grounds for disciplinary actions.

### **Violence – Threatened and Acted**

All threats of violence will be taken seriously and will be handled on a case by case basis. Assault, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property or during school related activities will be addressed. This threat can be verbal, physical, or electronic.

**ABUSIVE BEHAVIOR DIRECTED AT FACULTY & STAFF** - All members of our school staff are expected to conform themselves to the standards of conduct befitting a Christian. Parents/guardians are expected to work in a courteous and cooperative manner with the school staff so that students meet the Schoolwide Learning Expectations. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. Any parent/guardian, or other person, who insults or abuses any teacher in the presence or hearing of other school personnel, or students, and is on the school premises, or at some other place in connection with assigned school activities, may be asked to transfer from the school.

**CONSEQUENCES OF MISBEHAVIOR** - Failure to obey the school rules (with the exception of those requiring suspension or expulsion) will result in time-out, extra assignments, detention, or some other appropriate consequence. Students' grades will not be lowered as a result of misbehavior except on a conduct grade. However, suspensions and removal from the classroom setting are a disruption in the student's learning and may therefore indirectly cause a student to perform poorly.

Principal/Assistant Principal/Teacher discretion and seriousness of action will determine the step of discipline from the following possible actions. Principal has final approval of all disciplinary action and make up work.

- Verbal warning (documented by adult supervisor)
- Written reprimand and/or phone call.
- A lunch hour detention
- A Parent/Assistant Principal/Teacher/Student conference
- Parent called to pick up student – Parent/Assistant Principal/Student conference
- School suspension (1-5 days at Principal's discretion)
- Meeting with Principal//Teacher/Parents and Student to discuss Disciplinary Contract or possible expulsion or voluntary withdrawal from the school
- A student's Conduct Grade will be affected if they are unable to abide by school rules, which will then be reflected on their Report Card.

**DETENTION** - When a student is given a detention, school personnel will notify the parent. If a student receives more than three (3) hours of detention in one trimester or has missing works or multiple detentions for missing work, he/she may be excluded from extracurricular activities and/or school events. Extracurricular activities (sports, dance, etc.) do not supersede a detention. The student must miss the planned event.

**SUSPENSION** - Suspension will be given for:

- 1) Severe disruptive or disrespectful behavior in the classroom or on the playground, or a **continued pattern** of misbehavior
- 2) Fighting
- 3) Willful damage to school property or to the property of others
- 4) Leaving the campus without permission
- 5) Forms of harassment or bullying behavior
- 6) Threats of violence
- 7) Any act/behavior deemed by the Principal

If a student is suspended, they may make up work missed, and receive partial credit. Partial credit given for these missed assignments is at the discretion of each teacher. Tests and/or quizzes administered during a suspension may not be made up, and will result in a zero. No extra credit will be given to make up for low grades received during a suspension.

**EXPULSION** - Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. In the case of repeated suspensions, the use, sale or possession of alcohol, narcotics, or other illegal drugs, or the possession of a weapon, the Superintendent of Catholic Schools is notified and Diocesan Policies and Procedures are followed.

**\*\*The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion. The principal retains the right to amend this handbook for just cause and parents will be given notification if changes are made.**

**DUE PROCESS/APPEALS** - We commit ourselves to a hearing in any disciplinary situation. The student is told what he/she did wrong and is given a chance to be heard.

**PROCEDURE FOR APPEAL AND REVIEW OF DISCIPLINARY ACTION** – Timeliness of appeals is important to maintain the uninterrupted education of the students as a priority. The following steps should be followed to assist in the appeal process if parents and administration are in disagreement with a decision regarding academic transfer, probation, suspension, or expulsion.

A. The principal will receive any appeals for review and provide parents the opportunity to present their case within five (5) school days of the written and dated notice of expulsion.

B. The next level of appeal is the pastor if it is a parish school, or the Associate Superintendent for non-parish schools.

C. The next level of appeal is to the Associate Superintendent of Catholic Schools.

D. The final level of appeal is the Superintendent of Catholic Schools. Appeals are made in writing and typically will be responded to in writing.

E. If a resolution has not been reached, the parents may request formal mediation and arbitration. (Cf. Dispute Resolution Policy 2006.)

**CONFLICT RESOLUTION** – A procedure for addressing disputes and issues that involve student and parents has been developed. This is the Conciliation Process and must be followed step by step. If resolution of the conflict is not achieved at the lowest possible level, concerns should then move to each consecutive step.

- The first step is to deal directly with the teacher.
- Step two is to bring the concerns to the principal.
- Step three is to address the pastor or pastoral coordinator with regards to the issue.
- If resolution is not achieved at the Parish level, the concern can then be brought to the attention of the Associate Superintendent of Catholic Schools, who will, if necessary, bring it to the Superintendent's attention.



## **PLAYGROUND RULES**

- When the bell rings, all play must end immediately and playground equipment is to be held, not bounced or thrown.
- If you hear a whistle, stop what you are doing and wait for instructions from the staff.
- Students are to show courtesy and respect for supervisors at all times.
- Hitting, yelling, pushing, or any other actions deemed disrespectful will NOT be tolerated.
- All eating is to be done while seated at the tables. There is to be no eating while walking around. No throwing food.
- While eating at the tables, remain seated at all times until you are excused by staff personnel.
- You are not dismissed from the tables until all debris is picked up and thrown away. (All trash in, on, and around the table must be picked up and put in the trash before you will be dismissed for play).
- Do not waste your lunch by throwing it away.
- Students must wait for supervision before playing on the field.
- Play is allowed in supervised areas only. Do not play in the bathroom or next to the classrooms that are in session; students are still learning.
- Always ask staff to get the ball for you that is in the street or unsupervised areas.
- Rough play is not allowed, (i.e. king of the mountain, pyramids, crack the whip, etc.). Wrestling, Dodge Ball, tackling, or other contact sports are considered rough play and are not allowed.
- Do not pick up another student.
- Walk – don't run on the blacktop.
- Use all play equipment appropriately and with caution. Do not throw the ball at someone's head or with the intent to hit someone. Do not bounce the balls off the buildings. Do not kick the balls into the trees.
- All ball playing is to be done on the field except for basketball.
- Use only supplied equipment unless personal equipment has been approved ahead of time.
- No objects can be thrown except a ball. No Frisbees. A football can be thrown but flag or tackle football may not be played.
- Students must take turns playing on or with playground equipment. Primary grades, (K-4) should be shown consideration at all times.
- No pushing or pulling students off the playground equipment.
- No playing tag on the playground equipment.
- Slide down the slide feet first only. Do not climb up the slide the wrong way.
- Do not jump off or hang upside down on the swings.
- Tell staff if someone is injured.

**All rules apply before, during, and after school.**

**PLAYGROUND OFFENSES WILL BE HANDLED IN THE FOLLOWING MANNER:**

1. A minor offense will warrant benching of the student.
2. A major offense will warrant loss of playground privileges and/or a detention and a report will be filed with the teacher.
3. Any action deemed “Zero Tolerance” will warrant student being sent to the office, a detention given, disciplinary action and parents notified.

Behavior problems during recess and lunch are handled by the supervising personnel. A discipline notice will be filed with the classroom teacher. Offenders will be sent to the Principal/Assistant Principal/Dean of Discipline only if they do not respond to correction by supervising personnel or a fight has occurred. Some offenses may result in immediate action, which may include any of the above actions, detention, suspension, expulsion, or any combination that is deemed warranted by the Principal or Assistant Principal.



## **GENERAL POLICIES**

**ABSENCE** - If a child is absent from school, the parent/guardian must notify the office before 9:00 a.m. If the office is not notified, a phone call will be made to the parent's home or place of employment requesting a reason for the absence. Upon returning to school after an absence, the parent/guardian must send a written explanation to the teacher listing the days and stating the reason for the absence.

It is diocesan policy that a student, who is absent more than 20 school days per semester (more than 13 days per trimester) without a doctor's excuse, or other comparable professional excuse, may be asked to withdraw from school or be retained. Class work missed because of absenteeism must be completed satisfactorily; incomplete or missing work will affect student's grades.

**If a student is not in school, they may not participate in any extracurricular activities on the same day as absence.**

**SPECIAL CIRCUMSTANCES** - In cases of special temporary health, physical, legal, or other circumstances, the school will consult with the Office of Catholic Schools, the policies of the Education and Welfare Corporation, and the local district and community resources to determine the best course of action to support the student and family, as well as the entire school population.

**CALENDAR AND NEWSLETTER** - A calendar is distributed at the beginning of the year and a calendar for events each month is also provided. A monthly newsletter is issued to keep parents informed of school activities and events.

**CUSTODY OF MINORS** - No individual is allowed to assume custody of any student on school premises during school hours unless specifically authorized by parent, guardian, or court orders. Please inform the office immediately if there are any custody changes. A non-legal guardian or non-custodial parent may not use the school facilities to exercise visitation rights. The school cannot be put in the middle of custody battles.

No unauthorized organization, agency, or person may be allowed to assume custody of any student on school premises before, during, or after school hours unless explicitly authorized by the parent or guardian.

In cases where custody is court ordered, the school must request, and the parents must provide, a copy of the court order for the student's file to verify the conditions of custody. The school shall comply with court ordered custody conditions that are on file.

**DISASTER PROCEDURES** - In case of a natural disaster, the faculty of Sacred Heart Parish School is prepared to care for the students. During the disaster period, all children will remain at the school under a teacher's guidance until his/her parents or guardians arrive to care for his/her own children.

**FIRE, EARTHQUAKE & INTRUDER DRILLS** – Fire, lockdown, and earthquake drills are conducted regularly.

**FIELD TRIPS/ SPECIAL ASSEMBLIES** - Field trips of educational or cultural value shall be planned in advance and approved by the principal. Field trips must be an extension of or supplement to the programs of the school. The educational or cultural value of the trip must justify the time, distance, and expense involved. Diocesan permission slips must be used and all students must have a signed permission slip form turned in



before going on any trip. Faxed forms and verbal phone permission are not accepted. Adequate supervision is essential: safety is the primary concern for all those involved. Teachers/staff do not drive students on school field trips. Parent chaperones must have Background Check, have completed the VIRTUS training with a Certificate of Completion on file in the school office, and have the minimum Diocesan insurance requirements on their vehicle if they are going to drive. The original permission slip must be returned to the principal at the end of the field trip. Field trips are a privilege, not a right. Students may be prevented from attending field trips for disciplinary, financial responsibility or academic reasons. Parents/guardians release and save harmless the school and its employees from any and all liability, suits, causes, and claims arising to their son or daughter as a result of, or in connection with any school field trip or activity.

**INSURANCE** - The Diocese of San Bernardino requires insurance for all students; a fee for insurance is included in the school's registration fees. Additional insurance coverage may be purchased through the Meyers Stevens Co. Applications are available in the office at the beginning of each school year.

**LOST AND FOUND** - All items – uniforms, P.E. uniforms, sweaters, book bags, lunch pails, etc. should have the student's name in some visible area. Clothing and other items turned in to the "lost and found" container will not be kept indefinitely but will be donated to our used uniform sale or donated to a local charity.

**LUNCH** – A lunch program is available through Cater Tots. Lunch may be purchased online at [www.catertots.com](http://www.catertots.com). All questions and concerns are to be directed to Cater Tots at 714-751-8500. Bag Lunches are to be prepared in child size portions, cut up/sliced/peeled. We cannot heat up or refrigerate any lunch items. Lunches cannot be delivered by an outside business, such as pizza deliveries, **Uber**, Etc.

**MEDICATION** - Medical treatment is the responsibility of the parent(s)/guardian. Medications, both prescription and over the counter, are rarely given at school. No medications of any kind can be administered by school personnel without appropriate forms on file in the office. **Expired medications will not be given to the student. A separate form must be used for each medication.** No student is permitted to take medication to the classroom or keep it in their backpack. All medications will be sent home at the end of each school year. New medications with doctor's orders should be taken to the office at the beginning of each year.

**MESSAGES – FORGOTTEN LUNCHES, BOOKS, ETC.** - Lunches and other messages must be dropped off in the office. **Please do not deliver them to the classroom.** This hinders the learning process and is very disruptive. It is also against Diocesan Policy with regards to fingerprinting and VIRTUS. All visitors must sign in at the front office.

**PARENT AGREEMENT FORM** - Parents are required to sign the form at the back of this document and return it to school.

**PARENT TEACHER GROUP - PTG** - Parent Teacher Group, PTG, forms an important unit for fostering a good home/school relationship and creating an active interest in school life. When a child is registered in Sacred Heart Parish School, the parent automatically becomes a member of PTG. Participation in fundraisers is expected.

The purpose of the group is to pledge moral, financial and volunteer support to our school, its students, faculty and administration. The School Board, PTG, and parent volunteers fundraise for such items as classroom

materials, furniture, playground equipment, audio-visual materials, athletic programs, library books, computer hardware and software, earthquake supplies, cultural events, and more.

Our parent program is necessary to promote a community effort between home and school for the support and care of one another. We need it to continue quality education, to continue existing school programs and to create new ones, and to help hold down rising school expenses.

**PARENT COOPERATION AS A CONDITION OF ENROLLMENT** - It will be an expressed condition of enrollment that the parents/guardians of a student will conform to the standards of conduct that are consistent with the Catholic principles of the school. These principles include, but are not limited to, all policies or procedures set forth in this Parent/Student Handbook. These principles further include, but are not limited to, the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents/guardians who are concerned with the behavior of a child in another family may not approach that child without going through the teacher, then the principal, and finally the parent of the other child.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored activities and events (i.e., Extended Care, Athletics, Picnics, Field Trips, etc.).
- Dress modestly and appropriately to convey our Catholic values.

Normally, a student is not to be deprived of a Catholic education or otherwise penalized for the actions of parents. However, the principal may recommend withdrawal of a student when parents have been persistently and/or otherwise uncooperative with school personnel, policies, regulations, programs, have damaged the reputation of the school or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children. (Diocesan Policy)

**PICTURES** - School pictures will be taken each year. Fall pictures are in red school uniforms. Casual dress is allowed on spring picture day. *Students not present for Fall Picture Day or Fall Picture Make-up Day will not have their class photo in the yearbook.* Student images are utilized, in order to promote the school in the local and surrounding communities by use of photos, printed material, video, posters, social media, etc.

Parents give authorization for this at the beginning of each school year. Sacred Heart Parish School reserves the right to use student pictures in publications.

**PRINCIPAL'S RIGHT TO AMEND** - The Principal retains the right to amend the handbook for just cause and parents will be given notification if changes are made.

**ROOM PARENTS** - We need two parent volunteers to be Room Parents for each grade. The role of the Room Parents is to help the teacher in classroom events and to help him/her organize class parties. The Room Parents help with pizza lunches, classroom activities, Global Awareness, etc. and will work within the greater parent/teacher group. The Room Parents will communicate and coordinate help needed to the parents of the class. They communicate the needs of the teacher or school administration on such things as asking for donations of food, or small items for parties. **The Room Parents will not ask parents for a large monetary donation at any time.** Room parents will also oversee, with the teacher's approval, responsibilities for their class' Harvest Day, Senior Brunch, and Global Awareness activities. The seventh grade Room Parents will organize the eighth grade graduation lunch.

**SCHOOL BOARD** - The School Board for Sacred Heart Parish School is an advisory group whose general purpose is to support and implement the Mission and Philosophy of the school. Their aim is to integrate the teaching of gospel values with the total curriculum, and create an environment where Christian community can be experienced through Liturgy, Sacraments, and social action.

The board is consultative to the Principal and Pastor or Pastoral Coordinator and collaborates with them in the following areas of responsibility:

- a. Planning (establishing mission statement, philosophy, SLE's, long range plan);
- b. Policy Development (formulating policies which give general direction for administrative action);
- c. Financing (developing means/plans, allocating resources according to budget, monitoring);
- d. Public Relations (communicating with various publics, recruiting students, listening to needs and concerns of various publics, promoting the school);
- e. Evaluation (evaluating goals and plans, evaluating board's effectiveness).

The Pastor or Pastoral Coordinator consults with the School Board and Superintendent of Catholic Schools prior to the hiring of a principal.

The School Board meets monthly. At times, the Board may consider it necessary to go into Executive session for discussion, deliberation and voting.

Implementation of the policies is the responsibility of the principal who is accountable to the Board for reporting policy execution.

**SICKNESS AND INJURY** - Should a student be injured or become ill, the parents shall be contacted. If the parent cannot be reached and the illness or injury is serious enough to require medical attention, the principal shall consult the student's emergency card authorization form and arrange for treatment authorized therein. **It is very important that emergency cards are kept current and that the school is informed of change of home and/or work address, and/or cell phone number(s).**

**SUPERVISION** - Students must be supervised at all times. Students arriving before 6:30 a.m. **must register for Extended Care**. Students who are still on the grounds 15 minutes after dismissal, and are not in a planned supervised activity, (sports, Student Council, etc.), **must register in Extended Care**. The school is not responsible for supervision of students before 7:45 a.m. or after 3:15 p.m. unless students are in the Extended Care Program.

**TECHNOLOGY AND INTERNET USAGE** - All parents and students are required to sign a Technology Use Agreement at the beginning of each year. Students must be responsible for accessing only appropriate websites and reporting any accidental "hits" of inappropriate sites. The school computer lab and network has software which blocks inappropriate sites. However, no program is foolproof. While our school filtering system establishes some parameters for appropriate use, students and parents are primarily responsible for the appropriate and ethical use of technology, particularly at home.

The following are unacceptable electronic uses:

- Sending, displaying, or downloading offensive messages or pictures
- Using obscene language
- Harassing, insulting or threatening others
- Damaging of computer systems or computer network

- Violating copyright laws
- Submitting documents from the Internet as a student's personal work, plagiarism
- Using another person's sign-on and/or password
- Trespassing in someone else's folder, work or files
- Using the network for commercial purposes
- Revealing a personal phone number, name or address of one's self or another

Students who do not comply with usage rules will forfeit their usage privileges. The school actively monitors student use of the computer.

**Inappropriate use of the Internet outside of school may subject the student to consequences.**

**Inappropriate use includes harassment, use of school or parish name that is harmful to the school or the Diocese, disparaging remarks directed to or about teachers, offensive communications and safety threats. Private use of social media without reference or identification to the school, school employees, students, and families cannot be governed by school policy.**

**CELLULAR PHONE POLICY – Students may not use cell phones or other personal electronic equipment on campus between the hours of 6:30 am and 6:00 pm.** If an administrator, teacher, or staff member sees or hears any of these devices, consequences will include, but will not be limited to the device being taken from the student and it will be kept in the Principal's office. **Cell phone/electronic devices used or displayed at school will be confiscated and returned to the parents/guardian only.**

In order to bring a cellular phone to school, the phone must be turned in to the office every morning. The cell phone will be returned to the student at the time the student is picked up. (see page 33)

**TELEPHONE** - Students may not use the phone in the classroom or the office, except in emergency situations, or when requested by the teacher to do so. Forgotten books, homework, etc., do not constitute an emergency. Important telephone messages will be delivered to the students. Faculty or students are not to be called to the phone during school hours.

**VISITORS** - All visitors to the school must sign in at the school office. This is for the safety of your children.

**USE OF SCHOOL PROPERTY** - To ensure the safety of all our students, no student should be on campus prior to 6:30 a.m. or after 6:00 p.m. All students arriving between 6:30 a.m. and 7:45 a.m. must sign into Extended Care. Students staying after 3:15 in the afternoon must be directly supervised in Extended Care, by a coach, or by a teacher or other staff member. No student may stay after school without parent permission. Parents should be given prior notice of at least one day whenever a student needs to stay after school.

Sacred Heart Parish School is used by many different parish and civic organizations. We work to foster a cooperative and respectful relationship with all of these groups. Unfortunately, we are not able to directly supervise all of these groups, and at times, have had incidences of vandalism and destruction of school and student property. Students would be wise to keep/take all valuables home each day. **The school will not assume responsibility for personal items left in the classrooms.**

**USE OF SCHOOL NAMES, LOGOS AND MOTTOS**– No one may use the school name, logo or school name, logo or motto on any type of social media or in any other way, e.g., putting the name on t-shirts, for example, without the express written permission of the principal or pastor.



## **UNIFORM POLICY**

It is our goal that the dress code at Sacred Heart Parish School fosters unity among students and makes school and learning a priority rather than manner of dress. Full uniform, regular and P.E. must be worn on all days with the exception of CASUAL DRESS days. Students must wear P.E. uniforms on all P.E. days only. Uniforms must be clean, appropriate size and may not have rips or tears. *Students have a Mass uniform and a regular uniform. Students may not wear any sweatshirts that are not red or navy blue to school or Mass.*

### **GENERAL UNIFORM REQUIREMENTS FOR ALL STUDENTS:**

**SWEATSHIRTS & JACKETS** - A red sweatshirt with the school logo or bulldog logo on it, which is available through the school office, or the red/navy sweater available through Dennis Uniform. Students have the option of wearing a school jacket purchased from Dennis Uniform. Sweaters, jackets and/or sweatshirts must be plain, red or navy blue, with no logo or writing. Oversized sweaters, jackets, and/or sweatshirts may not hang over or cover shorts or skirts.

**T-SHIRTS & TURTLENECKS** - Only short sleeved, solid white T-shirts may be worn under the uniform shirt or blouse. Red T-shirts with our Bulldog logo or spirit logo on it are available in the office and can be worn on P.E. days only and other special occasions announced during the year. Solid (white, red, blue, black, or grey) turtlenecks may be worn under the school shirt/blouse in cold weather only.

**SOCKS** - All socks must be solid red, navy, grey, black or white, crew or ankle length & cover the top of the ankle when folded over. In cold weather, knee-high socks or tights may be worn. Socks may be worn with tights (no leggings) as long as they are the same color (red, white, black or navy).

**SHOES** - Shoes should have rubber soles and be neat, clean and healthy for your child's feet. Shoestrings must be pulled through all tie holes, pulled tightly and correctly tied. Tennis shoes should be colored in red, blue, black, white or gray. Shoes must be **in the appropriate colors** and have no designs/characters. Sandals, "flip/flops", slip on style and boots (with no laces) are not allowed to be worn to school. Shoes should have shoelaces or Velcro to fasten them. No light up shoes are permitted.

**HAIR** - Hair should be washed, well-groomed and should not obstruct vision. Fad or "statement" hairstyles are not allowed. This includes but is not limited to Mohawks, dyed, bleached, highlights, balayage, shaved sides/back, rat tails, shaved designs and spiked hair longer than one (1) inch. Boys may not have their hair longer than the top of the uniform shirt collar, may not have hair that covers their eyes, and hair may not cover the ears. Simple barrettes or hair ties are acceptable on girls, beads are not acceptable. Alterations to eyebrows (shaving or lines) are not allowed. Hair bows and head bands should not be large enough to cause a distraction to the learning environment. Colors of hair accessories should be in line with the school uniform (red, blue, black, white, or grey) except for designated accessory days. As part of the school uniform, students should wear their hair in their natural born hair color, while on-campus or while attending off-campus school events.

**MAKE-UP/JEWELRY** - Make-up is not allowed at any time. Jewelry is limited to wristwatches, a simple chain with cross or medal, and one pair of stud earrings for GIRLS only. No hoop or dangling earrings are allowed due to safety issues. Earrings are not allowed on boys. The only bracelets allowed at school are medical bracelets. Valuable items should not be taken to school. The administration and faculty are not responsible for any loss or damage that may occur. No perfume, aftershave, acrylic nails, or nail polish is allowed. **Watches may not be connected to cell phones or the internet. No Smart Watches.**

**GIRLS** - All girls K-8 must wear the red plaid jumper (K-4), skirt (5-8), walking shorts or skorts purchased through Dennis Uniform. Skirts and skorts must fit properly and may not be rolled at the waist. Skirts must be no more than 2 inches above the knee when standing so appropriate size must be purchased to provide the required length. All girls, (K-8), may wear dark navy blue pants, also Dennis, in the cold weather. Girls may not wear sweats under their skirts, but they may wear white, red, or navy blue tights or leggings. They can wear red or navy blue sweatshirts and sweatpants for P.E. in cold weather; otherwise, they are to wear blue shorts from Dennis Uniform on P.E. days.

- **BLOUSES:** Girls wear a white blouse on Mass days or a red knit polo shirt with logo from Dennis Uniform on regular school days. Girls may wear our red Bulldog T-shirt on P.E. days. **They must be tucked in.**
- **SHORTS/SKORTS:** Walking shorts or skorts may be worn from Dennis Uniform only. These are optional. They must be the correct size (no higher than 2 inches above the knee). School shirts with the Sacred Heart Logo are available from Dennis Uniform.

**BOYS** - All boys, (K – 8), must wear a dark navy blue pants from Dennis Uniform, (No Levis). Navy blue walking shorts may be worn from Dennis Uniform in hot weather. Pants and shorts are to be the correct size and worn snugly at the waist. A dark colored belt may be worn in grades 3-8. The extra length of the belt can be no longer than 4 inches. Pants must be hemmed to length so that pant legs hang straight. They can wear red/navy sweatshirts and sweatpants for P.E. in cold weather; otherwise, they are to wear blue shorts from Dennis Uniform on P.E. days.

- **SHIRTS:** Boys wear white shirts with a dark, solid, navy blue tie on Mass days; red knit polo shirts with logo from Dennis Uniform on regular school days. School shirts with the Sacred Heart Logo on them are available from Dennis Uniform. Boys may wear our red Bulldog T-shirt on P.E. days. **They must be tucked in.**

**P.E. UNIFORMS** - All students are required to wear Sacred Heart Parish School P.E. Uniform on P.E. Days **only**. P.E. uniforms should be in good condition, not faded, worn, or have holes. P.E. shorts and red knit polo shirts may be purchased from Dennis Uniform or you may wear the red Bulldog T-shirts which may be purchased from the school office.

- **WARM WEATHER:** Navy blue shorts and red Sacred Heart Parish School shirts with logo are required.
- **COLD WEATHER:** Red or navy blue sweat suits are permitted.

**CASUAL DRESS** - Casual dress is a privilege extended to all students on special occasions. Casual dress privileges may be lost because of poor behavior. On casual dress days, we expect the casual dress of the students to represent the ideals of Sacred Heart Parish School as a place of respect and learning. Therefore, on casual dress days or at school dances, the following are **NOT ALLOWED:**

- Short–shorts (Short-shorts is defined as being shorter than the tip of the student’s fingertips when their arms are down at their sides), cut–offs, skirts shorter than 3 inches above the knee, sleeveless or spaghetti straps/strapless tops or tops with bare shoulders (“peek-a-boo” tops),

tank tops, T-shirts with inappropriate or negative messages on them, leggings or tight sports pants (yoga pants/capris), baseball caps or hats, any kind of gang attire, and sunglasses are forbidden. Pants or jeans may not have holes.

- Shoes must follow guidelines for a regular uniform dress day - no sandals, flip-flops, Birkenstock style or Platform shoes (including tennis shoes), slip on or boots. Any infraction of the above will require the students to phone home for a change of clothes. Clothing worn by students and parents should always conform to rules of modesty, good taste and appropriateness.

When a child has an accident we will do our best to provide them with clothes to change into. A phone call to the parents will be made to notify them or ask to bring them a change of clothes and/or shoes. Please wash and return the borrowed clothes to the office so that we may re-use them for the next person. If the uniforms are not returned a \$5.00 fee will be added to the family account.

***Conduct/Behavior grade will be affected if the Uniform Policy is not followed.***

**PRINCIPAL'S RIGHT TO AMEND** - The Principal retains the right to amend the handbook for just cause and parents will be given notification if changes are made.



# Parent/Student Agreement

We, the faculty and staff at Sacred Heart Parish School, welcome you and your family to our school community. You will find that each of us is committed to the formation of a school community, which will provide a Catholic Christian education for your child(ren).

Belonging to our school community demands a commitment and dedication of the faculty and staff to the mission, philosophy and student learning expectations of our school. It is necessary, likewise, for each parent to share that commitment and dedication, to accept the same philosophy and goals, and to support the efforts of the administration to implement and achieve them.

As parents, you are the primary educators of your child(ren). By enrolling your child(ren) in our school, you are asking us to share in that educational process. To understand fully your part in the formation of the school community, we ask you to read the following agreement and to sign it as an indication of your acceptance of your obligations. On our part, the religious and academic education, welfare, and safety of the school children come first in all decisions.

## **AGREEMENT**

1. We understand that the school is a Catholic school under the jurisdiction of the Diocese of San Bernardino. We accept, therefore, that
  - a. The Pastor/Pastoral Coordinator is the Bishop's delegate who carries out diocesan policies and has the final accountability and responsibilities for total Catholic education at the parish level;
  - b. The Principal is the immediate administrator of the school who is responsible for the direction and supervision of the school programs within such constraints as may be delineated by the Pastor/Pastoral Coordinator, boards, or diocesan authorities.
2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals and expectations. We agree, therefore, to:
  - a. make the teaching of religion a reality in the life of our child(ren) by participating in the school's religious education program and related activities
  - b. provide a suitable environment for home study and encourage our child(ren) to learn
  - c. abide by all school and diocesan regulations and policies as published in the school handbook of policies and other school communication
  - d. uphold the school's mission, philosophy, Schoolwide Learning Expectations and programs
3. We understand that tuition and fees cover only a part of the total cost of educating our child(ren). We agree, therefore to:
  - a. make tuition payments of the agreed-upon times.
  - b. assist in making up the financial deficit by assuming a share of duties for fundraising and other support activities sponsored by the school community.

## **PARENT ACCEPTANCE**

We agree that our signatures below indicate our willingness to fulfill our obligations under the provisions of this agreement and to support actively the mission, philosophy, goals and programs of the school. We understand that we may be asked to withdraw our child(ren) from the school if we fail to fulfill our responsibilities under this agreement.

Child(ren) Name(s) \_\_\_\_\_

Parent/Guardian Signature(s) \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_