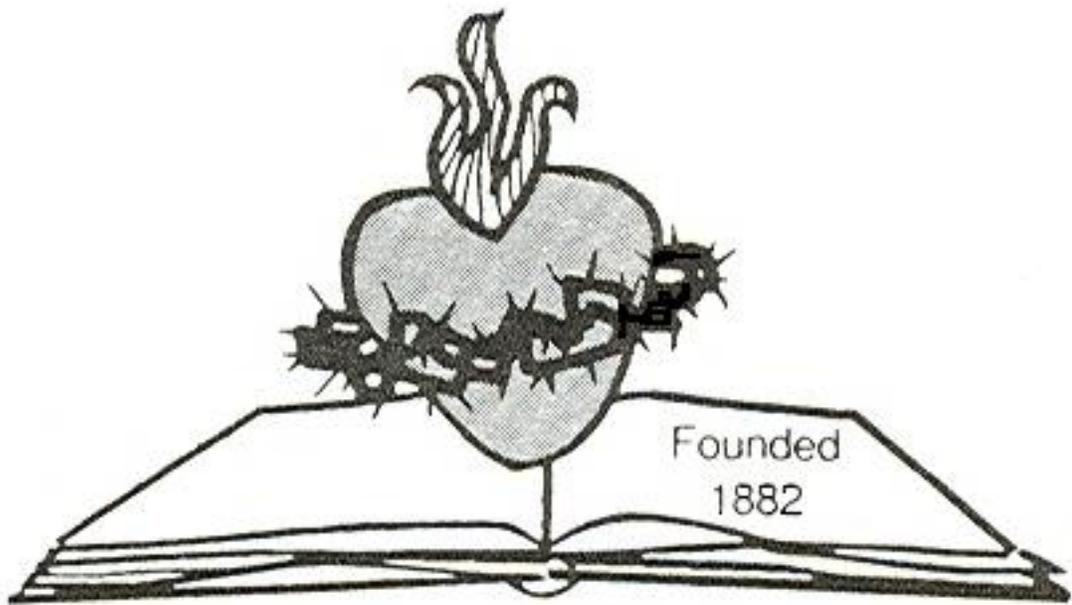


**SACRED HEART
CATHOLIC SCHOOL**

Archdiocese of Portland



Parent/Student Handbook

2017-2018

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I. GENERAL INFORMATION

A. Letter of Welcome

Dear Parents:

The Sacred Heart Catholic School Handbook provides important information about our school, its mission, programs, policies and parent organization. It is our hope that you will keep it in a safe place and use it often as a source of information during the coming school year.

The faculty and staff of Sacred Heart are pleased to be able to work with you to guide and teach your children in this special faith community. By saying, “Yes” to Catholic education you have made a commitment which will be one of the most important gifts you give your child. Sacred Heart Catholic School is proud of over 130 years of excellent educational and spiritual tradition. We, as educators, will work to continue these traditions and provide your children with a challenging and exciting educational program which is infused with the teachings of the Gospel and Christian values.

We encourage you to read carefully the Mission Statement, the Philosophy Statement and the Schoolwide Learning Expectations as they contain the beliefs and goals which empower us, both parents and educators, to become actively involved in the Catholic education of our children.

Sincerely,

Sacred Heart Catholic School Administration, Faculty, and Staff

B. History of the School

Sacred Heart Catholic School opened its doors in 1883 and began the business of educating children under the direction of the Benedictine Sisters. In 1908 The Sisters of St. Mary arrived to staff the school. Their service to the community continued until 1983. Since the school opened, it has been a vital and integral part of the life of Gervais, St. Louis, and the surrounding area.

Although the school and the Sacred Heart/St. Louis community are small in numbers, the generosity of its people has always been huge, both financially and in service, beyond the bounds of the community. There is great pride in the number of graduates who have gone into the priesthood and religious life – perhaps unmatched in number by any other elementary school in the state.

C. Mission Statement

SACRED HEART CATHOLIC SCHOOL MISSION: Sacred Heart Catholic School, a mission of Sacred Heart-St. Louis Parish, forms children in knowledge, virtue and the spiritual life in a safe and positive educational environment that they may develop into disciples of Jesus Christ.

D. Philosophy Statement

SACRED HEART CATHOLIC SCHOOL is committed to educating the whole child, and recognizes parents as the primary educators of their children, while helping facilitate student education. With this mission and philosophy we:

PRESENT a Catholic learning environment that is orderly and prayerful.

RESPECT God, others, ourselves and the rest of creation.

USE caring discipline that promotes self-control and personal responsibility.

PROVIDE catechesis that is true to the Church’s doctrine.

TEACH curriculum in a manner that demonstrates how it connects with the Catholic Faith

DEVELOP Christian fellowship through the works of mercy, to become more like Jesus.

E. Schoolwide Learning Expectations

A graduate of Sacred Heart School is a *Responsible citizen* who:

- Participates in the life of the civic community.
- Takes responsibility for his/her actions.
- Demonstrates qualities of leadership.
- Advocates for those who cannot speak or act for themselves.
- Stands up appropriately to unjust actions.
- Shows growth in the cardinal virtues of prudence, justice, temperance and fortitude.

A graduate of Sacred Heart School is an *Effective communicator* who:

- Speaks, writes and acts intelligently.
- Listens, follows directions, reads and collaborates respectfully with others.
- Shares the Catholic faith confidently with others.

A graduate of Sacred Heart School is an *Active Catholic* who:

- Loves and respects God, other persons and the rest of creation.
- Demonstrates a vital relationship with God by integrity of word and deed.
- Participates in the life of the Church.
- Makes decisions based upon the moral formation received from the Ten Commandments and the Gospel.
- Manifests knowledge of the Catholic faith.
- Demonstrates growth in the theological virtues of faith, hope, and love.

A graduate of Sacred Heart School is a *Life-long learner* who:

- Strives for academic excellence in all subject areas.
- Problem solves and thinks critically.
- Utilizes technology in a moral way.
- Applies academic learning to real life situations.
- Demonstrates time management and study skills.
- Manifests personal initiative in his/her education
- Continues to seek knowledge about the Catholic Faith.

Be REAL!

May the Holy Spirit bless all we do so that we will contribute toward a world of peace and hope.

F. Personnel

1. Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

2. Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and

guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines.

In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

3. Pastor

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

4. Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The principal is responsible for implementing school policies. S/he may amend the handbook as needed.

5. Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as her/his intellectual, moral, and physical capacities may be developed and strengthened.

6. Secretary

The secretary is responsible to the principal for the efficient operation of the school office and management of business related to the school office.

7. Other Support Staff

Other staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

8. List of School Personnel

ADMINISTRATOR:	Rev. Crispine Otieno
PRINCIPAL:	Lucy Shawn
TEACHERS: PreK/Kindergarten/1	Corina Espericueta
Grade 2	Lucia Ries
Grades 3-4	Marissa Casanova
Grades 5-6	Mariana Hill
Grades 7-8	Amy Lear
SECRETARY:	Cindy Schnurbusch
LIBRARIAN:	Marion Zellner (volunteer)
COMPUTER:	Judy Adams
PIANO TEACHER:	Nyssa Piesker (private lessons)
BOOKKEEPER:	Paula McNulty
SPANISH	Barbara Rodriguez (volunteer)

II. ACADEMIC INFORMATION AND STANDARDIZED TESTING

A. Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension or possible expulsion.

B. Conferences

1. Scheduled by School

Parent/Teacher Conferences are held for 15-minute periods during the fall and by teacher or parent request in the spring. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

2. Requested by Parent

Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to call the school office to arrange an appointment.

3. Guidelines

- a) Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request an interview with the teacher privately.
- b) Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.
- c) Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

C. Curriculum

Local curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines.

D. Daily Schedule

For all grades PreK-8, the school day begins at 8:00 a.m. and ends at 3:00 p.m. (On Wednesdays dismissal is 2 p.m.).

E. Electronic Information/Communications

(Also see Electronic Policy under Discipline)

The mission of Sacred Heart Catholic School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes

that the benefit to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

F. Grading and Related Topics

1. Grade Equivalents

A=93-100
A-=90-92
B+=87-89
B=83-86
B-=80-82
C+=77-79
C=73-76
C-=70-72
D+=67-69
D=60-62
F =59 and below.

a) Academic Probation

Upon entering Sacred Heart Catholic School, all students will be on probation for one grading period. The principal may place students on probation for academic or social reasons after conferencing with teachers, parents and student. The term of probation will be determined by the principal. At the end of the probation period the student's progress and/or conduct will be reviewed by the principal and teachers. If sufficient progress has been made, the probation will be terminated. If not, the principal, teachers, and parents will determine whether or not the academic environment of Sacred Heart Catholic School is appropriate for the student.

2. Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. All students are expected to be responsible for their class work on a daily basis. If papers are not in on time, students will be expected to complete assignments at recess. If assignments continue to be incomplete, arrangements will be made for the student to stay after school and a parent/teacher/student conference will be requested.

Students are expected to be responsible for making up assignments missed through absence. Make up work will be given to the student **upon their return to school**. The student will be allowed two days for every day absent to turn in the work.

Taking family vacations during school time is highly discouraged. However, if this is to occur, notification should be made with the teacher prior to leaving school. Missed work will be given to the student **upon their return to school**. The student will be allowed two days for every day absent to turn in the work.

Teachers assign homework with great care, and for the purpose of fostering habits of independence in study or for special assistance to students. While it is difficult to specify time for homework, the following may offer some guidelines.

Grade PreK	10-15 minutes (reading to child)
Grades K, 1, 2	10-20 minutes
Grades 3, 4	15-45 minutes
Grades 5, 6	30-60 minutes
Grades 7, 8	60-90 minutes

Concerns about homework should be addressed to the teacher.

3. Progress Reports/Report Cards

Report Cards are sent home four times a year. In this way parents will be alerted to the successes or areas of improvement for their child. In addition, progress reports will be sent midway through each reporting period.

4. Supplies

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. Some supplies may need to be replenished throughout the year.

5. Textbooks

The Department of Catholic Schools and the Oregon State Department of Education determines the list of approved textbooks from which the school may select for each subject of the curriculum.

Lost books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

G. Graduation

1. Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. While these exercises should be scheduled so as not to conflict with high school graduation dates, ordinarily the eighth grade graduation should not be scheduled before the last weekend of the closing week of school.

2. Graduation Attire

Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest. Sleeveless wear is not allowed. Prom type dresses are NOT APPROPRIATE.

H. Promotion and Retention

1. Promotion

A student satisfactorily completing each grade's work will be promoted to the next grade.

2. Guidelines for Retention of Students

Recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such decision is based on the total evaluation of a student's growth in all areas of development.

In all cases, the decision for retention rests with the principal.

I. Standardized Testing

Schools participate in the Archdiocesan standardized testing program four times each year. Each student's scores will be sent home. Parents may request other types of tests, such as academic or psychological testing, from the local public school district.

III. ADMISSIONS AND WITHDRAWAL

It is the goal of Sacred Heart Catholic School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

A. Application Process

An enrollment application must be filled out to begin the process of enrollment at Sacred Heart Catholic School. Applications may be picked up from the school office. Sacred Heart Catholic School has adopted the following priorities in admission in order to provide its students with a positive, Catholic learning environment and to ensure continuity in the education of students and their families:

1. Returning students in good standing.
2. Siblings of returning students from active* Sacred Heart/St. Louis parishioners.
3. Siblings of returning students from parishioners of another Catholic parish without a school.
4. Active* parishioners of Sacred Heart/St. Louis Parish. These families will be accepted according to longevity in the parish. If a Sacred Heart/St. Louis parishioner is not able to enroll their

student(s) due to class size, they may request a hearing with the Pastor, Principal, School Advisory Council Chair and Pastoral Council Chair to evaluate circumstances.

5. Siblings of returning students from active* parishioners of another Catholic parish with a Catholic School that is full.
6. All other siblings.
7. Active* parishioners from other Catholic parishes without a school.
8. Active* parishioners from other Catholic parishes, with schools, who have full enrollment.
9. All other Catholics.
10. Non-Catholics.

***Criteria for Active Parishioner Status:**

1. The family worships with the parish community on a regular basis.
2. The family contributes time, talent and/or material goods to the parish.
3. The family contributes to the parish using parish offertory envelopes.
4. Active parishioners must have a verification form signed by the applicable pastor and included in the pre-registration application.
5. Families who do not qualify as active and participating parishioners fall under the non-active status and are charged the higher tuition rate.

Adopted by Advisory Council April 10, 1997; Revised September 1999

B. Entrance Requirements

A child entering PreK should be 4 by September 1 of the current school year. A child entering Kindergarten must be 5 years of age by September 1 of the current school year. First graders must be 6 by September 1 of the year they enter. Exceptions for early entrance will be evaluated by the principal and the teacher with a nine-week probationary period. However, an appropriate aged student who has pre-registered by August 9th will take precedence over the early entrance student.

1. Records at Entrance

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations. A physical examination is encouraged for those entering school for the first time.

2. Special Needs Policy

Parents should inform the school if a child has any special needs.

3. Post Enrollment Issues

If a question arises as to a student's specific learning needs after enrollment, Sacred Heart Catholic School will contact the parents and an appropriate assessment will be made.

If the principal and the pastor determine that the school program cannot provide the best education for the special needs of a student, Sacred Heart Catholic School will assist the parents to locate a school with trained teachers and academic programs better able to serve the student's special needs.

If it is discovered after enrollment that information about a student that would affect his/her learning has been omitted or misrepresented, and Sacred Heart Catholic School discovers that it cannot meet the student's needs, the parents may be asked to withdraw the student and place him/her in another school better equipped to meet the student's needs.

Likewise, if Sacred Heart Catholic School determines that a student's behavior is such that his/her education or the education of other students is jeopardized, the parents may be asked to withdraw the student from the school after consultation with the pastor, principal, teacher, and parents.

If the principal or pastor becomes aware of any other information that negatively affects the life of the school, the student may be asked to withdraw.

It is at the sole discretion of the school to dismiss students at any time.

4. Transfer Student Process and Requirements

Transfer students from other schools must present certification of grade level. This can be either a transfer slip or a report card from the former school. Students from out of state must present verification of required immunizations. Transfer students and their parents will be interviewed by the principal before being accepted at Sacred Heart. Behavior, academic progress, study habits, desire for a Catholic education and parent support will be taken into consideration in the decision making.

All students entering in grades PreK-8 will be on probation for one grading period. The terms of probation will be determined by the principal. At the end of the probation period the student's progress and/or conduct will be reviewed by the principal and teachers. If sufficient progress has been made, the probation will be terminated. If not, the principal, teachers, and parents will determine whether or not the academic environment of Sacred Heart Catholic School is appropriate for the student.

C. Nondiscrimination Policy

The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

D. Withdrawal Process

Student education records (permanent and cumulative records), including the original permanent record, will be sent to officials of other schools, school systems, or educational institutions upon request of the enrolling school. A copy of the permanent record will be retained by Sacred Heart Catholic School.

IV. ATTENDANCE

Regular attendance is required of all students in order to support the academic climate of the school.

A. Reporting Process

Parents must notify the school by 8:15 a.m. if their child will be tardy or absent from the school that day.

B. Excused Absences

The following reasons are considered excused absences: 1) student illness 2) illness at home requiring the student's assistance 3) family emergency 4) court appearance 5) funeral 6) medical need 7) other reasons with prearranged administrative approval.

1. Doctor or Dental Appointments

Parents are requested to schedule doctor/dental appointments outside regular school hours, if at all possible.

2. Homework during Absence

See Homework section.

C. Truancy

A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered a truant. Parents will be contacted.

For the protection of the children and for parental assurance, children are not dismissed from school without written permission from parents and the knowledge of the office. A note should be sent prior to the child's dismissal.

V. DISCIPLINE

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. In order for learning to take place, the school must be a controlled, safe place where children can achieve their full potential. The discipline philosophy of Sacred Heart aims to increase self-control, build self-esteem and

foster Christian social skills, while creating this setting. The following rules are to be interpreted as general guidelines, allowing a reasonable degree of individual flexibility.

Our aim is to show the child we care about him/her and will help him/her to grow responsibly. We love the students enough to protect their rights to learn and be safe in school.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

A. Behavioral Expectations of Sacred Heart Catholic School

The individuals of Sacred Heart Catholic School community should exhibit an attitude of respect. Each individual will follow the Golden Rule. "Do unto others as you would have them do unto you." Everyone is to be shown courtesy and Christ-like care and concern.

1. Demonstrate respect and dignity toward all members of school staff, parents, volunteers and other students.

- Everyone should treat each other with courtesy. Examples include, but are not limited to, the behaviors listed below:
 - a. Waiting for one's turn to speak rather than interrupting.
 - b. Opening doors for others.
 - c. Helping each other carry heavy loads.
 - d. Using appropriate language and gestures.
 - e. Greeting others when passing.
- In shared areas, everyone should behave in a way that will not disturb or harm others. Examples include, but are not limited to, the behaviors listed below:
 - a. Maintaining a noise level that does not disturb others in the hallway.
 - b. Walking (not running in hallway, breezeway, and cafeteria).
 - c. Being careful of others on the playground and in the gym, particularly those who are smaller and/or younger.
- Everyone should be considerate of other people's feelings and treat each other with kindness and respect. Examples include, but are not limited to, the behaviors listed below:
 - a. Not tolerating or participating in malicious teasing and harassment.
 - b. Including classmates in group activities, especially on the playground.
 - c. Not making fun of others, including when they make a mistake.
 - d. Encouraging and supporting each other.
 - e. Giving someone a chance to apologize and accepting a sincere apology.
- When conflicts arise, everyone will work to resolve it peacefully and in a Christ-like manner using the Golden Rule. Examples include, but are not limited to, the behaviors listed below:
 - a. Putting oneself in the other person's place (feeling empathy).
 - b. Taking the time to problem solve.
 - c. Asking an adult to help problem solve.
 - d. Choosing to forgive after accepting a heartfelt apology.
 - e. Never engaging in verbal abuse, insults or put-downs.
 - f. Never hitting, kicking, or shoving another person.

2. Respect for Property

- Everyone will treat the personal property of others with care. Examples include, but are not limited to, the behaviors listed below:
 - a. Taking lost articles to Lost and Found.
 - b. Asking permission to borrow or use others' belongings and school materials.
 - c. Leaving other people's desks, supplies, and lunches alone.
 - d. Never marking on, vandalizing or destroying another's property.
- Everyone will treat school property with care. Examples include, but are not limited to, the behaviors listed below:
 - a. Assisting with clean up of lunch area;
 - b. Picking up your own trash on the school playground without being asked.

- c. Keeping bathrooms clean for others to use (flush toilet and deposit paper towels into trash can).
 - d. Reporting graffiti.
 - e. Assisting with classroom cleanliness.
 - f. Reporting anything that is unsafe or needs repair.
 - g. Not chewing gum at school.
- Actions of students need to be safe for themselves and others;
 - A student may do anything that does not cause a problem for anyone else;
 - If a student causes a problem, they will be asked to solve it;
 - If a student is unable or unwilling to solve a problem, a staff member will assist them.

Consequences:

If any of the above inappropriate behaviors is committed by a student the following consequences will take place:

The parent will be contacted and informed of the student’s conduct, and student will be assigned a consequence as stated below:

The student will be required to write as deemed appropriate by the principal: “I will not do ...” or “I will do ...” (or some other appropriate phrase) several hundred times as homework or an essay as appropriate; the size and length will be determined by the principal or teacher. The assigned consequence will be required to be returned to the principal or teacher when the student first arrives at school the following day. If this assignment/consequence is not completed and turned in the following day, the student will not be admitted back to school until it is completed; therefore, the parents/guardians will need to ensure that the student completes the assigned consequence, otherwise the student will be sent home.

We are a limited size staff, if a student becomes disruptive the student’s parents/guardians will be contacted and a parent/guardian will need to come pick up the student.

Each student and their problem will be handled as a unique situation. Consequences may be based upon several factors, including but not limited to:

- The severity of the act;
- The situation in which it occurred;
- The frequency of behavior problems;
- The needs of the child.

Procedures:

Procedures can include, but are not limited to;

1. Problem is discussed with student(s) and if warranted, parents are informed and is documented for the school files.
2. Student(s) meets with principal to discuss problem and if warranted parents are informed;
3. A conference with the student(s), parent(s), teacher/staff member and principal is scheduled;
4. The principal reserves the right to suspend any student whose actions warrant such consequences.

B. Discipline Stages

1. Detention

Detention after school hours is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. The detention ordinarily will not exceed one hour.

2. Suspension

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal.

Suspension may be invoked for a sufficient reason and ordinarily, will be limited to a maximum of 5 school days.

a) Causes for Suspension

Any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student.

b) Class Exclusion

Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

3. Expulsion

Expulsion is the permanent exclusion of a student from a school.

Full credit will be given for all work accomplished by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body;
- Prolonged and open disregard for school authority;
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

C. Sacred Heart Catholic School Anti-Bullying and Anti-Harassment Policy

1. School Diversity

Sacred Heart Catholic School is enriched by the diversity of its members. The school recognizes and respects individual differences with regard to race, color, nationality and ethnic origin.

Sacred Heart Catholic School should be a safe and pleasant place to be for all members. Bullying and harassment will not be accepted or tolerated.

In order to provide an environment of mutual respect, tolerance, and sensitivity, it is important that everyone follows the Golden Rule. Inappropriate behavior, either verbal or physical, that disregards the self-esteem and dignity of others is unacceptable and will not be tolerated. This includes physical contact, disrespectful, derogatory statements or discriminatory comments. Listed below are some specific examples of inappropriate behavior:

- Verbal abuse, insults, intimidation, threats;
- Leaving someone out of activities on purpose;
- Spreading rumors;
- Damaging, removing, or hiding others' belongings;
- Telephone or e-mail harassment;
- Obscene, racist, sexist, or suggestive remarks, jokes, or gestures;
- The writing, e-mailing, or passing of demeaning notes, letters, or graffiti;
- Display of explicit, offensive or demeaning materials;
- Invasion of personal space;
- Pressuring someone to do something they do not want to do;
- Humiliating or ridiculing another;
- Hazing, threats, name-calling, unwarranted physical contact;
- Verbal "put-downs" demeaning race, color, national and ethnic origin;
- Pressure to use tobacco, alcohol, or drugs;
- The use of the internet to send or re-route hate messages, inappropriate materials, etc. (Sacred Heart Catholic School reserves the right to impose consequences for inappropriate behavior that takes place

off school grounds and outside school hours. Thus, inappropriate use of technology for example, on a home computer, may subject the student to consequences).

2. Staff Responsibility

Sacred Heart's School staff will:

- Teach material on bullying, tolerance, and accepted social behaviors.
- Review the roles so students know how to behave (bystander, victim, aggressor, and problem solver).
- Emphasize and model the Golden Rule frequently with students.
- Respond to all reports of bullying in a non-biased, serious and timely manner.

3. Sacred Heart Catholic School's Response to Harassment or Bullying:

- The principal and/or appropriate staff will investigate thoroughly.
- Teachers and/or appropriate staff will carefully document the incident.
- Parents of the aggressor will be called each and every time.
- A second offense will result in the parents being called to come and pick up the child.
- A third offense will result in a two-day suspension.
- A fourth offense will result in expulsion.

4. Sacred Heart Catholic School Students' Response

What students should do if they are being bullied or harassed:

- If bullied or harassed, tell the aggressor(s) that you want the behavior to stop. Look directly at them to give a clear message.
- Use your voice to try to problem solve.
- If bullied or harassed, promptly contact an adult at school: a teacher, an instructional assistant, the principal, or the pastor. Tell them what was said, who said it, and who else heard it. Give them any notes, drawings, or e-mail you may have.
- If a bystander sees bullying or harassment taking place, tell an adult immediately.
- As a bystander, use your voice to let the aggressor know that his/her actions are not OK and try to problem solve.

5. Sacred Heart Catholic School Parents' Response:

Parents should follow these steps:

- Get the story. Discuss the incident with your child. Listen to your child's opinions and feelings.
- Talk through the situation with your child and agree upon what action will be taken. Assure him/her that s/he has done the right thing in reporting the incident.
- Make an appointment with the teacher and/or principal.
- At the meeting, calmly present the concern and explain what you hope will happen.
- All parties should work together to problem solve.

The goal of this document is to outline procedures to be followed in the event of student conflict. By promoting the Golden Rule, teaching the Second Steps Anti-bullying curriculum, reviewing how the students should use that information, and putting in place a zero tolerance for aggression and unkindness toward anyone, Sacred Heart Catholic School can continue to support and educate students in a Christ-like atmosphere.

D. Discipline Policies

1. Boundaries

Students are expected to stay on the school grounds at all times during the school day. Out of bounds areas include behind the Faith Formation Center, behind the storage building, beyond the trees along the play field, and on the roof (to retrieve balls).

2. Bus Rules

Students are required to follow all bus regulations determined by Gervais School District #1. Failure to comply makes a student subject to the disciplinary action of Gervais School District.

3. Cell Phones, Personal Electronic Equipment, other Personal Items

Students are not to use cell phones or other personal electronic equipment at Sacred Heart Catholic School during school hours. If a cell phone or other personal electronic equipment is seen or heard during school hours it will be held at the school office and parents/or guardians will be required to pick it up. Pokemon cards, books or other role playing game materials, personal sports equipment or toys (except for items brought for Show & Tell) are not allowed at school.

4. Consequences for Behaviors

The consequences for behavior are basically reasoning and natural consequences (i.e., removal of privileges). We, at no time, condone physical punishment, sarcasm, ridicule or humiliation. As in all phases of education, good parent-school communication is essential to an effective disciplinary policy. A step procedure of warning, parent conference, probation and sometimes expulsion is followed. In-school and out of school suspension may be imposed.

5. Dangerous Items

Items such as knives, sling shots, caps and cap guns, water guns, ammunition, etc. are not allowed on the school grounds.

6. Dress Code Philosophy

Sacred Heart Catholic School believes that a student's personal appearance has an impact on her/his attitude, as well as behavior, and therefore, the learning process. Respect for both the individual and the school is manifested by an attitude of "dressing up" for school. The Dress Code is designed to assist students in making decisions about appropriate dress, personal responsibility and self-discipline.

Parents are expected to assume the responsibility of implementing the dress code for their own children. Being "in uniform" is expected to be a cooperative effort among parents, students and staff. The school has the responsibility for maintaining a serious educational environment. Students and parents share the responsibility for proper dress and grooming. Sacred Heart's Dress Code is based on modesty, neatness, cleanliness, good taste and is appropriate to a Catholic school academic environment at all school sponsored activities.

Acceptable Dress: The need and desire for neatness, cleanliness and modesty as part of the educational process establish the following as acceptable dress:

BOYS and GIRLS:

Shirts or Blouses – long or short sleeved, must have collars, no logos larger than a quarter

Colors: navy blue, red or white

Styles: polo, turtleneck, oxford-style, plain collar, mock turtleneck, sailor collar for girls.

Layering shirts is acceptable, as long as only red, white, or navy show.

Sweatshirts, Sweaters or Vests (no logos larger than a quarter)

Colors: navy blue, red or white (no contrasting trims)

*Sweatshirts purchased through the school with Sacred Heart Catholic School logo

Colors: navy blue or red

***No team sweatshirts or team attire may be worn at school.**

BOYS:

Pants or walking shorts – no denim. Broadcloth – tweed/corduroy type fabric only are acceptable.

Colors: navy blue

GIRLS:

Pants or walking shorts – no denim or knit stretch pants. Broadcloth – tweed/corduroy type fabric only are acceptable.

Colors: navy blue, Hamilton plaid

Jumpers, Skirts, Skorts, Culottes (no denim)

Colors: navy blue, Hamilton plaid

GENERAL INFORMATION

1. Hamilton Plaid items must be purchased through Dennis Uniform Company or obtained through the Parents Club uniform exchange.

2. All navy blue, red or white items may be purchased at any retailer with “uniform style” clothing.
3. Shorts, Skirts, Jumpers, Skorts, and Culottes must be NO HIGHER than six inches (6”) from the floor when kneeling.
4. Socks (which can be seen above the shoe) and footwear must be worn at all times. On Mass days (Fridays/Holy Days) students must wear either red, white, or blue socks/leggings.
5. Backless footwear is not allowed.
6. Girls may wear earrings in the ear lobe only. Boys may not wear earrings to school.
7. Hair for boys must not extend below the collar. Unnatural colored hair of any kind is not allowed. Hair styles for boys and girls may not be distracting; (i.e. Mohawks, designs shaved in hair, etc.)
8. All items must be clean, hemmed and in good repair.
9. Make-up may be worn by 7th & 8th grade girls only. The following kinds of make-up are allowed (during regular school hours and in activities where they shall be representing Sacred Heart Catholic School): foundation, blush and mascara. Eye liner is not allowed. The make-up shall be worn in a way which enhances the natural appearance of the girl. Nail polish may be worn by girls only, no artificial nails allowed.
10. Students may wear the school’s auction apparel the 3 weeks preceding the Spring Fling Auction.

Unacceptable Dress:

- overalls
- oversized or baggy clothing combat boots and military fatigues/camouflage
- hats and caps
- denim, lycra or spandex clothing
- garments intended for wear as undergarments
- beach wear
- excessively loose or excessively tight clothing
- tank tops, sheer blouses and strapless attire
- sleeveless shirts, blouses or tops are not permitted
- sweat suits and/or sweatpants
- team sweatshirts or team attire

Extremes in clothing, make-up, jewelry and hairstyles are not acceptable. The final decision regarding such extremes will be at the discretion of the school administration. Clothing worn on non-uniform days may not contain suggestive comments, racial remarks, profanity, advertisements of controlled substances or other inappropriate designs in poor taste as determined by the administration.

The dress code is important for the orderly running of our school, and the expectations are clearly delineated in the School Handbook. It is the responsibility of the students and their parents to arrive to school properly attired. *Students will not be allowed to attend class without complying with the dress code.* If a student arrives at school out of compliance with the dress code:

1st Offense: The student will change into appropriate clothing from the uniform exchange, and a phone call/written notice will be made to the parent stating the nature of the violation.

Further Offenses: The parent will be called and asked either to bring the appropriate clothing or to retrieve their child from school for the day. While the student is waiting for his or her parent, he or she will remain in the school office.

7. Hall Conduct

Students are to conduct themselves in an orderly manner in the school building and in all areas related to school. Students should maintain a quiet atmosphere conducive to learning in halls and in classrooms. Students are responsible for cleaning up the eating area when finished.

8. Illegal Substances

The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various type of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

9. Leaving School Grounds During School Day

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian.

10. Littering and Gum Chewing

Littering and gum chewing are not allowed at anytime or under any circumstances in the school building or on the school grounds. Eating during class time is not allowed except during recess and morning/afternoon snack time.

11. Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

12. Search and Seizure

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

13. Valuables – (including cell phones, electronic equipment, etc.)

Personal items of value, including money, should not be brought to school. **Teachers and the school will not be responsible for students' personal valuables.** iPods, toys, electronic games, and other unnecessary items should be left at home. Parents are encouraged to mark all students' clothing, lunch boxes and back packs. Unmarked articles will be placed in the Lost and Found. Parents and children are encouraged to check Lost and Found for missing articles. Any items left at the end of the school year will be properly disposed!

14. Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or school property.

G. Electronic Information/Communications Policy/Agreement

Computer Lab Hours: Monday-Friday, 8:00 am – 3:00 pm (2:00 pm on Wednesdays)

- All users under the age of 18 must be supervised by an adult at all times.
- Please leave the computer on when you are finished working.
- All users under the age of 8 must have an adult start the computer for them and load any software.
- Please do not change computers once you have turned on a computer unless there is a software problem. (Please report any computer problems directly to Mrs. Adams or the principal.)
- The computer lab may only be used after hours on approval of the principal.
- Please return software to original location when finished (software is sorted by title and stored on spindles for computer class use.)

1. Appropriate Internet Use Policy and Guidelines

Sacred Heart Catholic School may offer on-line electronic information services including but not limited to the Internet and e-mail (“information services”) for students who participate in an orientation or training course. Sacred Heart Catholic School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Sacred Heart Catholic School will make reasonable effort to

prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services.

Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student may be subject to disciplinary action.

a) Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before using the electronic services each student will participate in an orientation or training course with an appointed Sacred Heart Catholic School staff member as to proper behavior and use of the network. The school will develop guidelines on what is appropriate use for subject areas and/or classroom usage. The principal may remove a user at any time as deemed necessary or appropriate. The administration, staff, or faculty of Sacred Heart Catholic School may request that the principal deny, revoke, or suspend specific users.

b) Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (computer teacher, principal, or teacher). Misuse may occur in many forms, but it includes using a program(s), or game(s), visiting web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, as well as violating provisions of Sections **c**, **d** or **e** listed below.

c) Acceptable Use

The use of any information services must, in the judgment of Sacred Heart Catholic School, be related to student education and research in accordance with the educational goals and objectives of Sacred Heart Catholic School. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

- a. Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret;
- b. Use the information services for any commercial or profit-making activity;
- c. Use the information services to advertise a product or for lobbying or other political purposes.

Inappropriate use of electronic information resources may be a violation of local, state and federal laws.

d) Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. Be Polite: - Never send, or encourage others to send, abusive messages.
- b. Use Appropriate Language: - The student is a representative of the school on a non-private system, which may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. Privacy: - The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
- d. Electronic Mail: - Electronic mail (email) at school is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities.
- e. Disruptions: - Do not use the network in any way that would disrupt use of the network by others.

e) Security

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, notify the computer teacher or staff in charge at once. Never

demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

f) Vandalism

Computer vandalism is the intentional harming or destroying of the school's computer hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

g) iPad Guidelines and Acceptable Use Policy

Sacred Heart Catholic School recognizes the rapid expansion of modern technology and its benefit to education. It is the focus of Sacred Heart Catholic School to provide tools and resources for the 21st Century Learner in order to further enrich his/her education. We have a cart of twenty Apple iPads to use as an educational tool with the purpose of maximizing every student's full potential to prepare them for future endeavors.

We welcome the opportunities presented by the iPad technology and will authorize the use of such devices. The use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies.

Students are responsible for the general care of the iPad.

- a. Do not do anything to the iPad that will permanently alter it in any way.
- b. Do not remove any serial numbers or identification place on the iPad.
- c. Keep the iPad cover on it at all times.
- d. Make sure hands are clean before using the device.
- e. Do not eat or drink while using the iPad.
- f. Cord and cables must be inserted carefully into the iPad to prevent damage.
- g. External buttons (home, power, mute, and volume buttons) are fragile, and should be used with care to avoid damage.
- h. Students need to use both hands when carrying an iPad.
- i. Do not lean on the top or put pressure on the iPad screen, open or closed.
- j. Do not bump the iPad against desks, walls, the cart, etc.
- k. Students will use the iPad at their desks or assigned area only. Please do not walk around the classroom while using and iPad.
- l. Students will leave the iPad in the cart at the end of each class.
- m. iPads will remain free of drawing, writing, stickers, or labels other than those placed on the device by Sacred Heart Catholic School.
- n. Students will not synchronize school iPads with personal accounts.
- o. Personalized screensavers and backgrounds will not be allowed.
- p. Personal downloading is not allowed.
- q. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Student Pledge for iPad Use:

1. I will follow all the Best Practices as stated above.
2. I agree that any inappropriate use of the iPad will result in school discipline that may include loss of iPad use. Inappropriate use includes but is not limited to:
 - visiting inappropriate websites.
 - possessing inappropriate pictures and or media files.
 - cheating or plagiarizing.
 - installing unapproved applications.
 - deleting installed applications.
 - deleting or changing another student's work in any application.
 - jailbreaking the iPad.
 - changing the background.
 - physically using the iPad inappropriately.
3. I will take good care of the iPad I am using.
4. I will keep food and beverages away from the iPad since they may cause damage to the device.
5. I will not disassemble any part of the iPad for attempt repairs.
6. I will leave the protective cover on the iPad at all times.

7. I will use the iPad in the ways that are appropriate, meet school expectations, and are educational.
8. I will not use the iPad for playing personal games.
9. I will not use the camera without permission, or store personal pictures or music on the iPad.
10. I will not use the iPad to record or take inappropriate photos, record audio or video of students, staff, parents or guests.
11. I will use appropriate language when using the iPad. I will not create or encourage others to create discourteous or abusive content. I will not use electronic communication to spread rumors, gossip or engage in any activity harmful to other persons.
12. I will be responsible for repair or replacement cost for all damage or loss caused by my negligence. (Negligence: Failure to exercise the degree of care considered reasonable under the circumstances.)

2. Services

Sacred Heart Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Sacred Heart Catholic School will not be responsible for any damages suffered while on this system.

These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or student errors or omissions. Use of any information obtained via the information system is at the student's own risk. Sacred Heart Catholic School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

VI. EMERGENCIES

A. Emergency Information

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

B. Emergency Information Sheet

The school has a file containing current emergency care information for each student. Each parent is responsible to annually update the following information:

1. The name of the student, his/her home address, telephone number and birth date;
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded;
3. The date of the latest tetanus immunization/booster;
4. The name of the family physician and other emergency contact information;
5. Name of medical insurance company and identification number;
6. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
7. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
8. The names of the persons to whom the student may be released;
9. The signature of responsible parent(s) or legal guardian.

C. School Lockdown

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

1. Doors will be locked;
2. Drapes and/or blinds will be closed;
3. No one will be permitted to enter or leave the building;
4. Lockdown will continue until the school receives an "all clear" signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel.

VII. EXTENDED CARE

All students shall leave the school building by 3:05 p.m. unless they are under the direct supervision of a teacher or coach. **THE SCHOOL IS NO LONGER RESPONSIBLE FOR CHILDREN AT THIS TIME.** Parents who are at school after hours are responsible for monitoring their children at all times. No children may be on the playground without an adult present.

VIII. FINANCIAL

A. Insurance

All students will be covered by Student Insurance as mandated by the Archdiocese of Portland.

B. Tuition

The cost to educate one student at Sacred Heart Catholic School is over \$6000 (grades PreK-8).

Revenue for operating costs each year comes from five sources:

1. Tuition
2. Sacred Heart/St. Louis Subsidy and envelope donations
3. Endowment Fund proceeds
4. Fundraising
5. Donations

The tuition schedule for 2017-2018 is:

	Catholic with Pastor Agreement	Catholic without Pastor Agreement	All Others
First Child Gr. PK-8	\$4150	\$5175	\$5300
Second Child	\$3750	\$4775	\$5300
Each additional child	\$3450	\$4475	\$5300

A \$200.00 non-refundable registration fee per child must accompany all applications for enrollment for grades PreK-8.

A family may receive a \$250.00 tuition credit for the first family they **successfully** recruit into Sacred Heart Catholic School and \$100 for each family after that. It is the responsibility of the family to inform the school of their active recruitment of a new family.

1. Tuition Assistance

Tuition assistance is available to qualifying Catholic families through the Archdiocese for the **following** school year with the submittal of a financial assistance form. Tuition help is also available through Sacred Heart's Tuition Scholarship program, which is based on financial need. Families needing information or with extraordinary circumstances are encouraged to contact the principal or pastor at anytime throughout the year. The need of the family receiving financial aid shall be reviewed annually. Families receiving tuition assistance are **REQUIRED** to fill out a financial aid application form before receiving any additional assistance.

2. Tuition/Fees - Non-Payment

The timely collection of school tuition is necessary to adequately operate Sacred Heart Catholic School. Tuition delinquencies jeopardize the financial soundness of the school and thus need to be dealt with in a businesslike manner.

All checks returned to Sacred Heart Catholic School for non-sufficient funds will be charged an additional per check return fee of \$50.00.

All tuition payment options will be with FACTS tuition Management, as they will be processing all our tuition billing and payments for the 2017-2018 school year. Accounts 90 days past due will be turned over to a collection agency unless payment arrangements have been negotiated. In the event that an account is turned over to a collection agency because of non-payment, Sacred Heart Catholic School reserves the right to add any and all collection fees, interest, court cost, and/or legal fees to the balance of tuition and fees due.

If an account is not current at the time of grade reports or graduation, Sacred Heart Catholic School reserves the right to withhold those specific services until the account is made current, including payment of all fees that may have accrued.

In the event the student(s) withdraws from the school, tuition will be pro-rated based on 179 student days. All balances owed to the school will then be due immediately. If there has been an overpayment, the amount of the overpayment will be refunded to the parent(s)/guardians(s) of the student(s).

The school reserves the right at its sole discretion, to deny admission or dismiss from school any students whose tuition payments are not current.

IX. MEDICAL

A. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictive diseases or conditions in students are *head lice (pediculosis), chicken pox, mumps and measles.

Students who have school restrictive diseases or conditions must be excluded from school.

***Head Lice**

All students are susceptible to head lice. When this occurs parents and school personnel must work together to control this situation. The following outline describes the procedures to be followed:

- Students who have signs and symptoms of head lice and/or nits must be referred immediately to the office.

When a student is identified as having head lice and/or nits, the school principal or designee will:

- Notify the student's parents that the student is to be picked up immediately. (Siblings will be checked before student is sent home to ensure they are not affected at that time.)
- Inform the parent that the student must not return to school without a statement signed by the parent that the student has been treated and is lice and nit free. Being consistent and diligent about manual removal of nits is necessary to eliminate lice. After treatment, the parent or a representative must bring the students to the office and wait until the student has been cleared to return to the classroom.
- When the student returns, the school principal or designee must examine the student's head to assure that there are no lice or nits present before allowing the student to return to the classroom. Additionally, the principal or designee will recheck the student 7-10 days after occurrence to ensure the student is clear.

When a student is found to have lice or nits, the school will perform a head check on all students and a note will be sent home advising all families that lice/nits have been found on a student. Thereafter, all families are asked to daily check their students before sending them to school. If lice are found on their student, they are asked to inform the school. Checks must also be performed any other time lice/nits are suspected or detected on a student.

In an effort to prevent the spread of lice, no upholstered furniture (except the teacher's desk chair) is permitted in the classroom. If rugs are in the classroom, they must be vacuumed every day.

In instances where a family has had two incidences of head lice in the home or for resistant lice, the principal will refer the family to the Marion County Health Department for assistance in eradicating this problem. A brochure about lice and its treatment will be provided if lice are found on a student and/or by request.

B. Immunizations

Sacred Heart Catholic School follows the Health Department Guidelines for the State of Oregon for immunizations. Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

C. Medication

The school recognizes that administering of medication by the school to students and self-medication may be necessary when the failure of such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication at school, on a temporary or regular basis under school supervision.

The parent shall make all requests for the school to administer medication to a student in writing on the Medication Dispensation Authorization Form. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, the administration of such medication is not feasible.

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

1. Medication Dispensation Guidelines

Prescription Medication

The following is required for: *"...any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician."*

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. "Take as directed" or "as needed" cannot be taken as specific direction.
- c. The authorization form attached must be signed and filled out completely by the parent or guardian.
- d. All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by a druggist in two separate bottles.)
- e. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

2. Prescription Medication (Injectables)

The following is required for: *"...any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated."*

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. The parent shall make the request in writing for the school to administer, as necessary, injectable medication (*medication administered by the intramuscular route*) to the student.

- c. The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction).
- d. Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physical or a nurse practitioner, parents/guardians cannot train the designated school personnel in the use of an injectable.

3. Non-Prescription Medication

The following is required for “...*only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, any anti-inflammatory and antacids.*”

- a. Written instructions from the parent which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. All non-prescription medication must be in original container or packaging.
- c. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

4. Medication Dispensation Authorization Form

See Signature Form at the end of the Handbook

5. Parent to School Notification

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

D. Severe Allergic Reaction

Sacred Heart Catholic School follows State and Archdiocesan Policies to meet the needs of students with severe allergic reactions.

- It is the parents’ responsibility to notify the school of a child’s severe allergic reaction. The school relies on the family physician to provide a safety plan, which the school will then implement or notify the parents if any aspect of the plan is not possible to put in place. These steps must be completed and the safety plan in place before the child attends school.
- Safety practices will be put into place whenever there is a student in the school who requires them as part of their safety plan. Examples of safety practices include providing nut-free lunch tables, or eliminating latex products from the school.
- Designated school staff members have received training on how to safely administer physician-prescribed epinephrine using an EpiPen. It is the family’s responsibility to provide the EpiPen for use at school according to the doctor’s prescription. EpiPens will be kept in a locked cabinet with other prescription medications.
- Following state law, the school also keeps its own non-prescription EpiPens available for use by any student who goes into anaphylactic shock while at school, regardless of whether a past severe allergic reaction has been documented. If needed, the EpiPen will be administered by trained personnel, and the student will be transported to the hospital by ambulance as a precaution. The school will attempt to contact the parents immediately, but will not delay transportation to the hospital if parents cannot be reached.

X. PARENTS

A. Classroom Interruptions

All visitors including parents must sign in at the office. Classroom disruptions are kept to a minimum and learning time to a maximum. In the event that a student is being picked up prior to the end of school, a staff person will notify the classroom teacher that the parent/guardian is waiting in the office. Students will NOT leave the classroom until the parent/guardian arrives at school. All students must be signed out (and in) in the office when leaving (or returning to) school at times other than normal bell times.

B. Complaint/Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

C. Family Cooperation/Removal of Students Resulting from Parental Attitude

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

D. Messages to Students

Messages from parents or guardians will be taken by the office staff and given to students at such time as it is not a disturbance to the classroom. Balloons and flower deliveries will be held in the office until the end of the day to minimize classroom disruption.

E. Parents Club

PRESIDENT: Joseph Lyons
VICE PRESIDENT: TBA
SECRETARY: Chrysten Copley
TREASURER: Melanie Saalfeld

The purpose of this organization shall be: TO FOSTER COOPERATION between parents and teachers in the spiritual, educational, social, financial and physical welfare of the children of the school; TO RENDER SERVICE to the school, teachers, and the students; TO ENCOURAGE the maintenance of high standards of family life; and TO CREATE a greater appreciation of Catholic education.

Sacred Heart Parents Club holds its regular meetings on the third Thursday of the month at 7:00 p.m. in the school library. All parents are encouraged to attend and support the meetings and activities.

Parents Club Required Obligations: Each year the Parents Club has a specific cash commitment required to fulfill their obligation to the school budget. The Parents Club's success is directly related to the amount of involvement that you, the parents, are willing to give. In order to achieve this commitment the P.E.A.C.E. Points Program (Parents Equally Assisting in our Children's Education) has been initiated. The goal of this program is to encourage all parents to actively participate in the education of their children thereby creating a fairness and equity among families.

The P.E.A.C.E. Points Program is detailed at the back of this handbook. The calendar year for the P.E.A.C.E. Points Program is from May 1 to April 30 of the following year. It is **your** responsibility to be aware of opportunities to earn P.E.A.C.E. points, and to make sure that your Peace Point Activity Timesheet is up to date and correct. All points earned during the summer months may be recorded in September.

There will be a charge of \$100.00 per point not earned and/or \$200 for each missed event. All accounts must be paid in full by June 1. Families with accounts not current will not be allowed to register in the fall. If a family has difficulty meeting their obligation they need to contact the principal to discuss their situation. The principal and pastor are the final decisions makers.

The success of Sacred Heart Catholic School is dependent on and blessed by the involvement of all parents. We sincerely appreciate all of your help and your support of this program, which is designed to enhance our school atmosphere.

F. Parties

1. In School

Celebrations must be approved by the principal and upon approval, arranged with individual teachers.

2. Out of School Party Invitations

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school. We are mindful that being left out is very hurtful.

3. End of the Year Party

School sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fund-raising for non-school sponsored celebrations.

G. Releasing Students During the School Day

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

H. School Advisory Council

In the Archdiocese of Portland, all school councils are advisory in nature. A school advisory council participates in decision-making by formulating and recommending, but never enacting policy.

CHAIR:	TBA
EX-OFFICIO:	Rev. Chrispine Otieno
VICE CHAIR:	TBA
SECRETARY:	TBA
EXECUTIVE OFFICER:	Lucy Shawn: Principal
MEMBERS:	
Parents Club President:	Joseph Lyons Jan Franke Steve Ross Brenda Howard Kathy Cuff

Meetings are on the second Thursday of each month at 7:00 p.m. The School Advisory Council develops, establishes and defines the policies, which govern the operation of the school. Administrative decisions are the responsibility of the principal. All council meetings, with the exception of executive sessions, are open to the public. The right of non-member visitors and guests to address the Council shall be limited to those whose petition has been approved for the agenda in advance of the meeting.

An Open-Forum from 7:00-7:15 p.m. will permit comments and inquiries which are not on the agenda. If action is needed the chair will indicate that the Council will study the matter and act accordingly.

A listing of School Committees may be found in the Volunteer Notebook which is in the school office. Committees include: Annual Appeal, Recruitment/Development, School Building/Maintenance/Safety, Elections and Finance.

I. Service Programs

Service to others in our community and in our parish is emphasized at Sacred Heart Catholic School. Projects vary from year to year.

J. Verification of Compliance

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page at the end of the handbook)

XI. SAFETY

A. Asbestos Notification

A copy of the Archdiocesan notification letter is sent to all parents in the first month of school.

B. Bicycles

Bicycles may be ridden to school only with a letter granting permission signed by parents. Bicycles are to be parked in the bike rack and may not be ridden during school hours. Please walk bicycles on the sidewalk in front of the school and church when people are present.

C. Earthquake Drills

Earthquake drills are held two times a year at a minimum.

D. Fire Drills

Fire drills are conducted monthly.

E. Laser Pointers

Laser Pointers are not allowed for students at school.

F. Lunchtime Procedures

7th & 8th grade

Assigned 7th and 8th graders go over to gym about 11:25 am to set up tables and benches. 7th & 8th grade teacher makes assignments (even number of six or more). Two people per bench and table. Please do not drag benches/tables across the floor or lift tables overhead.

Milk Line

Each student walks by person distributing milk and says “Yes, please,” or “No, thank you.” Students may take one or two milks. Chocolate milk is offered the first Wednesday of each month. Only one chocolate milk per person. Leftover chocolate milk will be passed out in turn to different grades on Friday of that week.

Cafeteria Rules

Students will sit at assigned tables. No toys or balls at lunch tables.

Always use good manners and handle only your own food. Eat what was packed for you. No trading or giving away food. All unfinished food is to be taken home instead of thrown away.

Stay at table until dismissed. Please raise your hand if you need to use the restroom, get a drink of water, wash hands or clean up a spill. Please do not pound on tables, flip milk cartons, throw or pound on them. Please do not throw items of food.

Use normal speaking voices during lunchtime. Please pick up any items that may fall on the floor.

Lunch is over at 11:50 (closer to 12:00 on hot lunch days)

Students will be excused to throw away trash in garbage cans and walk to exit at the back of gym. There will be no running or jumping over the rail on the ramp at exit.

No one goes out the front door unless supervised by an adult. Lunch pails will be placed in the grade level container.

5th & 6th grade

5th and 6th graders move tables and benches in a safe manner back to the sides of the gym. No running. Two people per bench and table. Stack benches first against the wall, one on top of the other, then *gently* set tables next to benches. 5th & 6th grade teacher makes assignments (even number of six or more).

3rd & 4th grade

3rd and 4th graders wash tables and sweep floors. Weekly assignments by third and fourth grade teacher are on a list the gym. With supplies in the kitchen, lunchroom staff will prepare wash rags in a solution of bleach. When done washing, students thoroughly rinse rags, wring out and lay over sink to dry. Brooms and dust pans are in the dishwashing room. Big push brooms are shaken outside in the front of the gym before being put back. If sweepers see a wet or gooey spot, they are not to sweep over it, but get a paper towel and clean it up first. All washers and sweepers stay until the job is done.

G. Playground Rules and Usage

Swings:

- Swing back and forth, not side to side or twisting swings.
- Sit on the swing, do not stand on them or swing on your tummies.
- No underdogs or bailing out.
- Do not run between, behind, or in front of swings while they are in use.
- Don't grab or pull someone off the swing while they are swinging.

Play Structures:

- Don't play on the very top of the play structure.
- Go down the slide feet first and not on tummy.
- Take turns.
- Don't climb up the slide.
- Don't jump off the play structure.
- Be mindful of smaller, younger students while playing on the play structure.

General Playground Rules

- No running on blacktop.
- No leaning on or climbing the fence.
- Do not climb trees in back field.
- Do not go beyond the second tree unless given permission.
- Play football only on the grass unless the grass becomes off-limits because of mud.
- Do not play behind or between the buildings, the playground supervisor must be able to see you at all times.
- Do not throw trash on the ground.
- Kick only soccer balls and footballs.
- Balls are not allowed in the bark chip area.
- Play equipment is shared by the school and should be treated with respect.
- All play equipment should be returned to its storage place after recess and/or physical education.
- Tackling is never allowed on the playground. Touch football may be played if it is played properly.
- All play equipment should be used as it was intended, e.g. jump ropes must only be used to jump rope, not to play 'horsey' or tug of war.
- Balls should not be kicked in the area between the school and the gym.
- Climbing on the backstops or soccer nets is not allowed
- Students must play in their assigned areas.
- Students should not enter the school building without permission from a teacher/aide on duty.

H. School Closure

In the event of school closure due to inclement weather, it is the policy of this school to follow the action of Gervais School District #1.

1. Notification

Notice for school closure will come over local radio and TV stations. **Sacred Heart Catholic School will not be listed by name. Always follow what is indicated for Gervais School District #1.**

2. Emergency Contact List

If there is a school closure or delay that **does not affect Gervais School District #1**, school families will be contacted via telephone. This is very rare occurrence, so when there is inclement weather, always check the local radio and TV stations for closure/delay information.

In case school is in session and we must dismiss early, the procedure will be:

4. Keep all students in rooms until dismissal.
5. Students that walk or are picked up by parents will be dismissed first.
6. Students that ride buses will be held until the buses arrive.
4. Teacher/staff will be dismissed as soon as possible after the building is cleared.
5. The principal and secretary will remain until it can be assured all students are safely home.
6. Circumstances may warrant a change to protect students and staff.

I. Skates and Skateboards and “Heelies”

Skates and skateboards and “heelies” are not allowed at school.

J. To and from School

Parents should notify the school if their child is walking to/from school.

K. Transportation

Students shall have written permission from parents to leave the bus at a destination other than their regular route/destination of home or school or any time a student’s regular transportation from school is changed. If someone other than a parent is to pick up a student at or before regular dismissal time, parents are asked to inform the school of this arrangement in writing. If a student is going home with another student, a note from both families is needed.

THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR ANY CHILD WHO LEAVES THE PREMISES WITHOUT WRITTEN PERMISSION.

1. Bus

Sacred Heart Catholic School students may ride the Gervais District school bus if they live within the Gervais school district. Proper forms must be filled out and filed with the office.

2. Drop Off / Pick-up of Students

Students should not arrive on the school grounds before 7:00 a.m. without the permission of the principal. All students shall leave the building by 3:05 p.m. unless they are under direct supervision of a teacher, coach or parent. Parents who are working in the building after school hours are responsible for the supervision of their children. Students are expected to go home directly after school. Good conduct and safety rules are expected. **THE SCHOOL IS NO LONGER RESPONSIBLE FOR CHILDREN AFTER SCHOOL HOURS.** Those who remain after school should have prior arrangements made with a teacher.

L. Visitors

1. All visitors must sign in at the main office.
2. Student visitors must have permission from the principal and teacher before coming to school.
3. The “dropping” off of non-attending students is not allowed without prior permission.

H. Weapons Policy

Ordinarily, any student in possession of a weapon will face disciplinary consequence up to and including expulsion from school.

Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument (other than an ordinary pocket knife – which school rules ordinarily forbid), mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

XII. STUDENT ACTIVITIES

A. Assemblies

Parents are welcome to attend assemblies.

B. Athletics and Eligibility

Students enrolled at Sacred Heart Catholic School may participate in the sports programs. Students who plan on participating in after school sports must have the following documents on file in the school office before they are allowed to participate in practices or games:

1. Verification of a physical examination and results. A physical is required every two years.
2. Archdiocesan Student Insurance or proof of family health insurance.
3. Practice/participation permission slip signed by parent/guardian.

Students will be expected to follow these rules or they will not be allowed to participate:

1. **The student must keep daily class work and homework current in all subject areas. Students who do not keep their work current will be given a slip to turn into their coach which prohibits them from participating in the NEXT practice or (if the slip is received on game day) the next game.**
2. **The student must maintain a C average in all subjects.**
3. **The student must be at school the full day to participate in any after school sport unless written notice for a dentist or doctor's appointment is provided.**
4. **The student needs to provide tennis shoes, socks, shorts, and shirts, all meeting the dress code policy.**
5. **Any student who consistently does not complete their homework will be dropped from the team.**

C. Field Trips

Field trips are considered enrichment to the classroom curriculum and therefore are highly encouraged.

For each field trip the following information must be available.

1. Student Permission Slips.
2. Driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time).
3. Proof of Insurance.
4. Those students, who do not receive written permission, will be required to stay at school and complete in-school assignments. Students, who are not in school or on the field trip, will be considered absent from school.

D. Student Council

Students elected to the Student Council must follow the eligibility requirements for after school sports.

E. Service Projects

Service Programs vary from year to year and from classroom to classroom. Students in 7th/8th grade are required to serve a minimum of 10 hours a year.

XIII. STUDENT AWARDS FOR 8TH GRADE GRADUATION

A. Catholic Daughters of the Americas Award

Presented by the Regent of the local court of the Catholic Daughters of America. This award is given to two students who display good citizenship.

B. Sacred Heart Catholic School Advisory Council Award

This award is given to eighth graders who have achieved academic excellence and have attended Sacred Heart Catholic School for all nine years. Awards are for the highest G.P.A. and send highest G.P.A.

C. Sacred Heart Parents Club Service Award

This award is presented in recognition of outstanding service to Sacred Heart Catholic School and the parish community.

D. Archbishop Sample Christian Leadership and Service Award

This award is given to the student who best exhibits servant leadership and generous service on behalf of their Catholic school community. The award goes to a faith-filled person using their God-given potential to live as a Christian witness in service to others in the parish school, and civic community.

E. Buddy Award

This award is presented in recognition of the patience, kindness and love the 8th grade class has shown to their Kindergarten buddies throughout the year. They help make the first year at Sacred Heart Catholic School special for the Kindergarten class.

G. Gift Presentation by the Knights of Columbus

To show their support for Catholic education, the Knights of Columbus present a gift to each member of the 8th grade graduating class.

XIV. STUDENT INFORMATION DISCLOSURE

[For schools receiving federal funds under grants which subjects the school to state and federal laws regarding student education records]

A. Annual Notification

In accordance with Oregon law concerning student education records, parents of students currently in attendance at Sacred Heart Catholic School have a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law permits disclosure without consent;
4. File with the U.S. Department of Education a complaint under concerning alleged failures by the school to comply with the requirements of the Family Educational Rights and Privacy Act; and
5. Obtain a copy of the policy regarding how Sacred Heart Catholic School meets the requirements of Oregon law concerning student education records. Copies of this policy may be obtained in the office of the principal.

Sacred Heart Catholic School forwards education records requested by an educational institution in which the student seeks enrollment or services within ten days of receiving the new educational agency's request.

B. Directory Information

Sacred Heart Catholic School has designated the following as directory information which the school may disclose without specific consent: the student's name, grade, parent name, address, home/cell telephone listing, and e-mail address.

A parent is entitled to refuse to let the school designate any or all of these items about the student as directory information. Notice from a parent that he or she does not want any or all of these types of information about the student designated as directory information must be made in writing on the Student Picture/Directory Release form enclosed in the school registration packet.

C. Emergency Disclosure of Information

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

XV. STUDENT SERVICES

A. Lunch and Milk Services

Students bring their lunch from home. Lunches **should not** require the use of a microwave, oven or refrigerator. Students may bring a mid-morning snack to eat. A hot lunch is prepared by parents weekly on Wednesdays for grades PreK-8. Parents are encouraged to maintain a balance in their family's House Account. Your House Account will provide payment for all student and parent visit hot lunch and milk expenses.

Hot lunch: \$2.00 per lunch.

Milk: \$.25 per carton.

Free milk is available for those who fill out a form and qualify under the Federal Free Milk Program. Contact the office about this program.

B. Telephone

Students may use the phone only with permission and supervision from the office and/or teacher.

XVI. VOLUNTEERS

A. Volunteers

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school.

1. Volunteer Background Checks and Abuse Prevention Training

The school reserves the right to require volunteers in any school program or activity to undergo a background check. Ordinarily any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer or to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

- All volunteers who work with children four or more times a year throughout the archdiocese are required to have a current background check.
- Any parent who has not yet viewed the “**Called to Protect for Parents and Families**” and “**Called to Protect for Ministries**” videos (each lasting about ½ hour) must make arrangements with Mrs. Shawn to view them.
- All volunteers must read the Archdiocese’s *Code of Conduct* which is posted on the Armatus website.
- All returning families must watch the current year’s requirement at the Armatus website.
- Information sheets with instructions on how to log on to the website and enter the password are in the school office. If you do not have internet access at home, or if you only have a ‘dial-up’ connection that does not allow for viewing videos online, you may watch on one of the school’s computers.

2. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and committees, Parents Club Board and committees, Annual Auction Committee, classroom assistance to teachers, cafeteria/ hot lunch program, room parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

XVII. COMMUNICATION

Communication is Everyone's Business at Sacred Heart Catholic School

The principal and staff at Sacred Heart Catholic School play a major role building a positive relationship with their community, and in carrying out public relations and media relations activities. The principal and teachers have the best ability to capitalize on every opportunity to increase the visibility of the school within the community. This creates the positive "word of mouth" messages that are so important in building public opinion.

Parents support their child's educational program through their close links with the school.

School Advisory Council members have the unique opportunity and responsibility of bringing every parent's voice to school decisions.

The specific objectives of this Communication Plan are to:

- Build confidence in education of our students
- Share the good news about our school and offer a window into our classrooms
- Provide opportunities for us to hear feedback from the communities we serve
- Build stronger links between the school, parents, students, staff, and community
- Provide mechanisms for open, two-way communication with school, parents, students, staff, and community

A. Communication with our Parents

Objectives:

- Engage parental understanding and support of their child's education
- Increase parental involvement in the education process, thereby supporting student achievement
- Close the gap between parent and school experience and education today
- Promote two-way communication with parents

Parent Communication Vehicles: External

- Teacher monthly letter detailing class activities and overview of subject matter being taught
- Parent/Student Handbook - Updated each year and distributed at beginning of year – Acknowledgement page to be signed by all students and parents and returned
- Weekly Newsletter via Email – Includes recap of activities that have taken place, upcoming events, lunch menus, letter from the principal, etc.
- Weekly Activity Calendar – included in the newsletter each week
- Wednesday Packets - Sent home with all information with youngest child in family. Parents may freely use the returned envelope to communicate with the office or teachers.
- Monthly Calendars – sent home just prior to the beginning of each month
- Back-To-School Ice Cream Social in August
- Monthly Parents Club Meeting -Agenda for each meeting sent home each month - Approved minutes for each meeting sent home each month
- Yearly Calendar – sent home with all students the last week of the school year for the following year and also available in the school office at beginning of school year
- Fall Parent Conferences
- Student Progress Reports - Signed and returned with comments

- Student Report Cards - Signed and returned with comments
- Parent Surveys
- School Brochure – available to mail to prospective families as well as included in welcoming packets for new families at local churches
- Where Faith and Knowledge Meet booklet – includes mission statement, staff biographies, curriculum, etc. available for new families that are interested in Sacred Heart Catholic School
- School Slideshow (One per school year) includes activities from the beginning of the year to the end. Used during all open houses, sent to each family as “electronic” year book
- Annual Sign-up for volunteer positions each August and September
- Phone calls and/or emails made to parents if the need arises to touch base on specific issues
- Staff e-mail listed in each year’s school directory
- Notices with tear-off portions for parents to sign to track who is reading
- Staff available at beginning and end of school day
- Principal available for individual or group meetings, phone calls, etc. (Parents are encouraged to contact with questions, suggestions, and concerns)
- School website, linked to parish website to make school forms, Parent/Student Handbook, calendars, newsletters, etc. available to parents.

B. Communication with the Staff

Objectives:

- Keep staff informed about administrative, Archdiocesan, and School Advisory Council directions, policies, and priorities in an open, timely and consistent manner.
- Recognize and celebrate the achievements of staff
- Increases support and recognition of staff and accomplishments to encourage teamwork, innovation, and educational excellence
- Improve two-way communication with all employee groups (school staff, parish staff, maintenance staff)

Staff Communication Vehicles: Internal

- Archdiocesan Policies and Guidelines for Catholic Schools (located in the principal’s office)
- Archdiocese Employee Handbook for School and Parish Personnel (Handbook Receipt and Acknowledgement page in each Personnel file)
-Grievance Procedures
- Sacred Heart Catholic School Faculty/Staff Handbook – written plan for working through issues/problems/situations
- Contract of Employment
- Crises Management Plan
- Staff Workshops – Review existing policies and update as necessary
- Twice a month Staff Meetings (Agenda followed by minutes)
- Twice a month Reflection Time at Staff Meetings
- New Teacher Mentor
- Daily Gathering (morning prayer and announcements)
- School Improvement Plans – gathering data from standardized tests and collaboratively choosing target areas of needed growth, goals, strategies and interventions to be used, etc.)
- Formal classroom observation
- One-on-one conversations with principal
- Grade level meetings
- Weekly work session for teaching staff (early release of students)
- Staff Recognition and Appreciation
- Instant Messaging between staff members available
- Principal spending time in each classroom observing on a regular basis

Staff Communication Vehicles: External

- School Newsletter via email
- School Calendar (yearly, monthly, and weekly)

- E-mail communication
- Parent Teacher Conferences
- Progress and Report Cards
- Phone Calls Home
- E-mails
- Staff Recognition and Appreciation
- Classroom Newsletters

C. Communication with Students

Objectives:

- Support for student learning and success
- Strengthen student pride in their education and the school system
- Incorporate more student input into planning and decisions about their educational programs

Student Communication Vehicles:

- Parent/Student Handbook
- Student Newsletter
- Student Council Meetings with Advisor
- Morning Gathering for announcements and prayer
- Progress Reports and Report Cards
- School Slide Show (sent home to each family at the end of the school year as an electronic yearbook)
- School Brochures
- School Calendar (yearly, monthly, and weekly)
- Student Recognition (birthday, awards, achievements, etc.)
- Classroom Newsletters
- Homework as a communication tool to connect with families
- Assignment Planners – Used as a two-way communication with parents required to initial
- Personal notes on homework that is sent home
- Journal Writing
- Community Service Projects
- Student Buddies – Younger students with older student
- Fieldtrips

D. Communication with our Community

Objectives:

- Increase the community's understanding and support of the school and its mission
- Generate an increased awareness of the school's priorities, programs, finances, and achievements
- Enhance the community's attitudes toward the school and toward the educators at the school

Community Communication Vehicles:

- Advertisements
 - a. Open House, Carnival, Spring Fling flyers posted in various places
 - b. Notices regarding above school events in the local newspaper
- Taking part in Catholic Schools Mass to promote our school
- Promotional Materials
 - a. Where Faith and Knowledge Meet At Sacred Heart Catholic School booklet
 - b. School Brochure with parent testimonials about our school.
 - c. Yearly school slideshow playing at various events – Grandparents Day, Open House, Book Fair, etc.
 - d. Roadside Signs inviting registration at Sacred Heart Catholic School
 - e. "Recipes from the Heart" Cookbook – for sale, yet by its nature promotes our school.
- School Newsletter via email
- Continuing development of school webpage on parish website (newsletters, calendars, forms, Where Knowledge and Faith Meet, etc.)

- Regular Bulletin Announcements in Vicariate Church Bulletins
- Articles and photos in local newspaper regarding school service projects, field trips, sacramental events, award winners, auction projects, etc.
- Open Houses three times throughout the school year
- Tour of the school offered to all inquirers
- Volunteer Recognition
- Community Service Projects
 - a. Baby Item Drive for Fr. Taaffe's homes
 - b. Christmas Toy Drive for needy families
 - c. Involvement in Gervais Christmas Parade
 - d. Involvement in Live Nativity at Sacred Heart Church
 - e. Canned food drive (100 Cans for 100 Days)
 - f. Seasonal visits to the Orchard House, with singing, treats, cards, and a caring presence.
 - g. Schoolwide Coin Drive for the Food Bank
 - h. Christmas Baskets
 - i. Kindergarten Caring Coins (a continuing coin drive for the Food Bank)
 - j. Novena for a wounded soldier, response to a request from a parishioner – (our school is becoming increasingly known to the parish as a resource for prayer/service)
 - k. Providing acolytes/altar servers for parishioner funerals
 - l. Setting up tables for parish dinners, soup suppers, funeral receptions, etc.
 - m. Students are available to help load/unload items for the food bank as needed.
- Student Created artwork, letters, etc. sent to Community Partners (Earth Day, Recycling, etc.)
- Grandparents' Day
- Senior Socials

Sacred Heart Catholic School's goal is to increase enrollment by offering quality learning opportunities through the combined talents of an excellent staff. We want communications with our parents to be open-ended and free flowing. Effective communications becomes a key foundation to our long term success with students and as a school system. This communication plan should be considered a "work in progress" as we will continue to adjust it to meet the needs of Sacred Heart Catholic School.

Suggestions for consideration:

- A Mass at the end of the school year for all school volunteers
- Institute a school spirit day
- Increasing use of school webpage as a communication tool

P.E.A.C.E. Point Program

Sacred Heart Catholic School has adopted a PEACE Point Program (**P**arents **E**qually **A**ssisting in our **C**hildren's **E**ducation). The PEACE Point Program is to unify those families involved with our school and to provide supplemental economic support toward the continuation and enhancement of our education and spiritual programs. ***Each parent is required to participate in our PEACE Point Program.***

This program has been designed to help keep tuition as affordable as possible, while creating fairness to all families. Also, to acknowledge the value of time and talent needed for the continuing success of our school. Each of us takes on an important responsibility when we choose to send our child(ren) to a Catholic school. Parents are considered an integral part of our school; without them, much of our individual help and the enrichment of our programs cannot be offered to our students. The success of our school is in large measure due to the partnership we have between parents and teachers. This PEACE Point Program is an expression of that partnership.

In addition to assisting at the events, parents are also expected to support the fundraising events according to their means and talents.

The required elements of the PEACE Points Program are as follows: 10 for Single Parent Families (SPF) and 20 for Two Parent Families (TPF).

- Work shifts at Carnival (1 SPF/2 TPF)*
- Work shifts at Spring Fling (1SPF/2 TPF)

and

- Provide pre or post Spring Fling support time (See detailed list) (3 SPF / 6 TPF)

and

- Provide additional points to the school through either fundraising activities or school related projects (See detailed list) (5 SPF/10 TPF)

In the event parents are unable to work their required shifts at the Carnival or Spring Fling, pre-arrangements must be made with the principal. If a family has difficulty meeting their overall PEACE Points requirement, they need to contact the principal to discuss their situation. Families who have not completed their points by May 1st will be billed through the school office at a rate of \$100.00 per point and/or \$200.00 for missed event (Carnival, Spring Fling). All accounts must be paid in full by June 1st.

We as parents need to set a Christian example for our children by giving of ourselves and to help form a school community that works together. All parents are encouraged to look beyond the "point" factor of how we can work together for the benefit of our children.

A. REQUIRED PARTICIPATION

**Work shift(s) at Carnival

**Work shift(s) at Spring Fling

In addition to working the above events, it is also required to:

**Provide 6 points of support time (pre or post work) for the Spring Fling. (3 pts SF)
*See list** of volunteer opportunities for support time.*

**Provide 10 additional points to the school through either fundraising or school, service or talent activities. (See lists of service opportunities) (5 pts SF)

**Extra points from Spring Fling or Carnival may be counted toward 10 additional but not vice versa.

CARNIVAL

Carnival Chairperson – 3 pts
Carnival Co Chair – 2 pts
Carnival, Publicity – 2 pts
Carnival, Bingo Chair – 2 pts
Carnival, Bingo Co-Chair – 2 pts
Carnival, Games Chair – 3 pts
Carnival, Games Co Chair – 2 pts
Carnival, General Store Chair – 2 pts
Carnival, General Store Co Chair – 2 pts
Carnival, Kitchen Chair – 2 pts
Carnival, Kitchen Co-Chair – 2 pts
50/50 Board – 1pt
Setup, Decorating, Cleanup – 1pt

SPRING FLING COORDINATORS

Event Coordinator – 5 pts
Event Co-Coordinator – 3 pts
Oral Auction Coordinator – 3 pts
Silent Auction Coordinator – 3 pts
Thank-you – 1 pts
Computer Input – 3 pts
Cashier Coordinator – 3 pts
Kitchen Coordinator (Food servers, dishes, and cleaning) – 3 pts

Gym Coordinator: (decorations, tables, chairs, linens) – 3 pts
Internal Publicity Coordinator – 3 pts
External Publicity Coordinator – 2 pts
Raffle Tickets Coordinator – 3 pts
Dinner Tickets Coordinator – 3 pts
Sponsorship Coordinator – 3 pts
Class Project Coordinator – 2 pts
Catalog – 3 pts

****PRE/POST AUCTION SUPPORT**

Deliver & Pick up Signboards – 1 pt
Silent Auction Set-up – 1 pt
Oral Auction Set-up – 1 pt
Computer Input – 1 pt
Packaging Items – 1 pt
Set up/Clean up – 1 pt
Decorating – 1 pt
Certificates – 1 pt
Food Preparation – 1 pt
Invitation Stuffing - 1 pt
Raffle Ticket Sales (10 tickets = 1 pt)
Dinner Ticket Sales (4 tickets = 1 pt)
Procure 10 Items - 1 pt
Procure Sponsors – 1 pt
Class Project – 2 pts
Catalog Ad – 1 pt

ADDITIONAL OPPORTUNITIES TO EARN POINTS:

St. Paul Rodeo BBQ – 1 pt
Purchase \$500 Scrip – 1 pt each \$500 increments
Bottle/Can Drive Chair- 3 pts
Bottle/Can Drive Sorting /Driving – 1 pt
Fun Run Chair – 3 pts
Fun Run Helper – 1 pt

SCHOOL PARTICIPATION

August Work Day – 1 pt
Advisory Council Member – 4 pts
Parents Club Officer - 4 pts
(Pres, Vice, Treasurer, Secretary)
Development/Recruitment Committee – 2 pts
(Open House/Donuts/Visitations/
Advertising/Brochures)
Teacher Appreciation Coordinator – 2 pts
Teacher Appreciation Volunteer – 1 pt
Uniform Exchange Coordinator – 2 pts
Hot Lunch Coordinator – 10 pts
Hot Lunch Volunteer - (1 x = 1 pt)
(Prep/Serve/Cleanup – 9:30-12:30)
Lunch/Recess Monitor – 10x = 1 pt
Campbell's Label Coordinator = 2 pts
Scrip Coordinator = 10 pts
Assist with Scrip Sales = 4 x = 1 pt
Field Day Coordinator – 3 pts
Field Day Volunteer – 1 pt
Grandparents Day – 1 pt
Christmas Program
Set Up/Decorating/Cleanup – 1 pt each
Christmas Program Goodie Bags – 1 pt
RC Challenge Coach – 5 pts
Assistant Coach – 3 pts
Sports Coaching – 6 pts each
Assistant Coach – 6 pts (Soccer, Volleyball,
Girls & Boys Basketball)
Box Tops Coordinator – 3 pts
Academic Event Coordinator – 3 pts

** Points vary depending upon project,
discuss with the Principal*

TREASURES IN HEAVEN

These are jobs that need to be done.
Although they do not earn PEACE points,
when done with a generous heart they will
earn **'Treasures in Heaven'**!

1st Day of School Social
Bible Order
First Communion Order
Holy Day Treats
Room Parent
Classroom Help
Classroom Help – Take Home Projects
Bulletin Board Helper
Volunteer Bulletin Board
Field Trips (Chap/Driving)
Desserts for Hot Lunch

*We welcome any new projects you may have
that would help Sacred Heart Catholic
School. Please discuss your ideas with the
principal.*