

# **SHS Sacred Heart School**

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Prepare them for Life • Prepare them for College • Prepare them for Heaven!

[www.sacredheartschoollakeworth.com](http://www.sacredheartschoollakeworth.com)

## **Parent/Student Handbook**

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## **INTRODUCTION – Diocese of Palm Beach**

- An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.
- **School Principals Right to Amend:**

**\*The school principal reserves the right to waive and/or deviate from any and all regulations for just cause at his/her discretion.**

## **FOUNDATIONAL DOCUMENTS**

### **MISSION STATEMENT**

- As a faith community enthroned in the Sacred Heart of Jesus our mission is to provide all our students, of diverse cultures and abilities, an education of excellence in a Christ centered environment, encourage them to live the Gospel values of love, peace, justice, respect, and service, and prepare them for success in higher education and life and to be productive, responsible and effective members of society.

### **VISION STATEMENT**

- Sacred Heart School will create a private school model inclusive of a range of ethnic, socio-economic, and academic ability groups which reflect the diversity of the parish communities.
- Sacred Heart School will raise the bar in quality education by being a place where students experience a challenging curriculum using teacher directed technology and are given the tools needed to reach their full academic potential.
- Sacred Heart School will promote life-long learning that advances the development of the whole person in body, mind, and spirit and graduate students who are productive, virtuous citizens and Church leaders whose life choices will have a positive influence in the future.

Sacred Heart School will provide quality faith formation programs where Catholic tradition, teachings, and values are taught and integrated into all aspects of school life.

Sacred Heart School is recognized and supported as a valuable ministry by the wider Catholic community and as such enrollment will increase as parishioners are encouraged to enroll their children and grandchildren in our school.

Sacred Heart School enrollment will grow substantially by means of effective marketing, recruitment, and retention programs.

Sacred Heart School will continue to actively acquire tuition assistance funding from outside agencies and charitable benefactors to make a quality Catholic education accessible to all students who wish to enroll.

Sacred Heart school will move towards having sufficient financial resources to attract and retain qualified school personnel and provide them with appropriate compensation commensurate with their ability and professional qualifications.

## **PHILOSOPHY**

- The philosophy of Sacred Heart School is to provide maximum student development in a Christian atmosphere. Based on the recognition that the child is multi-dimensional, we profess to use developmentally appropriate educational practices. We endeavor to incorporate into our program those authentic activities that will develop the spiritual, intellectual, social, moral, creative, and physical needs of students.
- The educational process should be a joint effort between parents and school. Since education begins at home, we encourage parents to assist the faculty in training their children for the reception of the Sacraments as well as reinforcing all the literary, math and communication skills taught in school.
- We believe that the administrators, faculty and staff receive their inspiration from the Blessed Trinity. Our guidance and direction is received from the principles expressed in Scripture to teach as Jesus did.
- We, as educators, believe in the need to exemplify our philosophy through our words and actions. Our quest is to guide our students toward God, community and service. This will enable them to function in the mainstream of life with sensitivity, responsibility, and respect for all creation.
- We strive to deal with social and moral issues in accordance with the teachings of Jesus and His Church. This calls for the formation of values and attitudes demanded for Christian living in our complex society.
- Our commitment is to academic excellence as well as to the dignity and honor of the person. Our intent is to prepare a child who, in a joyful spirit, will responsibly deal with all aspects of life.

## **PROFILE OF THE GRADUATE AT GRADUATION**

- At Sacred Heart Catholic School, the faculty and administration recognize the need for our students to develop their minds, bodies, and spirits through study, worship, and physical activity. Our students excel both in and out of the classroom as evidenced by their grades, and success in sports, the Fine Arts, and many service opportunities. They internalize and live our Mission Statement in many ways.

### **THEY ARE FAITH-FILLED**

They understand and live according to God's will

They demonstrate and model Catholic Christian values

They understand the central role of God in human life in all its stages  
 They strive for a close relationship with Jesus through personal and communal prayer  
 They are active in the sacramental life of the Church  
**THEY ARE ACADEMICALLY STRONG**  
 They are well-prepared for the academic challenges of high school as the result of a strong foundation in all areas of study  
 They think critically, communicate effectively, and work collaboratively  
 They realize learning is a life-long formation process and the key to future professional success  
 They are technologically literate  
**THEY HAVE WELL-FORMED CHARACTERS**  
 Their charity, integrity, and compassion make them good, loyal friends  
 They are role models for younger students  
 They have a positive attitudes and a good sense of humor  
 They exemplify good sportsmanship  
 They respect the natural environment  
 They welcome, appreciate, and respect diversity in all its for  
**THEY ARE SERVICE ORIENTED**  
 They contribute their time, talent, and treasure especially to those in need  
 They are compassionate individuals who realize their responsibility to give back to society through both community and global outreach programs

**PRACTICE OF RELIGION**

- Each class from grades pre-kindergarten through eighth attends the celebration of Eucharist/Mass each week and Catholics are expected to fulfill their Sunday obligations. Students prepare and participate in the liturgy. The graces that children acquire for themselves and their families through this practice are beyond measure. Habits formed now influence your child’s entire future. Your own presence at Sunday Mass with your child will help him/her form this important habit early in life. Your example reinforces the school’s efforts and helps your child develop a reverence and love for the Eucharist/Mass. Confessions are held at specific times during the year. Children are encouraged to go to Reconciliation, but are not required to receive the Sacrament. The Church obligation for Reconciliation, however, is once a year. The pastor is available to the students and families of Sacred Heart School for spiritual guidance.

**ADMISSIONS**

**1. Admissions Policy**

- All documents required for admission into Sacred Heart School can be found on our website, or by calling the Admissions office at 561-582-2242.
- Students entering Pre-Kindergarten must be four years old on or before September 1, in the State of Florida. Students entering Kindergarten must be five years old on or before September 1, in the State of Florida.

- All new students will be accepted on a (90) day probationary basis. This is to ensure the pupil's ability to adjust to the school philosophy, disciplinary, and academic programs. A personal interview and entrance test is given to all new students to determine placement.

## **2. Immunizations – Diocese of Palm Beach**

- The Diocese of Palm Beach requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

## **3. Open Admission Policy – Diocese of Palm Beach**

- The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

## **4. Tuition & Fees**

- Sacred Heart School has contracted with FACTS Tuition Management for the collection of tuition. The School Accounting Office can be reached at 561-582-2242 ext. 103.
- The following policies relate to Tuition and Fees:
  - a) Registration, books and fees are payable in advance and are non-refundable..
  - b) All payments on an installment basis, whether full payment or monthly will be through F.A.C.T.S. Tuition Management Systems. A \$38.00 Processing Fee will be deducted from your account upon presentation of the application to FACTS.
  - c) The school does not accept installment payments directly.
  - d) Sacred Heart School reserves the right not to accept personal checks under certain circumstances.
  - e) FACTS Tuition Management charges \$25.00 for every re-attempt to deposit a payment.
  - f) FACTS Tuition Management charges a \$40.00 late fee every month payment is not on time.
- Other Fees:
  - a) A \$30.00 charge will be added for all checks that are returned by the bank due to insufficient funds. The full amount of the check plus the insufficient funds fee must be paid in cash or money order.



- b) Each family is required to pay a \$200.00 Activity Fee. Documentation of your 20 hours through the family RenWeb account is no later than May 1<sup>st</sup>. NO EXCEPTIONS. This fee will be automatically placed on account for those who don't record hours through RenWeb.

**Conditions:**

- For a student to start his/her classes, all tuition must be current, including past due amounts.
- Any past due tuition will result in the following: suspension of RenWeb privileges, withholding of report cards and transcripts, placement of account with a collection agency and withdrawal of student from school.
- Students will not be permitted to attend school until tuition is brought up to date.

**Refunds:**

- Students who withdraw prior to beginning of school will be charged one month tuition and the remainder will be refunded.
- Registration fee, books/digital resource fee and misc. fees are all non-refundable
- Refunds will not be considered until the parent/guardian has signed an official notice of transfer/withdrawal.
- If a student attends any portion of a given month, parent will be charged for the entire month.
  
- The bookkeeper will monitor family billing accounts. If for any reason tuition payments become 14 days past due the Principal reserves the right to suspend the student from attending classes until payments are brought current.
  
- An eighth grade student will not participate in graduation ceremonies nor receive final grades and diplomas until all tuition/fees are paid in full. We realize that extraordinary problems may occur in families. If a problem of this nature arises which may affect tuition payment in a timely manner, you should immediately call the School Accounting Office to make an appointment to address the situations.

**5. Financial Obligations - Diocese of Palm Beach**

- The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

**6. Undocumented Students - Diocese of Palm Beach**

- A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Diocese of Palm Beach may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

## ADMINISTRATIVE POLICIES & INFORMATION

### 1. Accreditation

- Sacred Heart School is accredited by the Florida Catholic Conference. The accreditation program provides a systematic process of school improvement through the application of educational standards or criteria.
- The benefits of this accreditation design include:
  - a) The assurance of quality Catholic education based on a Christian value system.
  - b) The validation of a school's unique purpose of teaching and living out the message of Jesus Christ according to the Catholic tradition.
  - c) The integration of faith and values into the program design.
  - d) The opportunity for a continuous peer review and assistance at various stages leading to the ongoing planning and improvement of services for students.
  - e) The existence of a set of current standards which promote excellence in the total educational program and are appropriate to the mission of Catholic schools.
- Sacred Heart School was re-accredited in 2015. The school continues to review and revise its action plan as the needs of the community change each year.

### 2. Child Protective Investigations - Diocese of Palm Beach

- Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).
- Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the

discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

### **3. Reporting Physical or Sexual Abuse**

- Students or parents who have suspicion of any form of sexual or physical abuse should immediately report this to a member of the Sacred Heart School faculty or staff. Sacred Heart School follows the state and diocesan regulations and procedures concerning the reporting of suspected sexual or physical abuse. Diocesan policies can be found on the Diocesan web-site, <http://www.diocesepb.org>. A person receiving an allegation of sexual abuse of a minor by Church Personnel must immediately report the allegation. Our policy requires priests to report allegations that are made in a spiritual counseling context, even though law exempts ministers from the requirement of reporting. The only exception to this is the confidentiality of confessional. At the outset, families should be informed of this requirement. Further information may be found on the diocesan website: [www.diocesepb.org](http://www.diocesepb.org).

### **4. Testifying in Divorce or Custody Proceedings – Diocese of Palm Beach**

- The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.
- In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

### **5. School Records-Non-Custodial Parents**

- In accordance with Florida Statute 61.13 (3), the school will make school records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school.
- It is the responsibility of the custodial parent to make the school aware of any court orders preventing the other parent visitation rights. If a court order does exist, a copy must be placed in the child's permanent office file.

## **6. Emergency Drills**

- **FIRE DRILLS**

- a) All students observe silence in moving out of the building.
- b) Each class, following the lead of the teacher, shall proceed in single file and at rapid pace.
- c) All windows and doors are closed and lights are to be turned off. Aisles should be clear at all times.
- d) Each student should familiarize himself/herself with the proper exit that the class is to use. A sign giving this information is posted in each room.
- e) The teacher takes roll call as the class reaches its destination.
- f) At the end of the drill, a signal is given for all classes to return to their rooms in absolute silence.

- **TORNADO WARNINGS/DRILLS**

- a) If a tornado warning is received at the school, it will be communicated to the student body by the sound of a consecutive ringing bell, as opposed to the fire bell, which rings intermittently.
- b) First floor classes are asked to move away from windows and remain on the floor. Students who are in the cafeteria or are in PE are to go to Madonna Hall.
- c) Second floor classes are to move to the first floor classroom as stated:
- d) Students in Science Lab to the fourth grade classroom
- e) Students in 7<sup>th</sup> grade classroom (Math & Science) to the 6<sup>th</sup> Grade classroom.
- f) Students in the 8<sup>th</sup> grade classroom (Social Studies & Religion) to 5<sup>th</sup> grade.

- **EMERGENCY/CRISIS MANAGEMENT**

- a) Sacred Heart School maintains an up-to-date Crisis Management Plan, and is available for inspection in the school office.

- **CRISIS RESPONSE**

- a) In the event of a threatening situation, teachers will be signaled with a code for lockdown. Any student in the hallways should proceed to the nearest classroom until the all-clear signal is given.

## **7. Supervision Before & After School**

- The school is not responsible for students left on the school property before 7:30 am. Students are not allowed to be on school grounds before or after school unless they are participating in a school supervised activity. Coaches and activity moderators are only responsible for the students enrolled within their activity. Students that are not a member of an after school activity or sport may not stay after school with another student who is involved in an after school activity or sport due to them sharing a ride home. Parents

must pick up the student not involved in any after school activities or sports when school is over and return for the students involved in an after school activity or sport.

## **8. School Closure**

- When emergency conditions have been declared by the county, such as severe weather conditions, schools may be closed. Sacred Heart School follows the decision of the Palm Beach County Public School District. However, circumstances may allow Sacred Heart School to remain open, or re-open at a time different than the public school district. All Sacred Heart School closing information will be conveyed through the Sacred Heart School website ([www.sacredheartschoollakeworth.com](http://www.sacredheartschoollakeworth.com)), and RenWeb Parent Alert communications. In addition, the local media will be provided this information

## **9. Electronic Acknowledgements – Diocese of Palm Beach**

- Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

## **SCHOOL RECORDS**

### **1. Emergency Information**

- Emergency information **MUST** be on file before any student may attend classes. Parents must notify the school whenever there is a change of address or telephone numbers that would prevent the school from reaching them in time of an emergency.

### **2. Immunizations – Diocese of Palm Beach**

- The Diocese requires that prior to enrollment or attendance in grades Pre-Kindergarten and above, each student presents or has on file with the school a certificate of immunization form for the prevention of communicable diseases for which immunization is required by the Department of Health.
- Prior to registration, each student must present a school entry health examination form based upon an examination performed within one (1) year prior to enrollment, as well as an original and current Florida Certification of Immunization. Religious exemptions from immunization are not granted to students within a Catholic school. **No student will be**

**permitted in school without his or her up-to-date immunization record. New students are required to have a medical examination before entering the school.**

- Students entering Pre-Kindergarten, Kindergarten, 7<sup>th</sup> grade and all new students are required to have an updated physical examination and an up to date Certificate of Immunization. Examinations must be completed and submitted to the school office before the first day of school. Students will not be permitted to attend school without his/her up to date Certificate of Immunizations.

### **3. Medications – Diocese of Palm Beach**

- Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor’s office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:
  - a) An “Authorization for Medication” form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
  - b) Medications to be dispensed at school should be labeled with the child’s name and the exact dosage. The name and telephone number of the physician should also be on the label.
  - c) While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.
- Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), and as authorized in writing by the school.

### **4. Notification of Rights under FERPA- Diocese of Palm Beach**

- The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:
  - i. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
  - ii. Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- iii. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- iv. Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- v. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- vi. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- vii. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- viii. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **5. Records – Non-Custodial Parent**

- Sacred Heart School abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of non-custodial parents. In the absence of a Court Order to the contrary, a school will provide the non-custodial parents with the

access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the Court Order. Non-custodial parents should contact the school secretary with regard to receiving a copy of the report card and school newsletters.

## **6. Records – Transfer of Student Records between Schools**

- When a student transfers from one school to another, a school official forwards the student's cumulative record to the receiving school upon request.
- The records transferred are:
  - a) The Florida cumulative folder, student's health record, transcript card, report cards, test scores, behavioral/psychological records, disciplinary records, Student Support Plan.
- No records will be sent out unless all financial accounts have been paid in full. Families with outstanding debts will have the records held until payment has been made.

## **7. Procedure for Withdrawal**

- The parent/guardian shall notify the school in writing at least two weeks in advance of a student's withdrawal so that the parent may be made aware of any books, materials or money outstanding. Upon receipt of all outstanding items, student's records will be forwarded to the new school upon that schools request. No transcript of a student with an unpaid tuition or fees balance will be sent to a new school.

## **ATTENDANCE POLICIES & GUIDELINES**

- Compulsory education laws mandated by the State of Florida require regular attendance. Class days are noted on the school calendar, which is available online. Each parent of a child of compulsory attendance age is responsible for their child's attendance as required by law. For more information, access [www.leg.state.fl.us](http://www.leg.state.fl.us).

### **1. Attendance**

- Students are expected to be in school and on time on all days when school is in session. Punctuality and regularity of attendance are indispensable for a student's successful subject mastery. Lack of compliance with the school's attendance policy can result in the student losing their state scholarship and jeopardize the student being promoted to the next grade. Regular attendance is essential to a student's progress and to the formation of good learning habits. Excessive absences beyond the school's policy will be reported to the Palm Beach Sheriff's office.



- Parents/Guardians are to inform the school of an absence by phoning the school office the day of the absence.
- Upon returning to school after an absence, the student must present a note signed by the parent/guardian to the homeroom teacher explaining the reason for the absence. Students will not be admitted to the classroom without a note and will be sent to the office to call home. Three or more consecutive day's absence due to illness requires a doctor's note for readmission to school. In cases of communicable diseases, a physician's note is also required. If your child contracts a communicable disease, please call and report to the office so that we may issue a health alert to our families.
- Students who fail to comply with the above policy, or who submit attendance note containing false or misleading information, are subject to disciplinary penalty in addition to the absence being marked unexcused.
- Please be reminded that there are state requirements for the number of days/hours that a student must attend class--approximately 1260 hours/180 days).
- Any student who is too ill to follow the school program must return home. Students who become ill must first secure a pass from their teacher and then report to the school office. The school, by law, may not provide any medication, including aspirin. In the case of a child returning home, someone will call home to request that the child be picked up. Students are not to make a phone call on their own. If a student leaves campus sick, he/she may not return for the balance of that day or for any after school activity.
- Truancy is defined as the willful incurrance of an absence considered unexcused by the administration. Truancy is considered a serious violation of school policy. Students will not be permitted to make up any work missed or due in class because of an unexcused absence, truancy or suspension, including tests and quizzes.

### **Excused Absences**

1. The State of Florida provides laws for compulsory attendance by all children between the ages of 5 and 16 years.

**\*\*\*Please Note:** Even a written note does not excuse an absence if the absence itself is not one of the reasons listed in the handbook as acceptable:

- Illness
- Death
- Court
- Family Emergency

### **Unexcused Absences**

1. An absence for which the school received no note is considered unexcused.
2. Trips and vacations taken outside of regularly scheduled school holidays without administrative permission.

\*\*\*The principal determines all excused and unexcused absences.

- Absences of more than 18 days per year are considered excessive. As per state requirements, this could be grounds for retention. Each situation will be reviewed by the principal and guidance counselor in consultation with the parents/guardians to determine best placement for the student.

## 2. Attendance Records

- Parents are informed of their child's absences and tardies on the report card. Please be mindful of the tardies your child accumulates over the course of the year. State law requires a specific number of classroom hours, and habitual tardiness may jeopardize your child's academic standing. Parents wishing a more current record are free to call the School Office.
- In checking their child's report card, parents may believe that there is an error in the absence or tardy record of their child. All errors in a marking period must be rectified within two weeks of that marking period. After two weeks the listing becomes official school record and will not again be reviewed. Parents may bring errors to the attention of the school through a letter addressed to the Principal.
- Attendance records include the facts of all absences and tardies. It is worth noting that both absences and tardies are part of the student's permanent record.
- Students with excessive tardies and/or absences may be prohibited from participating in school activities, events, athletics and student government.

## 3. Early Dismissal

- Once a student arrives at school in the morning; he/she may not leave the premises until the school day is over without written parental permission and clearance by the Principal. Should this occur, **a written note or email must be sent to the teacher that morning.** Students who leave school for a doctor's appointment must bring a note from the doctor when returning to school.
- **PLEASE NOTE:** There will be no early dismissal during the last class period, after that parents must use the regular car line procedure for pick up.

## 4. Make-Up Work

- While it is possible to make up written assignments due to excused absences, the actual classroom experience can never be duplicated. Therefore, students and their parents should conscientiously establish good attendance patterns. When absences occur, please refer to individual classroom procedure regarding make-up work. In general, if a student is out for one day, he/she has one day to return make-up work; two days, two days for make-up, unless otherwise specified by the instructor or administration. Consult RenWeb for daily work updates. Failure to make up work missed during an absence will merit a

detention, and a zero in each assignment missed. Any student not well enough to attend class during the day may not participate in any co-curricular, extra-curricular or sports activity that day or evening.

## 5. School Events & Activities

- Any student absent from school on any given day may NOT participate in any school function for the entirety of the day (i.e. sports, plays, dances, etc.).

## 6. Tardiness

- **A student is considered tardy when Madonna Hall doors close promptly at 7:45 am.** If a student is tardy, PARENTS MUST BRING THEIR CHILD TO THE SCHOOL OFFICE AND SIGN THEM IN. A NOTE OF EXPLANATION MUST BE TURNED IN, AT THAT TIME, FOR THE STUDENTS' PERMANENT RECORDS. **Students are not allowed to be dropped off at the gate.** All tardies will be noted on the student's permanent records and report cards, and, as stated previously, may impact the student's academic and/or scholarship standing.
- Repetitive lateness will have an adverse effect on a student's education and is disruptive to the classroom. Arrangements must be made to have students to school on time each day.
- A doctor's note must be given to the school office upon the student's arrival for it to be considered an excused tardy if they have been to the doctor or dentist.
- Students who accumulate five (5) tardies to school in a quarter will serve a detention with their homeroom teacher and will be assessed a \$25.00 fine each time they continue to be tardy in a quarter. Upon the sixth (6) tardy the parents/guardian will be required to meet with the principal to develop a plan for student punctuality.

# SCHOOL POLICY & INFORMATION

## 1. Accident or Illness at School

- A student is to report to the school office when not feeling well or injured. Parents will be notified if your child experiences sudden illness or a serious accident. You are expected to arrange to have your child **picked up as quickly as possible** after receiving the phone call. Our school clinic is not equipped to handle sick children for long periods of time. For your child's comfort and well being, we ask that you make every effort to be prompt.
- Please be certain that Office has the correct Emergency Contact Information and that your emergency contacts know they are your emergency people. Please notify the school of any changes during the school year.
- We are not permitted to dispense over the counter or prescription medicine without written permission of the parent/guardian **and** the doctor. **These notes are kept on**

**record in the school clinic and must be renewed annually.** No child may keep medication with them. Please see “Medication” for further information.

## **2. Use of Epipens – Diocese of Palm Beach**

- “Sacred Heart School maintains a supply of epinephrine auto-injectors for use in the event a student is having an anaphylactic reaction. Designated staff members have been trained to administer injections if a student is having an anaphylactic reaction.”

## **3. Personal Property and School Property**

- Touching or taking others personal belongings (backpack, lunch and/or lunch box, iPad, school supplies, etc.) will result in an automatic out of school suspension or expulsion. Restitution will be required for loss or damage to personal property of other students by another student.
- Defacing desks, chairs, cubbies or other school property is strictly forbidden and will result in an out of school suspension or expulsion. Restitution will be required for loss or damage to school property by another student.

## **4. Personal Items**

- Personal items such as cell phones, personal iPads, video games or any personal electronic and/or mechanical items are not allowed in school.
- The following actions will be taken if a student is caught with a cell phone:
- The electronic device will be taken to the office and a parent will have to claim the device in the office and the student will serve an in-school suspension the following day.

## **5. Birthday Celebrations**

- Invitations to birthday parties may only be distributed at school if **EVERYONE** in the class is invited. This policy protects your student from the rejection they feel if they are not invited to another student’s birthday party. Due to confidentiality issues, we cannot provide parents with a list of student phone numbers.
- Birthday celebration items are not allowed (**no birthday invitations unless everyone in the class is invited**), **cakes, cupcakes, cookies, brownies, balloons, etc**).
- Goodie bags are allowed to be passed out during dismissal

## **6. Electronic Devices**

- While at school, students are permitted to use school-owned electronic devices only. Personal electronics, which would include, cell phones, iPods, iPads, video games, etc. are not permitted. The following actions will be taken if a student is caught using a cell phone or text messaging throughout the school day:

- a) First Offense: The electronic device will be taken and sent to the office. A parent will have to claim this device in the office. A conduct referral will be written.
- b) Second Offense: The electronic device will be taken and brought to the office. The device will be returned at the end of the school year. The student will serve detention.
- c) Third Offense: Student and parents will conference with Administration and possible suspension or expulsion may result. The school is not responsible for any electronic device which may be lost and/or broken while on school premises.

## **7. Food/Drink/Gum**

- Food and drinks other than water are not permitted outside of the cafeteria throughout the school unless allowed for a designated class celebration organized by the teacher or homeroom parent. Students will receive a detention if caught chewing gum. Having food and/or drinks other than water will result in a detention. **Chewing gum is not permitted.** Food/ drink/ gum notices may be given to a student anytime he/she is in the school building, outside of the cafeteria, and before and after school. After three (3) notices are given the student will receive a \$10 fine. Every subsequent incident of food/ drink/ gum notice will result in a \$25 fine. The accumulation of food/drink/ gum notices will hold for an entire school year. If a student is required to have additional nourishment throughout the day, a doctor's notes must be submitted to the school nurse.

## **8. Forgotten Items**

- As our students progress in maturity and age, Sacred Heart School and its teachers work very hard to teach our students responsibility and ownership for behavior. Beginning in fourth (4th) grade, students must learn responsibility for their homework, textbooks, iPads, projects etc. For that reason, students in 3<sup>rd</sup> through 8<sup>th</sup> grade will receive a detention for not being prepared for class. The office will not accept any forgotten items brought to the school to be given to a student.
- The office is no longer accepting lunches to be dropped off after school begins. Lunch will always be provided for a student, if it is forgotten.

## **9. Private Tutoring, Coaching or Lessons - Diocese of Palm Beach**

- Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from**

**any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

#### **10. Student Drop-Off & Pick-Up Procedures**

- All families are expected to use the car line.
- Students in Pre-K may arrive at the Montessori Academy no earlier than 7:30 am. All students must be signed in and out.
- Students in Kindergarten through 8<sup>th</sup> grade may arrive at Madonna Hall no earlier than 7:30 am. Students are not allowed to be dropped off and left unattended before 7:30 am. NO EXCEPTIONS.

#### **11. Late Student Pick-Up**

- In the event that any student has not been picked up by 3:00 p.m., that student will be sent directly to after care. Mandatory registration fee of \$35.00 per student is required. The drop in fee is \$15.00 and is only good for one day per week. All fees are due when child is picked up. Any outstanding after care fees will result in not being able to use the aftercare program, suspension from the RenWeb Parent Portal, and student's report card will be on hold with the bookkeeper.

#### **12. Transportation Arrangements – Diocese of Palm Beach**

- Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

#### **13. Breakfast & Lunch**

- Breakfast is served Monday – Friday from 7:30 am to 7:45 am. Students are not allowed to bring breakfast or drinks from outside to school.
- Lunch orders are placed in advance, on a weekly basis.

#### **14. Field Trips**

- A field trip shall have specific, stated goals related to the curriculum of the grade. Appropriate instruction shall precede and follow each field trip. Field trips shall be planned with procedures, such as but not limited to, permission forms, transportation,

adequate adult supervision and compliance with Diocesan requirements for transportation of students.

- Parents have the right to refuse to allow their child to participate in a field trip. In that case, the parent must keep the student home the day the field trip is scheduled.
- Students who display a pattern of inappropriate behavior may be prohibited from participating in field trips. Field trips are a privilege and only those students who meet the academic and behavioral requirements will be given the privilege.
- Field trips should be attended in school uniform (not including PE uniform,) unless specified by the Principal.

## **15. Visitors**

- Sacred Heart School has a locked down policy. Visitors must first gain admission through a gate “buzzer” and camera system at the front lobby. All parents and visitors on school property for any reason during the day MUST report to the school office first. Visitors will be signed in to the computer by the office staff and will be given a Visitor/Volunteer Badge to wear while on an official visit to the school. Upon leaving the school, parents and visitors are asked to return to the school office to log out of the computer system and return their visitor/volunteer badge.
- Sacred Heart School will treat parents and other members of the public with respect and expect the same in return. We strongly believe in "The Golden Rule ". Therefore, we seek to provide an atmosphere where all are welcome and ideas are exchanged with the intent to listen to and be heard by both sides. We seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions.
- Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students, faculty and staff, willfully causes property damage, uses loud and /or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school property will be directed to leave school property by the school's principal or administrative designee. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and /or demeaning manner, the Administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual does not stop the behavior, the school employee will verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and if the meeting or conference is on school grounds, the employee shall direct the abusive individual to leave promptly. Should the individual persist, law enforcement officials will be called.

**16. Text Messaging/Telephone Calls – Diocese of Palm Beach**

- Sacred Heart School may use text messages and automated telephone calls to alert parents/guardians of important information related to the school’s mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

**17. Lost & Found**

- All personal property should have students name and grade. Lost and found items will be sent to the designated area in Madonna Hall. Unclaimed items will be given to charity.

**18. Fundraising – Diocese of Palm Beach**

- No student may solicit funds in the school’s name unless such solicitation has been authorized in writing by the principal

**19. Use of Photos – Diocese of Palm Beach**

- Sacred Heart School reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child’s picture or video to be used accordingly must notify the school’s principal in writing prior to the beginning of the school year.
- **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Diocese of Palm Beach, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**
- **Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

**20. Student Visitors**

- Non-Sacred Heart School students may not attend classes at Sacred Heart School. On rare occasions, non-Sacred Heart School students may be permitted to visit the campus. Please contact the school office if you have any question about student visitors. The Admissions Office can provide further information concerning the Shadow Program for students who have applied for admission to Sacred Heart School. All guests of Sacred Heart School must observe the behavioral expectations described in the Sacred Heart School Student/Parent Handbook.



## 21. Bicycles/Skateboards

- Bicycle riders are expected to cooperate with the school by carrying out the following procedures:
  1. Bicycles must be locked and the child should have duplicate keys.
  2. Bicycles are meant to carry one rider only.
  3. Bicycles are always to be walked when on the school grounds.
  4. Skateboards are not permitted on school property.
  5. No scooters, manual or motorized.
  6. No roller blades.
  7. No “Heelies”/roller sneakers

## 22. Walkers

- At the beginning of the school year, parents are required to sign a release form permitting their child to walk home, ride a bike or take public transportation home. No child will be permitted to go home with another student/parent unless prior authorization has been received in writing and presented to the school office or homeroom teacher. **No permissions will be accepted over the telephone.**

## 23. Athletics

- The Athletic Department offers a wide range of sports and activities. Students are urged to participate, but are reminded that the Athletic Department reserves the right to make demands above and beyond the school itself. In order to participate in athletics a student must:
  - a) Have a physical exam by an M.D. after June 1 of the present school year.
  - b) Maintain a “C” cumulative average.
  - c) Student may not receive an “F” in any core academic class. Core subjects are: Math, Social Studies, Language Arts, Science and Religion.
  - d) Have a birth certificate on file in the school office and parental consent to participate in the sports program.
- A sports physical and the sports participation packet must be completed and signed before a student may try out for a team. Tryouts and the selection of the team are at the discretion of the coach. Students and parents are reminded that participation is a privilege. All athletes compete at the discretion of the Principal.
- All qualified students may try out for membership on sports teams. The school is committed to providing everyone a fair chance to participate. Unfortunately, in some sports, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director, is final. Ordinarily the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

## **24. Definition of an Athlete**

- A student becomes an athlete from the first day of tryouts until he/she is cut from the squad. If a student makes the squad, he/she remains an athlete until the team or individual is eliminated from tournament play. The athlete then reverts to student status. The athlete is an athlete 24 hours a day, regardless of where he/she is. All cheerleaders are considered athletes. Athletes must conduct themselves, on and off the field/court in a manner fitting a representative of Sacred Heart School and at all time while wearing the school uniform.
- Once a student has made the team he/she should remember that he/she is responsible for the care, maintenance and return of all school uniforms and property. The student is responsible for any damages. A student participating in one sport must complete that season before trying out for the next sport.

## **25. Basic Policies: Sports**

- The basic policies, which apply to all sports in addition to school policies, are as follows:
  - a) Use and/or possession of alcohol/drugs/performance enhancing drugs.
    1. First offense: One-week suspension from participation. In case of suspected alcohol/drug use, an athlete may be required to obtain a medical release before participation.
    2. Second offense: Expulsion
  - b) Use of tobacco products (cigarettes, chewing tobacco, snuff, etc.)
    1. First offense: One-week suspension from participation.
    2. Second offense: Removal from team for the remainder of the season.
  - c) After completion of the sport from which the athlete was removed, he/she may try out for another sport during the school year.
    1. First offense in the other sport terminates athletic participation for that school year.
- Fight: See school regulations.
- Suspension from the team: The athlete cannot participate or dress out for any contest during the time period; however, the athlete must attend all practices and meetings.
- Obscene language: Disciplinary action will be taken at the discretion of the coach to fit the offense and the circumstances, along with the approval of the principal in line with the school policy.
- In-school suspension from school: No athletic participation allowed during the duration of the in-school suspension, practice or contest.
- Students must wear their PE uniforms as their practice uniform.

- A student must be in attendance on the day of an athletic event or the day prior (for weekend events) to participate in the athletic activity.
- Violation of any of the above policies must be reported by the Head Coach to the Athletic Director, who in turn must report any such violations to the Principal.

## ACADEMIC POLICIES & RELIGIOUS EDUCATION

### **1. Academic Probation**

- All new students are accepted on a ninety (90) day probationary basis. This is to determine a student's ability to adjust to the school's philosophy, disciplinary and academic standards.
- During this time, a student's academic progress and conduct will be monitored. Students experiencing great difficulty may be asked to withdraw following a parent and administrator conference.

### **2. Curriculum Policy – Diocese of Palm Beach**

- The primary goal of the program of instruction in the Diocese of Palm Beach Schools is to provide learning experiences aimed at developing the values, attitudes, knowledge and skills necessary for the student's spiritual, intellectual, moral, social, emotional and physical development. The curriculum guidelines issued by the State Department of Education and the Office of Catholic Schools will serve as the basis for the curriculum developed at each local level to serve the needs of the students. Textbooks are selected from an approved list prescribed by the Diocesan Office of Catholic Schools and are kept current.
- The curriculum followed by Sacred Heart School is approved by the Diocese of Palm Beach and the Florida Catholic Conference. Any program held in the school must be attended by all students, unless the program has been defined as optional. The concept of development and achievement based on self-motivation, respect, trust and fairness will help create a school environment of enthusiasm, cooperation and awareness. Programs this year have been designed with consistency, interest, responsible decision-making, choices and leadership to create a more positive school spirit. Continued evaluation and staff development will ensure student/teacher successes. Local policies must reflect the needs of its students.

### **3. Pupil Services**

- The Pupil Services Program is supervised by the Guidance Counselor. It is designed to assist the faculty in meeting the individual needs of all students. The method by which this assistance is delivered varies with the teacher, student and grade level, but will

usually include consultation regarding alternative instructional methods and materials, and the development of behavior management plans.

- The Pupil Services Program strives to identify persistent learning problems—social, emotional, psychological or intellectual – in a variety of ways. Primary among them is coordination of the Student Support Teams, a panel of representatives from faculty, administration and Pupil Services, who together with a consulting psychologist, meet on a regular basis to discuss students with learning difficulties. The team relies heavily on input from the parent conferences, which are always the first step in any intervention, and continues to work closely with both parent and student in exploring solutions. Pupil Services also assists in developing information regarding student performances, the administration of screening and placement instruments, standardized achievement tests (Terra Nova Tests) and sensory screening.
- The panel may take part in record reviews, classroom observations and student interviews. The office also serves as liaison with the public schools and the community when professional assessment and educational planning are found necessary.

#### **4. Grading & Conduct**

- A five letter grading system is used in this Diocese for grades 1st – 8th. The interpretation of the letter grades is as follows:

A.....	90 – 100
B.....	80 – 89
C.....	70 – 79
D.....	60 – 69
F.....	0 – 59

- In some areas, the grading system will be O, S, I, N, or U signifying Outstanding, Satisfactory, Improving, Needs Improvement or Unsatisfactory.

#### **Conduct grades are as follows:**

1 – Outstanding – Student never demonstrates behaviors that disrupt the learning of others in class,

2 – Satisfactory – Student seldom demonstrates behaviors that disrupt the learning of others in class.

3 – Needs Improvement – Student occasionally demonstrate behaviors that disrupt the learning of others in class.

4 – Unsatisfactory – Student consistently demonstrates behaviors that disrupt the learning of others in class.

5. Honor Roll for grades 3rd –8th.

- **Principal’s Honor Roll** – A student will qualify for the Principal’s Honor Roll if they receive an average of 90% and no 3’s or 4’s in conduct or effort.
- **Honor Roll** – A student will qualify for the Honor Roll if they receive an average of 80% in all subjects with no 3’s or 4’s in conduct or effort.

## 6. Graduation Policy

- The administration of Sacred Heart School strongly believes that attending and participating in the graduation ceremony is an earned honor and privilege. Though a student has the right to an earned diploma if he/she earns that diploma in the academic sense, it is entirely possible that a diploma may be mailed.
- In order for a student to participate in the graduation ceremony, all tuition and fees must be paid in full by the first day following our spring break, and the following three A’s must be evident:
  - a) **ACADEMICS:** The student successfully completes the curriculum offered at Sacred Heart School.
  - b) **ATTITUDE:** The student must actively support his/her school. A positive attitude, one that includes enthusiasm, basic manners and a respect for self and others is a “must”.
  - c) **ADHERENCE TO POLICY:** The student must exhibit an honest attempt at all times to adhere to the policies, rules and regulations of the school.
  - d) **TUITION AND FEES:** Graduation fee, all tuition and fees must be paid in full prior to Graduation.

## 7. Honor Code

- As a member of the Sacred Heart community, I pledge to be a person of integrity. **I will neither give nor receive unauthorized assistance in any academic exercise.**
  - a) The following also represents examples of actions which violate the Honor Code:
    - 1) Plagiarism
    - 2) Falsifying data/ citations
    - 3) Fabricating adult signatures/ letters
    - 4) Abuse of Media Center
    - 5) Purposeful destruction, theft, or misuse of electronic media
    - 6) Lying to administrator or teacher during an investigation in dishonesty or behavioral infraction

## **8. Student Council**

- This vital branch of the school community serves as a liaison between the students and the administration. This organization also provides a form for student expression. Participation requires appropriate attendance and disciplinary standing as determined by the school administration.
  - a) A candidate must possess a “C” average and must be passing all courses, determined from prior marking period.
  - b) The candidate must not have received a less-than-satisfactory conduct grade twice from more than one teacher. (One less-than-satisfactory conduct grade from different teachers does not prevent a student from running for office)
  - c) A good attendance and tardy record (to be determined by the Principal) prior to and throughout the term of office.
  - d) Approval of the principal and the class/club moderator.
  - e) No student may run for or hold an office while on disciplinary probation.
- Once elected, a class/club officer is expected to maintain the same standards that are outlined above. Failure to do so may result in the officer being placed on probation or removed from office. Moderators will provide a list of duties to all students interested in seeking office.
- Students wishing to hold an office in a class or club should realize that:
  - a) A student may serve as President of only one club or class per year.
  - b) A student may serve as an officer in more than one club only with the approval of the moderators involved and the Principal.
  - c) Campaign posters are to be designed in good taste and require the approval of the class/club moderator prior to distribution.
  - d) If an officer fails to discharge his or her assigned responsibilities in an adequate fashion, he or she may be removed from office. In such a case, the moderator and other officers will first issue a warning. If the warning fails to secure the desired effect and the officer in question continues to neglect his or her duties, he/she can be removed from office by a majority vote of the moderator and fellow officers. The moderator, as always, maintains the right of veto.

## **9. National Junior Honor Society**

- The Sacred Heart School Chapter of the National Junior Honor Society is an honorary service organization of students. Sacred Heart School follows the by-laws, rules and regulations created by the National Junior Honor Society. Membership is by selection; middle school students are invited to complete an informational form. Induction takes place in the spring. Students are selected by a Faculty Council appointed by the Principal on the basis of scholarship (GPA 3.50 or greater), leadership, character and service. The Faculty Council may deny a student's application if they have had an Honor Code violation. If the student maintains the required GPA and no further academic irregularity occurs, they may reapply. A current member who is involved in an Honor Code violation may be brought before the Faculty Council for review and may be removed from the roles of the National Honor Society. In order to maintain active status in the National Honor Society, a member must maintain a 3.50 GPA, as well as participate in community and school events. Although membership is by selection, The Sacred Heart School Chapter National Junior Honor Society does function as a club in promoting scholastic achievement as well as school and community service.

## **10. Community Service**

- In keeping with the school's Mission Statement and Philosophy, eighth (8<sup>th</sup>) grade students are required to complete a minimum of (20) twenty hours of community service. This is a requirement for graduation from Sacred Heart School. Service hours must be completed by the beginning of April. Failure to complete community service hours may result in the withholding of a diploma and final transcript, and may also result in detentions and the loss of certain privileges such as dances, field trips, etc. Directives will be distributed to students at the beginning of each year by their Religion teacher.

## **11. RenWeb Parent/Student Portal**

- Sacred Heart School uses **RenWeb Parent/Student Portal** as a communication tool between the school, teacher, parents and students. Parents and students each have their own account (screen name & password). The school posts important news on the family page. Teachers post class news, calendars, homework, test dates and grades, etc. on each student's portal page. Grades are only visible for each student by that individual student's parent. It is strongly recommended that parents check student's grades, assignments, tests, class news, etc. on a regular basis.

## **12. Retention Policy**

- At progress report time, in any quarter where a child is failing in 2 major core subjects and/or has poor attendance/tardies, a conference with the principal, teacher and parent is required.

Major core subjects:

- a) Math

- b) English/Literature/Reading
  - c) Science
  - d) Social Studies
  - e) Religion
- If the overall average for two (2) of these subjects is fifty-nine (59) or below for the school year, the teacher will recommend retention.

### **Pre-Kindergarten through 2nd Grade Retention**

- It is the goal of Sacred Heart School to offer each student the opportunity to find success in their early years of education. As educators of young children, we know the important role that development plays especially in these early years. We know that each child learns to walk at a different age and talk at a different age. In all aspects of growth, development plays a key role.
- We, as teachers, want your child to fully enjoy his/her school experience, to learn and grow at a steady pace. But if this isn't happening for your child this year, we would like to offer him/her a gift: The gift of time. This is perhaps the greatest gift you can give your child. For most children who struggle each year, development is the issue. Being the correct chronological age doesn't necessarily mean being the correct developmental age.
- There are some children who have learning difficulties and we will try our best to steer you to the proper sources to remedy or repair the situation. The final decision to retain is with the Principal in consultation with parent and teacher.

### **13. Liturgies**

- The students will participate in liturgies throughout the school year. Children masses will be held weekly at Sacred Heart Catholic Church. The entire school will celebrate special liturgical holidays and seasons. Prayer services and Adoration of the Blessed Sacrament are also offered for the students. **Parents are encouraged to attend the liturgies, but are requested not to sit with their child's class nor are the children allowed to sit outside of their class group.**

### **14. Sacramental Programs**

- Students in second grade (2<sup>nd</sup>) will be prepared by their homeroom teacher for the Sacrament of Reconciliation and First Holy Communion.
- Parents of older students who wish to receive instructions in the Catholic faith to receive these Sacraments should contact the school office for further information, by September 15<sup>th</sup>.



## 15. Students with Learning Differences

- Sacred Heart School has established a program for students with learning differences in grades 3<sup>rd</sup> through 8<sup>th</sup>. Students, performing two grade levels below their chronological level, may apply by submitting the following: a documentation supporting an identifiable learning disability as would be shown on an I.E.P. (Individual Education Plan) or psycho-educational report, and transcripts to the Guidance Counselor and E.S.E. Director.

## 16. Standardized Testing Program

- A program of standardized testing shall be conducted annually. For the elementary/middle schools, the Diocese of Palm Beach follows the standardized testing program recommended by the Florida Catholic Conference (FCC). While individual schools may include additional standardized testing, the FCC program serves as a minimum program to be followed by all elementary/middle schools.

## 17. Virtual School

- Sacred Heart School and the Diocese of Palm Beach works in collaboration with Florida Virtual School (FLVS). All FLVS courses must be approved by the Principal.

## 18. Other Instructional Programs

- Health, human growth and development and drug, alcohol and tobacco education programs are required for certain grade levels. If you have concerns regarding your child's participation in these programs, or are in finding out about the curriculum, you may contact your child's teacher or the Principal.

## 19. Physical Education Rules

- The physical education grade is based upon participation, uniform, and attitude. To participate in class, student must be dressed in P. E. uniforms, socks and all black non-marking athletic shoes.
- Parents may send notes with students requesting the activities be modified in the case of injury or illness. But the student must be dressed in full P. E. uniform, including all black non-marking athletic shoes, and must attempt modified participation. Students with medical excuses from a doctor will not be required to be dressed in P. E. uniform. This is the only exception.

## 20. iPads

- Students must come to school with their iPad fully charged. Students will receive a detention if they come to school with their iPad not fully charged. **Students will receive an in-school suspension after accumulating three (3) detentions in a quarter.**

## CONDUCT & BEHAVIORAL POLICIES

### 1. Anti-Bullying Policy - Diocese of Palm Beach

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

#### 1. Definition

- a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

#### 2. Scope

- a. This policy prohibits bullying that occurs either:
  - i. on school premises before, during, or after school hours;
  - ii. on any bus or vehicle as part of any school activity; or
  - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

#### 3. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must

be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

2. Conduct - Diocese of Palm Beach

- Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Palm Beach. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.
- Sacred Heart School assumes that students intend to do their best in all areas of school life. Students and their parents are expected to willingly support the philosophy, policies and rules of the school. Students are expected to behave in a manner consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook. Inappropriate conduct whether inside or outside of the school, that is detrimental to the reputation of the school, is not tolerable and is subject to disciplinary action. **This includes any inappropriate conduct on the Internet and electronic devices (i.e. cell phones, iPads etc.).**

3. Discipline

- The disciplinary policies and procedures set forth in this handbook provide guidelines that Sacred Heart School may, in its discretion, employ in regulating student conduct. They do not however limit the school's right to freely exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school in the sole discretion of the school principal.

Specific Regulation:

- a) Students go quietly at the change of classes. Interruptions will not be tolerated if items are left behind.
- b) No disruptions by talking among students or calling out during class time.
- c) Courtesy is shown to teachers, persons who assist at school, fellow students and guests.
- d) School property is not defaced. This includes marking the buildings, breaking furniture, etc. If damage is done to property, payment is expected.
- e) Students may not re-enter the classroom unless the teacher is present.
- f) Violent acts, statements, threats or innuendos will not be tolerated.

#### **4. Disciplinary Probation**

- The Academic and Disciplinary Committee consist of the principal, assistant principal and dean of discipline who invokes probation when it becomes apparent that a student has a serious behavior problem. Probation gives the student an opportunity to correct his/her behavior and to assume the responsibilities involved in a more mature and appropriate manner. During the probationary period, students may not participate in athletics or extracurricular activities as defined by the administration. Students are not eligible for Student Council if they are on probation at the beginning of the year. A student who is repeatedly on probation must come before the Academic and Disciplinary Committee to determine the future of the student's enrollment.

The problems for which a student can be placed on disciplinary probation are:

- a) **Attitude:** A rebellious spirit that is unchanged after much effort by teachers, or a continued negative /uncooperative attitude that is a bad influence on other students.
- b) **Misconduct:** Continued deliberate disobedience to a teacher or to school rules.

#### **5. Detention**

- Detentions are another means of dealing with behavior infractions in grades 3<sup>rd</sup> through 8<sup>th</sup>. All detentions will be served the following day the detention is issued. Dates of detentions will not be changed to accommodate any extra-curricular activity.
- Students will serve an in-school suspension upon receiving their third (3<sup>rd</sup>) detention. Detentions issued for the same infraction will result in a parent conference with the administration and dean of discipline.

Detentions include, but are not limited to:

Out of uniform  
Late to class  
Late to detention  
Unattended iPad  
Caught with cell phone

Food, drink or gum in class  
Loud or disruptive behavior in the hallways  
Unprepared for class  
Inappropriate, rude or discourteous behavior/language  
Profane use of the Lord's name  
Deliberate disregard for directions  
Destruction of school or personal property  
Behavior during class which interferes with other's right to learn.

- Other situations may arise which are deemed by the Administration to be serious enough to warrant a detention.

## 6. In-School Suspension

- Suspension is a disciplinary penalty that requires a student to be in school, but removed from classes for a specific period of time as determined by the school administration. A suspended student will complete all materials covered in the suspension period in a supervised, independent setting within the school facility. The student may not attend any school function, including after-school activities or sports, until the suspension is lifted. Violation of suspension policies will result in additional suspensions or expulsion. Prior to the suspension, the child's parents will be notified by the principal, assistant principal or dean of students.
- Reasons for incurring in-school suspension include, but are not limited to:
  - Accumulation of 3 detentions in one quarter
  - Failure to report to the principal when directed to do so by a teacher or faculty member
  - Fighting or violence on campus or in the vicinity of Sacred Heart School
  - Leaving campus without permission
  - Truancy
  - Gross insubordination.
  - Stealing.
  - Inappropriate displays of affection.
  - Inappropriate physical behavior.
  - Profanity or inappropriate sexual expressions, written or verbal.
  - Cheating, plagiarism (will also receive a zero)
  - Bullying or harassment.
  - Vandalism.
  - Forgery.
  - Bribery
- Other situations may arise which are deemed by the Administration to be serious enough to warrant a suspension.

## **7. Out of School Suspension**

- Suspension is a disciplinary penalty that requires a student to be absent from classes for a specific period of time as determined by the Administration. A suspended student may be given an in-school suspension or an out of school suspension, as determined by the Administration. A suspended student may not attend any school function, including after-school activities or sports, until the suspension is lifted. Violation of suspension policies will result in additional suspensions or expulsion. Prior to serving the suspension, the student's parents will be notified by the Principal, Assistant Principal or Dean of Students. Once a student receives a second suspension in a given year, he/she may be asked to withdraw from the school.

## **8. Drug & Alcohol Policy – Diocese of Palm Beach**

- The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.
- Any student selling drugs on school property or at school functions may be immediately expelled.
- The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.
- If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.
- At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.
- A school may conduct random searches as set forth in this handbook.

## **9. Expulsion**

- Expulsion is defined as a student's immediate withdrawal from school. Reasons for incurring expulsion include, but are not limited to:
  - a. Willful violation of disciplinary probation.

- b. Possession, distribution and/or use of drugs/alcohol on school property or at any school-sponsored activity.
- c. Possession of a weapon (any item whose purpose is to harm something or someone).
- d. Other infractions, which are deemed by the Administration to be serious enough to warrant expulsion.

**10. Harassment & Discrimination – Diocese of Palm Beach**

- Sacred Heart School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Palm Beach. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

**11. Public Display of Affection – Diocese of Palm Beach**

- The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

**12. Search & Seizure Policy-Diocese of Palm Beach**

- The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

### **13. Sexting – Diocese of Palm Beach**

- The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

### **14. Threats of Violence – Diocese of Palm Beach**

- The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:
  - a) Immediate suspension from the school;
  - b) Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
  - c) If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;
  - d) The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

### **15. Weapons Policy – Diocese of Palm Beach**

- Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

### **16. Smoking/Vaping**

- It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.



## 17. Reporting after School

- Teachers, for academic and/or disciplinary reasons, may ask students to report after school. Failure to report to a teacher is a serious offense and may incur a referral to the Principal, Assistant Principal/ Dean of Students and/or disciplinary consequences. Failure on the part of a student to report to the Principal, Assistant Principal/Dean of Students when directed to do so renders him or her liable to disciplinary action which may include suspension.

### **DRESS & APPEARANCE GUIDELINES**

The purpose of the uniform code is to encourage neatness and a sense of appropriate attire in each student and to be a symbol to the local community. Any form of dress or hair style which is considered by the administration to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. All clothing must be clean, and in good condition. All students must wear their shirts tucked in their shorts, skirts, skorts and pants. No ripped, torn, or defaced item may be worn. Students should come to school in proper uniform. If a student is not in the proper uniform, the administration reserves the right to ask the parent to bring the proper uniform to school or send the student home. Teachers will conduct daily uniform checks and note uniform infractions.

**Girls with three (3) uniform infractions involving the fit of a skirt or skort will be required to wear the uniform pants for the remainder of the school year.**

\*\*\*\*\*Because it is impossible to encompass every eventuality of dress and appearance, the judgment of the Administration is final in these matters. Students who are not in conformity with the Dress & Appearance Guidelines may incur disciplinary consequences.

**Haircuts:** In keeping with Diocesan regulations, extreme hairstyles for both boys and girls will be prohibited. Hair must be brushed and neatly groomed. **The administration reserves the right to determine any fad or style of hair or appearance inappropriate for school and to keep students out of school until a correction is made.**

- **Boys:** Haircuts are to be traditional and conservative, kept to the top of the neck and above the collar, off the ears and from mid-forehead to above the eyebrows. Hairstyles that involve design or architecture are not permitted. Hair coloring, hair frosting, unusual haircuts/styles and athletic headbands are not permitted.
- **Girls:** Hair is expected to be worn neatly and off the eyes. Hair coloring, hair frosting, designs and unusual haircuts or styles are not permitted. Hair ties, bows, scrunchies, headbands and barrettes must be solid navy blue, white, black, red or of the same plaid fabric as the uniform only. Metallic hair jewels, headpieces and athletic headbands are not permitted.

**If any student is non-compliant, they will be sent home and not allowed to return to school until the hair style/color is corrected.**

### **Shoes:**

- Students are required to wear **ALL BLACK NON-MARKING athletic shoes. No colors, markings, or high tops are allowed.** The **ALL BLACK NON-MARKING** athletic shoes are to be worn every day of the week including PE class and dress uniform days. If a student comes to school not wearing the proper uniform shoe, the administration reserves the right to ask the parent to bring the proper uniform shoe to school or send the student home.

### **Jewelry:**

- Jewelry is limited to a watch, post earrings--one earring per ear, and one small religious necklace. No beaded, braided & choker necklaces, nameplates, bracelets, ankle bracelets, and long, dangling or hoop earrings. Tattoos and temporary tattoos are not acceptable.

### **Make-Up:**

- **NO** make-up, nail polish, or acrylic nails are permitted.

### **Undershirts:**

- If worn must be a plain white short sleeve shirt. PE uniform shirts may also be worn as an undershirt.

### **“Jeans Day” Regulations**

- Occasionally students are rewarded for their special efforts with a “JEANS DAY” or an organization may sponsor a “JEANS DAY” as a fundraiser. On these days, students may wear blue or black jeans that fit appropriately with **NO** holes, rips or tears with a SHS spirit shirt or their regular SHS uniform polo shirt. Students must wear their school shoes on JEANS DAY. Skinny jeans, jeggings, leggings and tights are not acceptable. This does not mean that students may wear “anything” they wish. If a student does not have blue or black jeans they must wear their school uniform that day.

### **Uniforms:**

- All uniforms described below should be Harris Uniforms except socks and shoes.

#### **Harris Uniforms**

4152 W Blue Heron Blvd, Riviera Beach, FL 33404

(561) 881-8689

<http://www.harrisschooluniforms.com>

The uniform regulation is as follows:

### **Girls in PreK – 5<sup>th</sup> grade:**

- Plaid jumper with round collar blouse – length to middle of the knee.

Optional: Plaid scooter skirt or plaid skort worn with monogrammed red, white or navy knit polo shirt. **Skorts & skirts may extend no higher than 3 inches above the line at the back of the knee.**

Socks must be ankle or knee length in solid white, navy blue or black.

**Girls in 6<sup>th</sup>- 8<sup>th</sup> grade:**

- Plaid scooter skirt or plaid skort worn with monogrammed red, white or navy knit polo. Skorts & skirts may extend no higher than 4 inches above the line at the back of the knee. Girls with three (3) uniform infractions involving the fit of a skort or skirt will be required to wear the uniform pants for the remainder of the school year.

Socks must be ankle or knee length in solid white, navy blue or black.

**Dress Uniforms to be worn every Friday, on Mass days & special occasions:**

- **PreK – 5<sup>th</sup> grade:** Plaid jumper with round collar blouse.

**6<sup>th</sup> – 8<sup>th</sup> grade:** Plaid scooter skirt or plaid skort, monogrammed white oxford blouse, red tie & dark single breasted navy blue blazer with brass buttons. **Skorts & skirts may extend no higher than 3 inches above the line at the back of the knee. Girls with three (3) uniform infractions involving the fit of a skort or skirt will be required to wear the uniform pants for the remainder of the school year.**

Socks must be ankle or knee length in solid white, navy blue or black.

During the winter months:

Khaki uniform pants worn with black or brown dress belt. Solid navy blue or black tights can be worn under jumpers, plaid scooter skirts or plaid skorts. Sweat pants, leggings or any other style of pants are not permitted to be worn under jumpers, plaid scooter skirts or plaid skorts.

Long sleeve shirts must be a monogrammed uniform shirt.

**Boys in PreK & Kindergarten:**

- Khaki elastic waist uniform shorts or pants worn with monogrammed red, white or navy knit polo shirt. Cargo or Dickies pants/shorts are not permitted.
- Socks must be ankle length in solid white, navy blue or black.

**Boys in 1<sup>st</sup> – 5<sup>th</sup> grade:**

- Khaki uniform pants or shorts worn with monogrammed red, white or navy knit polo shirt. Cargo or Dickies pants/shorts are not permitted.
- Socks must be ankle length in solid white, navy blue or black.
- Black dress belt.

**Boys in 6<sup>th</sup> – 8<sup>th</sup> grade:**

- Khaki uniform pants or shorts worn with black or brown dress belt and monogrammed red, white or navy knit polo shirt. Cargo or Dickies pants/shorts are not permitted.
- Monogrammed white oxford shirt.
- Socks must be ankle length in solid white, navy blue or black.
- Black dress belt.
- Red tie.
- Dark single breasted navy blue blazer with brass buttons.

### Dress Uniforms to be worn every Friday, on Mass days & special occasions:

- **PreK & Kindergarten:** Khaki elastic waist uniform pants with monogrammed white knit polo shirt. Cargo pants are not permitted.
- **1<sup>st</sup> – 5<sup>th</sup> grade:** Khaki uniform pants worn with black dress belt and monogrammed white knit polo shirt. Cargo or Dickies pants are not permitted.
- **6<sup>th</sup> – 8<sup>th</sup> grade:** Khaki uniform pants worn with black dress belt, monogrammed white oxford shirt, red tie & dark single breasted navy blue blazer with brass buttons. Cargo or Dickies pants are not permitted.

### During the winter months:

- Khaki uniform pants worn with black dress belt. Cargo and Dickies pants are not permitted.
- Long sleeve shirts must be a monogrammed uniform shirt.
- Red or black plain sweatpants and a plain white or black long sleeve shirt can be worn underneath a PE shirt in the winter months on the day's students have PE.

### Physical Education

- Pre-printed Sacred Heart School T-shirt and red shorts with school logo can be purchased through Harris Uniforms.
- Students are required to wear **ALL BLACK** sneaker style athletic shoes. **No colors, markings, flashing lights or high tops are allowed.** The **ALL BLACK** athletic style shoes are to be worn everyday of the week including PE class and school uniform days.
- Compression garments are not permitted to be worn under PE uniform. If a student comes to school not wearing the proper uniform PE uniform, the administration reserves the right to ask the parent to bring the proper uniform to school or send the student home.
- Pre-K through grade 8 may wear their PE uniform to school on the days when their class is scheduled to have Physical Education class. **STUDENTS are not to wear their PE uniform to school on Mass days.**

## **AFTER SCHOOL ACTIVITIES & PROGRAMS**

### 1. Dance Regulations

- School dances are generally held from 6:30 PM to 9:00 PM
  - a. All students are required to sign-in before being admitted to the dance.
  - b) Students have access only to the area where the dance is held.
  - c) Once a student leaves the dance area, he/she may not return. A student who leaves the dance early must sign-out, listing the time of departure.
  - d) In conformity with school regulations, no smoking is permitted on school grounds.

- e) Appropriate dress is required for all dances. Shoes must be worn. Girls are not permitted to wear halter tops, strapless dresses/blouses, etc. Boys shirts must have a sleeve. The administrator in charge has the final say regarding appropriate dress.
- f) Any student, regardless of age, under the influence or possession of intoxicating beverages or drugs, will be reported immediately to the administrator in charge who in turn will notify the parents who will be expected to come for the student and appropriate disciplinary action will be taken. The police will be notified if deemed necessary.
- g) Faculty and staff chaperone the middle school dances therefore, parent chaperones are not needed.
- h) Student must be in attendance at school on the day of the dance to attend the dance.

## **2. Participation in School Athletics or Organizations – Diocese of Palm Beach**

The school recognizes the following sports, activities and clubs:

- a) School Clubs:
  - b) Major School Activities:
  - c) Dances:
  - d) Athletics:
- Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.
  - Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.**
  - The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

## **3. School-Sponsored Events – Diocese of Palm Beach**

- Sacred Heart School does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.
- **Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Palm Beach, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.**
- Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

#### **4. After School Sports Team Policy**

- The sports program at Sacred Heart School includes cheerleading, boys and girls basketball and soccer. Other sports may be added by the athletic director, with principal's approval.
- The athletic requirements in grades 4th – 8th are the following:
- The student must have an overall "C" average with no failing grades from the prior 9-week period.
- The conduct grades each quarter in each subject must be a 1, or 2.
- When a child receives a 3 in conduct on his/her report card, he/she will be suspended from sports practices and games for a two-week period. He/she is then reevaluated by the teacher and the coach. If improvement is noted, reinstatement is possible at the coach and administrator's discretions.
- School suspensions for academics or behavior will result in student's suspension from the team for that week.

## **PARENT INVOLVEMENT**

### **1. Parent Conferences**

- Sacred Heart School offers a conference with the parent/guardian of each child and their homeroom teacher. We encourage parents to request a conference with their child's teacher when the need arises.
- Appointments must be requested in advance either by calling the office or by sending a note, email or voicemail to the teacher. The report card also provides an area for conference requests.
- Please do not try to have a conference with a teacher at a H&S Meeting, open house or at any other school functions. Teachers have other assigned duties during these events and cannot devote to you the time necessary for a thorough conference. Teachers should be contacted before scheduling a conference with the principal.

### **2. Field Trip Chaperones**

- Parents who have completed the two volunteer requirements (Background screening & Protecting God’s Children Workshop) will be authorized to attend a field trip. **NO**

**EXCEPTIONS**

- a) For the safety of the children please restrict cellular phone use to emergencies only.
- b) No siblings or any outside children are permitted on class field trips. These are educational activities and are age appropriate to the grade level.
- c) All drivers must be 21 years of age or older and have a valid non-probationary driver’s license and no physical disability that may impair the ability to drive safely.
- d) A photocopy of auto insurance policy (minimum of \$100,000/\$300,000 coverage) and driver’s license must be kept on file in the school office and must be resubmitted each year, or upon receipt of a renewal for expired insurance policies.
- e) All vehicles must have a valid registration.
- f) All documents are to be submitted to the school office prior to a field trip.
- g) Students may not sit in the front seat if the vehicle has a front air bag. All students must wear seat belts.
- h) No stopping during a field trip for any reasons, unless directed by the teacher

**3. Parental Cooperation – Diocese of Palm Beach**

- Sacred Heart School views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

**4. Parent Communication**

- Communication between home and school is a vital part of the educational process. Teachers share with parents or guardians the privilege and obligation of educating their children. Therefore, parents or guardians should make every effort to keep informed of the programs of the school. Faculty members are available to discuss student progress with parents or guardians. The proper time to confer with teachers is on conference day when report cards are distributed. Dismissal or arrival time is not an appropriate time for parents to discuss their child with teachers since teachers must be attentive to all students in their class. At no time are parents or guardians permitted to present themselves to a teacher before, during or after school without an appointment. Phone calls should not be made to a teacher's home unless specifically requested by the teacher. If a problem should arise concerning your child and a classroom situation, please contact the individual teacher first, either by email or by a written note, before referring it to

the principal. An appointment with the teacher may be arranged by following the same procedures.

## **5. Volunteer Policy**

- Any parent who wishes to volunteer at Sacred Heart School must be fingerprinted and attend a “Protecting God’s Children” class given throughout the Diocese. Please follow these steps in order to volunteer:
  - a) Request an “Authorization to be Fingerprinted” form from the school office, or you may download this form from our website. Once you complete this form bring it back to the school office for signature
  - b) Download “Pastoral Code of Conduct” from our school website, read it and sign page 14. Return signed copy to the school office
  - c) Go online to [www.dopb.sofn.net](http://www.dopb.sofn.net) and follow instructions.
  - d) Print out your barcode and call fingerprinting site to make an appointment. Remember to bring your bar-code to the office where you will be fingerprinted along with proper I.D. and signed “Authorization to be Fingerprinted” form.

## **6. School Advisory Council**

- A School Advisory Council is appointed by the Pastor and Principal and is comprised of parents, teachers, community leaders, business partners and administration. The Board will meet regularly to discuss school-related issues. The purpose of the School Advisory Council is to provide a vehicle through which the community may be involved in the development of plans for school improvement and progress and to help the Pastor and Principal accomplish these plans.

## **7. Home & School Association**

- Sacred Heart School parents have joined together to form a Home & School Association.

The objectives of this Association shall be:

- a) To promote good will and cooperation between and among parents, faculty, administration, School Board and Parish.
- b) To provide parents and teachers with the information to aid in all aspects of education, growth and development.
- c) To direct and coordinate parental support to Sacred Heart through volunteerism, social functions and fund raising.



## TECHNOLOGY

### Acceptable Use Policy

#### 1. Computer Use – Diocese of Palm Beach

- The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:
  1. Respect and protect the privacy of others:
    - a. Use only assigned accounts and passwords;
    - b. Do not share assigned accounts or passwords with others;
    - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
    - d. Do not share or distribute private information about yourself or others.
  2. Respect and protect the integrity, availability, and security of all electronic resources:
    - a. Observe all network security practices;
    - b. Report security risks or violations to the school principal;
    - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
    - d. Do not disrupt the operation of the network or create or place a virus on the network;
    - e. Conserve and protect these resources for other students and Internet users.
  3. Respect and protect the intellectual property of others:
    - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
    - b. Do not install unlicensed or unapproved software;
    - c. Do not plagiarize.
  4. Respect the principles of the Catholic school:
    - a. Use only in ways that are kind and respectful;
    - b. Report threatening or discomforting materials to the school principal;

- c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
- d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
- e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
- f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
- g. Do not send spam, chain letters or other mass unsolicited mailings;
- h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
- i. Do not engage in any form of cyberbullying.

## **2. Supervision and Monitoring – Diocese of Palm Beach**

- Sacred Heart School and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

## **3. Unacceptable Use of Outside Technology – Diocese of Palm Beach**

- The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and on social media, and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names

associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

#### **4. Consequences for Violations - Diocese of Palm Beach**

- A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

#### **5. Consent-Diocese of Palm Beach**

- Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

#### **6. Charges for the Mishandling of iPads**

- If an iPad screen is broken for whatever reason, accident, intentional there will be a charge of \$50.00 for the repair (if the iPad is declared beyond repair by the insurance company the charge will be \$100.00).
- It is the sole responsibility of the student to take care of the iPad, if the iPad is stolen, lost, misplaced, etc, the charge will be \$100.00.
- The power cord and power block must be returned with the iPad at the end of the school year. There will be a charge of \$10.00 for the power cord and \$10.00 for the power block if not returned at the end of the school year. All power cords and power blocks will be checked at the end of the school year to make sure it is compatible with the device, not all the power cords and power blocks are compatible.

### **USE OF SHARED NETWORK RESOURCES INCLUDING THE INTERNET**

- Educational uses and advantages of the Internet
- Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources.
- Electronics information research skills are now fundamental to the preparation of students as citizens and future employees during an Age of Information.
- Sacred Heart School staff will blend thoughtful use of such information throughout the curriculum and will provide guidance and instruction to students in the appropriate use of such resources. Access to telecommunications will enable students to explore thousands

of libraries, databases and electronic resources while also providing the ability to exchange messages with people throughout the world.

- Responsibilities of educators, parents and students for using the Internet
- The benefits to students from access to information resources, and the opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that children should follow when using media and information sources. To that end, Sacred Heart School supports and respects each family's right to decide whether or not to allow for independent access.
- Code of conduct governing behavior on the Internet
- Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. **Use of the computer network is a privilege.** The network is provided for students to conduct research, complete assignments and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- **The following are not permitted:**
  - a) Sending or displaying offensive messages or pictures
  - b) Using obscene language
  - c) Giving personal information when using the system, such as complete name, address, phone number and identifiable photo without permission from teacher and parent or guardian
  - d) Harassing, insulting or attacking others/cyber-bullying
  - e) Damaging computers, computer systems or computer networks
  - f) Violating copyright laws
  - g) Using others' passwords
  - h) Trespassing in others' folders, work or files
  - i) Intentionally wasting limited resources
  - j) Employing the network for commercial purposes, financial gain or fraud
- **Consequences of violating the AUP:**
  - a) Violations may result in a loss of access.
  - b) Additional disciplinary action may be determined at the administrative level in line with existing practice regarding inappropriate language or behavior.
  - c) When applicable or appropriate, law enforcement agencies may be involved.
- **Disclaimer absolving the school from responsibility**

- a) Sacred Heart School makes no warranties of any kind, either expressed or implied, for the provided access. The Staff is not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on school resources, or for personal property used to access school resources. Sacred Heart School is not responsible for the accuracy, nature or quality of information stored on school resources or gathered through provided access. Sacred Heart School is not responsible for unauthorized financial obligations incurred through school provided access. Furthermore, even though Sacred Heart School may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy.

Sacred Heart School  
Parent-Student Handbook Acknowledgement Form

I, as a Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with Sacred Heart School in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that Sacred Heart School has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of Sacred Heart School's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the RELEASES outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

\_\_\_\_\_  
(Print Parent/Legal Guardian Name)

\_\_\_\_\_  
(Date)

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

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Grade)

Sacred Heart School  
410 North M Street  
Lake Worth, FL 33460

Bullying Complaint Report Form

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_  
Today's Date: \_\_\_\_\_ Names of Accused: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Incident: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Specify in detail your complaint below. Please describe the incident, participants, background to the incident, and any attempts you've made to resolve the problem. Please include relevant dates, times and places. (Attach a separate sheet if necessary)

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Indicate if there are other individuals who could provide more information regarding this complaint including witnesses or participants:

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Indicate in your opinion how this problem might be resolved. Please be as specific as possible.

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I certify the above information is correct and that the events are accurately depicted to the best of my knowledge.

Name of Complaint \_\_\_\_\_

Signature of Complaint \_\_\_\_\_ Date \_\_\_\_\_

