Sacred Heart Catholic Elementary Family Handbook 2018-2019

Sacred Heart Catholic Elementary School
10482 LeMoyne Blvd.
D'Iberville, Mississippi 39540
Phone: 228-392- 4180 Fax: 228-392- 4859
Website: SHCESCHOOL.COM

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SACRED HEART CATHOLIC SCHOOL
FAMILY HANDBOOK

Notice to all Parents, Students and Other Interested Parties

Sacred Heart Catholic Elementary School Handbook is designed to be a synopsis of the policies and procedures of Sacred Heart Catholic Elementary School and it is not intended to be all-inclusive. General policies applicable to all schools within the Catholic Diocese of Biloxi, as well as local school board policies, govern the school. These are available for your review in Sacred Heart Catholic Elementary School's office and form an integral part of the agreement Sacred Heart Catholic Elementary School has entered into with parents to educate their children. It is expected that this handbook, local policies and general policies are consistent; however, at certain times, due to human error and/or amendments to various parts, conflict could arise. To the extent that a conflict exists, general policies shall take precedence, followed by local school board policies, and finally the Sacred Heart Catholic Elementary Family School Handbook.

Parents as Educators

Sacred Heart Catholic Elementary School is an extension of the education that begins in the home. Parents are the primary educators and thus are responsible for providing a family atmosphere where the child develops positive values, attitudes, and love of Christ. Your attitude toward Sacred Heart Catholic Elementary School, faculty and staff is most important and will be reflected in your child. Thus, you are asked to:

1. Maintain a united authority with Sacred Heart Catholic Elementary School.
2. Be consciously aware of the fact that obedience must first be taught and applied at home before it can be implemented at school.
3. Have an honest idea of your child's capabilities. Children are successful if they are not frustrated into thinking that they are expected to perform at a higher level than their ability allows or if they are not challenged to meet their highest potential.
4. Reinforce the teaching of respect for others and the property of others.
5. Encourage your child to develop good study habits.
6. Monitor your child's television viewing both in time and content of programs. Encourage active participation in family activities. In addition, monitor your child's use of the computer and telephone.
7. Provide a good Christian example for your child, through family prayer and regular attendance at Mass as a family. Use proper language at all times and practice Christian examples for your child to observe.
8. Supervise homework; let your child do his/her work unless you see that the work is being done improperly.
9. Participate with the Family Involvement Teams (FIT), which meets on the first Thursday of each month.
10. Participate in all Sacred Heart Catholic Elementary School fundraising activities.

"The task of the Christian family is the unconditional love for God understood in basic human terms in our daily life. To be 'one of the families' is to experience this acceptance and love, and to know that God's gift of love is possible in everyday life." With these thoughts in mind, we welcome each of you to our Christian family at Sacred Heart Catholic School. Together let us pray, live, serve and grow in the love of God and each other.

Sincerely,
Administrator, Teachers, and Staff of Sacred Heart School

Christian education is intended to make men's faith become living, conscious and active, through the light of instruction. The Catholic School is a unique setting within which this ideal can be realized in the lives of Catholic children and young people. Only in this setting can they experience learning and living fully integrated in the light of faith. The Catholic School strives to relate all human culture eventually to the news of salvation so that the light of faith will illuminate the knowledge which students gradually gain of the world of life and mankind.

From "To Teach as Jesus Did"

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Vision of Sacred Heart Catholic Elementary School

To bring all Sacred Heart students to GOD through a faith filled and dynamic Catholic education

Mission of Sacred Heart Catholic Elementary School

To create an environment allowing opportunities for students to reach their highest potential through instruction, discipline and Catholic values

OUR FOUR PILLARS

SPIRITUAL FORMATION:

- Provide instruction in religious classes
- Offer extra-curricular service projects that foster a personal relationship with God
- Acknowledge diversity of others and their beliefs
- Prepare for the sacraments of Reconciliation and the Eucharist

ACADEMIC FORMATION:

- Provide a rigorous and demanding curriculum
- Teach basic concepts and skills and how they apply in life situations
- Teach study skills, work habits, and personal responsibility through team building exercises

HUMAN FORMATION:

- Teach an understanding and respect of yourself and others
- Instill an appreciation for diversity
- Teach the ability to acknowledge each child's gifts and limitations
- Affirm good judgment, trustworthiness, honest behavior and physical health
- Teach to embrace Catholic values

APOSTOLIC FORMATION

- Develop the heart of an apostle
- Teach to discern Christ's call for our students' life, embrace the call and bring others to know Him
- Prepare for leadership roles in church and society

ADMINISTRATION

Sacred Heart School:

Pastor	Father Dominic Pham
Principal	Stephanie Gruich
Administrative Assistant	Vicky Quave
Receptionist	Patricia Mitchell

Biloxi Diocesan Department of Education:

Apostolic Administrator:	Bishop Louis F. Kihneman III
Superintendent:	Dr. Mike Ladner
Assistant Superintendent:	Dr. Rhonda Clark
Administrative Assistant:	Kathleen Burton

The superintendent and staff are available in an advisory and consultative, as well as administrative, capacity.

Pastor: Rev. Father Dominic Pham
The pastor is the key person in the parish educational program. In his unique role as Pastor, he has the obligation of setting the tone of Christian life in the parish. His pastoral leadership is a dynamic force in the creation and growth of the Christian educational community of the parish. The pastor is an ex-officio member of the school advisory council.

Principal: Stephanie Gruich
The principal has overall responsibility of the entire management of the entire educational institution established by the local advisory board, the Diocesan Office of Education, and the State Department of Education. The Principal answers directly to the Pastor and implements school policies. The decisions of the Principal are final, and appeals to the school advisory council are for cases of expulsion only. No appeals of the Principal's decisions can be made to local school advisory council.

Faculty:
The faculty members are all certified and hold a Mississippi State License.

Staff:
The staff is composed of three functioning groups. **Teachers and other employees** participate in the growth process of students and create an environment conducive to learning, meeting the child at his/her level. **Parents** are the prime educators of their children and work in collaboration with school personnel. **Volunteers/Assistants** participate in the educational process of the students in collaboration with the teacher(s).

School Advisory Council:
The school advisory council serves to advise the Pastor and Principal in matters pertaining to the vision and mission of Sacred Heart Catholic Elementary School. The Handbook for Pastors, Principals, and School Advisory Councils, dated June 2004, delineates the roles of pastors, principals, school advisory councils, parents and volunteers.

Members:
Al Allegue, Sondra Caillavet, Else' Marie, Lydia Pickard, Terry Poelma,

Parent/ Teacher Organization (P.T.O.)
The Parent/ Teacher Organization is comprised of teachers, parents and/or guardians of the children who attend Sacred Heart Catholic Elementary School. The primary purpose for the Parent/Teacher Organization is to encourage cooperation and support between the home and school and to organize volunteers for special events during the school year. The P.T.O. meetings will be announced on the school web page and other media sources.

Homeroom and Volunteers
The purpose of homeroom volunteers is to assist the teachers on contacting parents for different events throughout the school year and helping plan and chaperon field trips, class parties, fundraising events and special functions for Sacred Heart Catholic Elementary School. There are only three class parties each year consisting of: Christmas, Valentine's Day and an end of the year celebration. When working in this capacity, homeroom volunteers must not bring their other child/children to Sacred Heart Catholic Elementary School volunteer functions. Ample time will be given in advance of a school function so that the homeroom volunteer can make arrangements for childcare. All volunteers must participate in the Safe Environment Training Session given at Sacred Heart Catholic Elementary School.

ADMISSION REQUIREMENTS

State Regulations
According to the 1976 Supplement to the Mississippi School Code, page 15, Chapter 390, House Bill No. 458, Section I: Section 35-25-9, Mississippi Code of 1972, as amended follows: 37-15-9. "No child shall be enrolled or admitted to any school which is part of the free public school system during any school year unless such child will reach their sixth birthday on or before September 1 of said year. No pupil shall be permanently enrolled in a school in the State of Mississippi who was enrolled in another school within the state until the cumulative record of said pupil should have been received from the school from which they transferred. Should such a record have become lost or destroyed then it shall be the duty of the superintendent or principal of the school where the pupil last attended to initiate a new record. And Section 3: This act shall take affect and be in force from and after July 1, 1977."

- To enroll in the ***Pre-Kindergarten 3-year-old Program***, a child must reach his/her third birthday on or before September 1st.
- To enroll in the ***Pre-Kindergarten 4-year-old Program***, a child must reach his/her fourth birthday on or before September 1st.
- To enroll in the ***Kindergarten Program***, a child must reach his/her fifth birthday on or before September 1st
- ***First Grade*** students must be 6 years of age on or before September 1st of the school year.

Sacred Heart School Registration Policy
First priority will be given to: The families that are currently enrolled at Sacred Heart Catholic Elementary School and are up-to-date on tuition and all school fees, and the children who are baptized Catholic.

All students entering Sacred Heart must present the following information:

- Certified Birth Certificate
- Social Security Card
- Immunization Compliance Form No. 121
- Completed Registration Forms
- Baptismal Certificate (Catholic only)
- First Communion Certificate (Catholic only)
- Latest Report Card (for first grade and above)

Nondiscrimination Policy
In compliance with the Civil Rights Act of 1962, the Educational Amendments of 1972, and the Rehabilitation Act of 1973, Sacred Heart Catholic Elementary School's policy assures that no one on the grounds of race, color, national origin, sex or handicap may be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school. Sacred Heart Catholic Elementary School has the right to deny a child services under the conditions where Sacred Heart Catholic Elementary does not provide the needed services for a special needs child.

Emergency Form
Every child shall have an emergency form on file. Parents should notify the school office immediately of any changes such as: address, phone number, emergency numbers, etc.

Immunization Law
Mississippi Law (Senate Bill 2650) states, "It shall be unlawful for any child to attend school, kindergarten, or similar type facility intended for the instruction of children either public or private unless they shall first have been vaccinated against those diseases specified by the State Health Officer." A Certificate of Compliance is required from a private physician or a certified Health Department prior to attending Sacred Heart Catholic Elementary School.

Registration Fee
A registration fee is payable each year at the time of registration. No child is considered registered until the registration packet has been completed, the registration fee has been paid and checks have cleared the bank. **The registration fee is not refundable.** Tuition and fees are reviewed and reestablished each year.

Transfer Student
Any student transferring to Sacred Heart Catholic Elementary School from another public or private school (including correspondence, tutorial or home study) will have to provide an original birth certificate and some sort of formal information showing the grade of study placement for the child before official enrollment can be justified. If the child is transferring from an accredited school and shows documentation of a report card or conformation to check cumulative folder information, he/she will be placed in the recommended class of the documentation.

If the documentation is not available, Sacred Heart Catholic Elementary School will assign an official individual to administer the Star Reading and Math Tests within a week of enrolling and before entering a classroom. Once the scores are available, the student will be placed in the grade appropriate as determined by the test.

Tuition
Sacred Heart Catholic Elementary School's main income is tuition. Without the tuition Sacred Heart Catholic Elementary School could not financially support itself. Therefore, it is mandatory that the tuition be paid on the first day of each month and no later than the tenth day of each month. Sacred Heart Catholic Elementary School has three options for tuition payment:

1. One Payment in full due by August 1st
2. Two Payment Plan
    a. First payment due August 1st and second payment due January 1st
3. 10 Monthly Payment Plan
    a. First payment due August 1st and last payment due May 1st

Individual families receiving the needs-based tuition assistance will only qualify for the 10-month payment plan through First Bank and Trust.

Refunds
Tuition is non-refundable unless a family has paid in advance and has to move out of the area. Before distributing, the refunds must be approved by pastor and the principal.

Delinquent Accounts
Returned checks will be charged a $30.00 fee. A $20.00 late fee will be charged to each account not paid by the tenth day of each month. Once the account is one month delinquent, the parent or legal guardian will be asked to complete a Delinquent Account Report which will give the parent/guardian the opportunity to state the reason for the delinquent account and when the account is to be paid. The Pastor and Principal, with the advice of the Advisory Council, will determine the student's enrollment status based on the information supplied by the parent or guardian. If arrangements are not made within a month of the delinquent date, the child well be dismissed from the school until all accounts have been paid current.

Tuition Assistance
Anyone in need of tuition assistance must complete and submit a Tuition Assistance form from First Bank and Trust and by May 1, of the prior school year's needs. First Bank and Trust will process the information and report each individual's needs to the school. Once the school receives the report, it is forwarded to the pastor. The pastor awards the available funds to the individuals most in need. If a family is awarded assistance from Sacred Heart Parish, the family must apply for the tuition assistance loan through First Bank and Trust's ten-month payment plan.

DAILY SCHOOL SCHEDULE

School Hours
School hours are from 8:00 a.m. to 3:00 p.m. Monday through Friday. Morning care is provided from 6:30 to 7:30 a.m. for an additional charge. Any student not picked up by 3:15 p.m. will go to after school care. After School care will close at 5:30 p.m.

Late Arrival (Tardy) or Early Check Outs
Please avoid bringing your child to school late. It is disruptive to the class and difficult on the child when he/she arrives late. Any student arriving between 8:00 and 11:00 a.m. is considered to have a late check-in (tardy). After arriving to school late 10 days, excused or unexcused, the student will receive one day of absence for the time missed.

Any student checking out between 11:00 a.m. and 3:00 p.m. will receive an early check-out. After 10 early check-outs, excused or unexcused, the child will receive one day of absence for the time missed.

To receive an excused late check-in or early check-out, the parent must provide a written excuse which abides by the list of excused absences (listed below).

All students who are late or leave before the end of a school day must report to the office and have an authorized adult sign them in/out. No child will be allowed to check out after 2:30 in the afternoon. Written permission from the parent or guardian is required for a child to go home with another child. No student may leave the school premises during school hours without a parent or guardian. No child will be allowed to leave with another student's parent without written permission from both children's parents.

Attendance
Prompt and regular attendance at school is essential. Absences cause a child to fall behind in his/her work and could cause a child not to be promoted to the next grade. If a child is out of school 15 unexcused days, the child will not be allowed to return to school, and the principal will contact the Compulsory Attendance Office to report his/her reason for the child's status due to nonattendance. If your child is ill, he/she must present a written excuse from the doctor's office the day he or she returns to school to receive an excused absence.

1. An authorized school activity with prior approval of the principal.
2. Illness or injury which prevents the student from being physically able to attend school.
3. An order by the county health officer, by the State Board of Health or by an appropriate school official.
4. Death or serious illness of a member of the immediate family of the student.
5. A medical or dental appointment of the student.
6. The proceedings of a court or an administrative tribunal if the student is a party to an action or under subpoena as a witness.
7. The religion or culture of the child or parent adheres, requires or suggests the observance of a religious or cultural event. This must be pre-approved by the principal before considered excused.
8. Any other situation must be demonstrated to the satisfaction of the principal that the conditions are sufficient to warrant the student's nonattendance. However, no absence as a result of a suspension or expulsion will be excused.

Perfect Attendance
Perfect Attendance consists of being present from 8:00 a.m. to 3:00 p.m. each school day.

Doctor/Dentist Appointments
All medical appointments should be made after school hours whenever possible. Parents are required to sign out their child in the office upon returning to school.

Morning and After Care
Morning Care is provided from 6:30 to 7:30 a.m. for an additional charge of $3.00 each day. Any child not picked up between 3:00 to 3:15 p.m. will go to after school care. The charge per child for after school care is $3.00 an hour. There will be no charge for any child picked up by 3:15 p.m. After School care closes at 5:30 p.m. Any child not picked up by that time will be charged an additional $1.00 for each minute late.

Field Trips
Properly supervised and planned educational field trips are an important part of the instructional program. All field trip arrangements are the responsibility of the teacher, including transportation, and waivers. All field trips must be pre-approved by the Principal. No child will be allowed to participate without a signed permission form from the parents or guardian. Parents who drive cars must also have proof of appropriate liability insurance, meeting the standards of the Biloxi Diocese, on file in the Sacred Heart Catholic Elementary School office and a completed Volunteer Driver Information Form. All **Parent Volunteers** with younger children are asked not to have these younger brothers/sisters accompany them on a field trip. As a **Volunteer** you are responsible for the monitoring of the students and assisting the teacher at all times. All students are to conduct themselves as representatives of the school – school disciplinary standards do apply on all field trips. The Principal, according to weather and occasion, will determine the appropriate dress code for each field trip.
Parent Volunteers will be selected on a first come basis.

Chaperones
Are, defined as those who will be left alone to supervise children. All **Chaperones** must have completed and passed a Diocese background check, must be fingerprinted by the Diocese, and should contact the **Principal** to obtain the needed forms to complete the aforementioned.

GENERAL HEALTH

Communicable Diseases

Any student having evidence of communicable disease will have a physician diagnose the disease and prescribe suitable treatment. For these or other communicable diseases, the Principal may require a written note from the student's family doctor or public health department for a student to return to school. Common communicable diseases, as listed below, will automatically result in exclusion from school and school-related activities for the designated period of time if no complications occur.

Disease	**Exclusion from School**
Chicken Pox	7 days after eruption
German measles	4 days after onset of rash
Mumps	9 days after glands swell
Hepatitis	Cleared by physician
Mononucleosis	Cleared by physician
Conjunctivitis	Until proper treatment is received
Impetigo	Until proper treatment is received
Lice	Until nits are gone
Ringworm	Until proper treatment is received
Scabies	Until proper treatment is received

Fever
If a child has a fever of 100 or above, do not send him/her to school until he/she has been fever free for 24 hours.

Sick Child
If a child becomes sick at school, the parent will be called and expected to send someone to take the child home. If a child's parent is called, the child will remain in the office until the parent arrives. The child is not to return to the school until all symptoms have cleared up. If a parent is called the student will remain in the office.

Minor Cuts
Minor cuts will be washed with peroxide and a band-aid applied if necessary. Whenever a serious accident occurs, parents are informed immediately after the accident has been reported to the Principal. A form will be completed in the office and submitted to the Diocesan Risk Management Department within 30 days.

Medication
Sacred Heart's school staff members are prohibited from providing or administering any medication, including aspirin, to any student. Students needing medications are to take these medications at home. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school and again at bedtime. However, if medication **MUST** be given at school, it must be personally delivered by the parent and accompanied by a Medication Authorization Form and a letter from the child's physician explaining the reason for the medication to be given during school hours? If the medication is a prescription, it has to be in the original prescription container with the child's name and dosage amount on the label.

LUNCH PROGRAM

School Policy

Hot lunches are served each day for $3.75 a day. The school cafeteria has trained personnel who furnish nutritious, balanced lunches. All students are encouraged to participate in the hot-lunch program. The cafeteria manager provides menus for each month. Parents are welcome to eat lunch with their children at any time. Parents should call the school office at 392-4180 by 8:00 a.m. on or before the day they plan to order an adult lunch.

- Lunch accounts are established for each child. Parents pay into the account in advance of the child receiving the lunch. Monthly payments are encouraged. Students are not to charge their meals.
- Any students that does not have a lunch with him/her in the morning when the lunch count is taken will be ordered a lunch. The parent will be responsible for paying for the ordered lunches whether the child eats the lunch or not.
- Any lunch account not paid current within 5 days will be frozen and the child will not be able to eat a hot lunch until the account is paid in full and additional lunches are paid in advance.
- Any liquids brought from home are to be in a non-breakable container.
- **Soft drinks** and/or **fast food packages** are not allowed in the cafeteria.
- While in the cafeteria, students must avoid loud talking and must display proper manners.

Cafeteria: Government Program

Presently the school does not participate in the state school lunch program, but by completing the form, Sacred Heart Catholic Elementary qualifies for federal funding.

SPECIAL SERVICES

Sacred Heart Catholic Elementary School offers special services through the Harrison County School District. These special services are Title I (Special Needs of Disadvantaged Students), Title II (Improving Teacher Quality), Title V (Innovative Programs), and Speech

Therapy. These programs are funded through the Federal Programs. For students to receive services from these programs, they must meet the required qualifications for each program of need. Two surveys, which include the Free and Reduced Lunch Family Application and the Harrison County Home Language Survey, are completed at registration to help determine the qualifications.

Speech or Special Academic Services
Any parent requesting speech or other academic services for their child must contact the Harrison County School District Office at 832-9344 and speak to Doylene Hill.

Title I
Sacred Heart Catholic Elementary School offers Title I tutoring services to the children who qualify for tutoring in math and reading. This is a Federal funded program and will continue as long as the funding is available.

Title II
Supporting Effective Instruction

Title V
Evaluations for speech/language or special education should be coordinated with the Principal and the student's public school district based on the family residence.

Guidance
Sacred Heart Catholic Elementary School recommends counseling for students through the Social Service of the Catholic Diocese of Biloxi and other local programs may be recommended.

Programs to Lower Student Dropout Rates
The administration, faculty and staff will provide a school climate and learning environment that encourage students to put forth their efforts in all activities. Suitable teaching/learning experiences are provided to ensure that students are able to experience success in the classroom. The teachers will provide for re-teaching procedures as needed. The teacher will attempt to motivate students to correct and/or modify undesirable behaviors. When possible, individual teachers will conduct private conferences with students who exhibit behavior of a potential dropout. Students with chronic observable behavior that could lead to dropping out of school are referred to appropriate school personnel. When circumstances require, appropriate school personnel request that parents refer potential dropout cases to pertinent professional services. Throughout the counseling process of an identified potential dropout, the school will attempt to elicit the cooperation of the parent(s) or guardian(s) of the students.

PERMANENT RECORDS/GRADING SYSTEM

Mississippi law requires that a cumulative record be kept for each pupil throughout the entire school enrollment period. All transcribing of records are completed at school to assure confidentiality and safety. Each teacher is responsible for keeping students' records current. In case of a transferring to another school, the students' records are sent directly to the receiving school upon request of the school being transferred to. The law requires that the record (Form 1) shall be mailed to the head of the school to which a pupil transfers and a copy of the record (Form 2) is kept permanently by the school from which the pupil transfers. No cumulative record is to be hand-carried by the parent or guardian from one school to another within the United States. Students' permanent records are available for parents to inspect and review upon request with the principal's supervision.

Report Cards

Report cards are issued four (4) times a year each nine (9) week period for kindergarten through sixth grade students. The report card should be returned within five (5) working days. The last report card is for the parents to keep. Below are the academic and special classes grading scales.

Grading System

Sacred Heart Catholic Elementary is accredited by the state of Mississippi. Therefore, Sacred Heart has adopted and implemented the Common Core State Standards. The curriculum we choose to implemented to meet the Common Core Standards are closely monitored and are designed not to interfere with our religious beliefs and teachings allowing us to educate all children with an affective foundation for life.

Preschool and Kindergarten Evaluations:

Students at Sacred Heart Catholic Elementary are evaluated informally by observations and formally by verbal, written and kinesthetic performances. Each student is evaluated the first two weeks of school and the curriculum is adjusted to meet each individual child's needs. The teacher will evaluate students from a list of objectives and determine if the student has mastered the objective, working on mastering the objective or objective has not been introduced at this time.

Elementary Evaluations

Students are evaluated on their work at the school. Some evaluations will be formal with a test and others may be informal with observations, project presentations, or class work. Grades are posted in an electronic grade book, Power School (a data base software), and may be viewed online by the parents with a password provided by the school. Teachers are to post grades weekly by following the following criteria as follows:

Grading Policy

Students are evaluated on their work at the school. Some evaluations will be formal with a test and others may be informal with observations or class work. Grades are posted in an

electronic grade book and may be viewed in Power School data base software). Teachers are to post grades weekly by using the school grading scale which will be sent home by your child's teacher.

Special Classes of Art, Music, Computer, Library, Spanish
50% Participation (at least five each nine weeks)
50% Projects (at least two each nine weeks)

Physical Education
100% Participation (nine grades each nine weeks)

A student's absence will affect the daily participation grade and special class grades will be reflected on the Student Honor scoring.

Special Class Grading Scale

100 Outstanding:
Always participates, shows 100% effort and successfully completes each lesson.

90 Satisfactory:
Always participates, shows 100% effort but struggles to complete each lesson.

80 Needs Improvement:
Always participates, shows 80% effort and completes most of the lessons.

70 Unsatisfactory:
Refuses to participate, shows less than 80% effort and does not complete all the lessons.

Academic Grading Scale

Number Grade	Letter Grade
93-100	A
85-92	B
75-84	C
70-74	D
0-69	F

Conduct Grades

Conduct grade are reflections of a student's behavior and are determined by the results of the behavior. The following chart is to be used in calculating a conduct grade.

Checklist for Behavior (9-Weeks)	**Conduct Grading Scale**
No Discipline Form	100
Warnings	95
Detention (One hour after school) (Deduct 10 points for each additional detention)	90
ISS (In School Suspension) (Deduct 10 points for each additional ISS)	80

Conduct grades do not affect the academic honor scoring.

Student Honors
Sacred Heart has three levels of honors:

First Honors: all A's excluding conduct
Second Honors: all A's and B's excluding conduct
Conduct Honors: an A in conduct regardless of academic grades

Promotion Policy
Sacred Heart Catholic Elementary School has established minimum mastery requirements for each grade level in its Instructional Management Plan. The final decision to retain (or promote) an individual student will be a joint decision of the teacher, parent, and Principal with the best interest of the child of primary importance. Promotion and retention decisions for individual students will be based on the following criteria:

1. Successful completion of four of the five major subject areas in grades 4-6.
2. Successful completion of the two major subjects in grade 1-3 (Reading and Math)
3. Successful completion involves a numerical average of 70 or above in each subject.
4. Consistent attendance at school is required to be promoted to the next grade. A student should not miss more than 20 days per the 180 days required for the year. Any student missing more than 20 days will not be promoted to the next grade level. If a student accumulates more than 20 days, and the majority of the days are from a medical condition, promotion to the next grade must be approved with the discretion and recommendation of the teacher and principal.
5. Results of standardized testing may be an indicator when deciding student progression.
6. Maturity level, student progression, and willingness to complete work will be considered when making promotion/retention decisions.

Standardized Testing
Sacred Heart Catholic Elementary School administers a nationally standardized achievement test (Iowa Test of Basic Skills) in grades K-6. All students in the selected grades must participate in the testing program.

DISCIPLINE

Sacred Heart Catholic Elementary School emphasizes a high standard of behavior from all students. Every child is expected to obey and act courteously toward other students, teachers, Principal, and other school employees. Every child is expected to follow the example of Christ and manifest a Christian character. When children do not meet these

standards, it is the responsibility of Sacred Heart Catholic Elementary faculty and staff, as Christian educators, to encourage a student's behavior of self-discipline, respect and responsibility of their behavior. Below is the discipline plan of Sacred Heart Catholic Elementary.

Classroom Conduct
To form proper habits and attitudes, the following general rules of good conduct are constantly emphasized in the classroom:

- Obedience to all authority
- Courtesy at all times and in all places
- Respect for all people and their property
- Neatness in appearance, in assignments, and around/in desks
- Honesty, truthfulness, and trustworthiness
- Caring for each other and one's own property and the property of others
- Good sportsmanship and citizenship

Discipline Form
A Modified Assertive Discipline Program has been adopted. The teacher will inform the students of the classroom rules and consequences and make them visible in the classroom. A copy is distributed to parents at the beginning of the school year to be signed and returned. If a child does not conform to the rules, he/she will be issued a **Discipline Form**. Discipline Forms are intended to be informative, helping parents remain aware of their child's actions and the discipline used by school officials. Consequences may be a teacher/student conference, parent/teacher conference, after-school detention, an office referral, and in-school suspension.

Detention
Detentions are scheduled on Tuesdays and Thursdays from 3:00 to 4:00 p.m. with one-day notice to parents. Detention dates may not be changed unless an extreme emergency occurs. Parents must contact the Principal to make a change in a detention date. If a student is absent on an assigned detention date, he/she will automatically be rescheduled for the next scheduled detention day. After rescheduling three times, the child will serve an In-School Suspension (ISS).

In School Suspension
For undesirable behavior or infractions of school regulations, in-school suspension may be administered. The Principal may impose an in-school suspension after consultation with the teacher.

Out of School Suspension
The principal may suspend students out of school for a period of time due to a serious infraction or when other forms of discipline have not worked. The principal may suspend students out of school for one to five school days. Long-term suspension or that in excess of five days will be given only when time is needed to work on interventions that may take time to develop or implement.

Expulsion
The expulsion of a student from school is permitted only when all other means of discipline have failed and/or when the student is a moral or physical threat to the spiritual and/or

academic welfare and progress of other students. The dismissal of a student can have the greatest repercussions, not only upon the child but also upon the religious life of the entire family. Accordingly, no teacher may dismiss or expel a child from school. Expulsion is reserved to the Principal, and the Principal will serve no notice of expulsion upon a child until the Pastor has been advised and gives his approval. If the student is from another parish, the student's Pastor should be advised before final action is taken.

Threats
All students attending Sacred Heart Catholic Elementary School are to use language and action free of threat toward others and self. If any child should make a threat, he/she will be removed from the environment immediately and, if he/she is allowed to return, will be subject to meeting requirements of the Principal or a discipline review committee.

Bullying
No student will be allowed to engage in any act of harassment or bullying behavior as defined in the Diocese Policy of Governance No. 34. Any harassing or bullying behavior must be reported to the Principal within five days of the alleged incident. The bullying perpetrator will receive an **Infraction 4 Discipline Form** requiring the student to attend a one (1) day ISS. The parents will be required to meet with the Principal to discuss a behavioral plan of improvement for the student.

USE OF SCHOOL/PARISH FACILITIES, PROPERTY, MATERIAL

Library
Sacred Heart Catholic Elementary School is well equipped and has a wide variety of books. Classroom libraries also serve the immediate needs of the students. Each student is

responsible for the books he/she checks out of the library. No student will be allowed to check a book out if he/she has an overdue book.
Cable TV and Internet access is available in the school library and all classrooms. Students must abide by school policy when using these services. Internet Access Forms are supplied at registration for parent consent.

Restrooms
The school janitor provides clean restrooms. Students should immediately report any problems in the restroom areas to their teacher or to another adult. In case of special needs of a student, parents are requested to send a written note explaining the situation and the special need.

Textbooks
State textbooks are to be used with proper care and must be covered with a book cover for the protection of the book throughout the school year. A replacement cost of such books is to be paid for damaged, lost or destroyed books. Parents must agree to assume full responsibility for books issued to their children when they sign the Textbook Form at the opening of school. When a student transfers to another school, textbooks must be returned to Sacred Heart Catholic Elementary School.

Lost Articles
All books, school bags, lunch boxes, clothing, etc. should be marked with the child's name – not initials. Lost articles will be stored in the Lost and Found area for a reasonable length of time. Any item unclaimed will be donated to a local charity. Books are the responsibility of the students and if they are not returned the family will be charged the cost of the book with the additional shipping fee for restocking.

Weapons
Students may not bring to school any object which could be used to hurt another individual or any item resembling a weapon. Any student with a threatening item will be issued a **Discipline Form Infraction #4.** Any child with a more threatening weapon, such as a gun, knife or bomb, will be held in the office, and the appropriate legal authorities, as well as the parents, will be notified…. the situation will be turned over to the appropriate authorities as deemed necessary by the **Principal**.

Electronic Equipment/Cell Phones
Electronic devices or cell phone are not to be used during the day by students at anytime without the permission of the teacher.

Gum
Gum is not allowed on campus during school hours or activities. Any student chewing gum will be issued a **Discipline Form Infraction #1**.

CIVIL DEFENSE AND SAFETY

Monitor
A civil defense monitor located in the school office receives signals, which inform the school of any threatening weather conditions. In the event of an emergency warning,

parents will be notified through the School Reach phone system informing them of the emergency dismissal or situation. The Principal has the authority to not release a student to the parent if the situation or weather conditions could threaten the child's safety.

School Reach
In the event of any emergency, the parents or guardians will receive, through the phone number supplied by the individuals at registration, a message from the school official informing them of the situation and how the situation will be handled. This service is provided by School Reach phone services and the parents must supply an appropriate phone number at registration for this service.

Inclement Weather
When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parents/guardian's responsibility to monitor news reports via television station **WLOX TV (Channel 11)** and **WLXS Radio Station (1490 AM)**.

Emergency Closings
In the event that the school should have to close, the Principal will inform WLOX TV (Channel 11) and WXLS Radio Station (1490 AM) and the parents via School Reach phone service.

Fire and Bomb Threat Drills
Fire and bomb threat drills are held at regular intervals, as required by law, and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building (if necessary) by the prescribed route as quickly as possible. Absolute quiet movement is necessary. Fire extinguishers are inspected annually. The signal for a fire or bomb drill is an announced over the intercom system.

Tornado Drills
Tornados drills are held at regular intervals, as required by law, and are an important safety precaution. It is essential that when the signal is given, everyone obeys orders promptly and proceeds to the appropriate area as quickly as possible. Absolute quiet movement is necessary. The signal for a tornado drill is an announcement over the intercom system.

Intruder or Other Emergency Drills
Intruder drills are held at regular intervals, as required by law, and are an important safety precaution. It is essential that when the signal is given, everyone obeys orders promptly and proceeds to the appropriate area as quickly as possible. Absolute quiet movement is necessary. The signal for an intruder or other drill is an announcement over the intercom system.

TRANSPORTATION

Arrival and Dismissal
Vehicles should enter the school grounds from Lemoyne Boulevard and exit out onto Borries Street. Between 7:30 and 8:00 a.m., students are to exit their vehicles in front of the cafeteria and enter the cafeteria. Dismissal will also be conducted in front of the

cafeteria. For dismissal, the vehicles are to line up in 2 lanes until they arrive in front of the cafeteria, at which time they should begin merging into 1 lane. At Open House, you will receive a tag with your child's name and class displayed. The tags help the dismissal process go smoothly and quickly. Please place the tag in the driver's side window. By placing the tag in the driver's window, your child will be ready to enter your vehicle when you arrive in the front of the cafeteria. We ask that you stay inside your vehicle allowing the teacher to open the door for your child to enter your vehicle. If the teacher has difficulty placing your child in the car seat or there are multiple children being placed in your vehicle, we ask that after the children are in the vehicle you pull over into the parking lot to appropriately buckle your child in before you leave the parking lot. For the safety of your child, if the driver does not have a tag in the window, he will be asked to exit the dismissal line. After all the children are dismissed, the individual asking for your child will be asked to show identification verifying they are approved to pick your child up from the school. For your safety and the safety of your child, the children will not be allowed to leave the cafeteria with a parent to walk to their vehicle or home until after all the vehicles in the dismissal line have cleared the parking lot. Upon completion of dismissal, all remaining students will be escorted to After School Day Care in the cafeteria.

Walkers

Students walking to and from school are expected to observe the same disciplinary standards as when on the school grounds. Written permission is required from a parent or guardian before any child will be permitted to walk. Once students leave the school building, they are no longer the responsibility of Sacred Heart Catholic Elementary School, Church, administration or employees. Students scheduled to walk home will not be allowed to leave the school until all cars have left the dismissal car line.

Bicycle

When near or on the school grounds, bicycles should not be ridden but walked. Sacred Heart Catholic Elementary School will not assume any responsibility for bicycles. The school encourages children riding a bicycle to school to wear a helmet. Written permission is required from a parent or guardian before any child will be permitted to leave the school on a bicycle. Once students leave the school, they are no longer the responsibility of the administration or the staff members of Sacred Heart Catholic Elementary School.

COMMUNICATION

Newsletter

The administration will distribute a newsletter weekly in an effort to keep the parents/guardians informed of upcoming events.

Teacher Newsletter/Web Site

Teachers will provide weekly newsletters in an effort to keep parents up to date with reminders and classroom news and assignments. Web Sites are to recognize student achievements and provide a list of scheduled events.

Weekly Folder
Each student will be given a folder. This folder is to assure easy transportation of important papers to and from school for the parents' review. Please check the folders every night and return any papers that need to be signed or returned to the teacher the next morning.

School Reach Phone Service and Remind 101
Sacred Heart Catholic Elementary School participates in a School Reach phone service and Remind 101 account which allows the administration to send a message to each family within a reasonable time frame. It is important that you provide an appropriate number at registration and sign up for the Remind account to insure you will receive the messages when they are distributed.

Parent/Teacher Conference
The first nine-week report card is distributed by means of a parent-teacher conference. The parent is required to attend the conference and review the student's progress. First nine week report cards will not be issued until the time of the conference. Parent/Teacher Conferences should be held whenever the parent or the teacher feels it is necessary. The conference should be scheduled in advance and held after school hours at the convenience of the teacher and parent. Parents should not arrive at the school during school hours and expect to hold a lengthy discussion with a teacher. Conference time should be held to a minimum, usually no longer than 20 minutes. Pre-K teachers should conduct three parent/teacher conferences per year and K-6 teachers should conduct 2 parent/teacher conferences per year.

Parent/Teacher Organization (P.T.O.)
Parent/Teacher Organization meetings are held on the first Thursday of each month. These gatherings provide time for families to visit, share a meal, plan events, and receive information about upcoming events and the opportunity for fellowship. Everyone is invited and encouraged to participate.

Telephone Messages
The school phone is used primarily for business. Children may use the phone in cases of necessity, at which time the teacher or a school administrator will grant permission. Only messages of vital importance or emergency will be relayed to pupils during class hours.

Parish Bulletin
Announcements about school meetings and activities are covered in the weekly Church bulletin.

Parents and Visitors
All visitors and parents entering the school must sign in at the office and obtain a visitor's pass. The secretary or Principal will direct them to the area they wish to visit. No parent or visitor may go to any classroom without first checking into the office. No teacher and/or

teacher-aide may release a student to a parent or visitor. Parents and/or visitors wishing to check a student out or return a student to school must be cleared by the office, sign the student in/out, and wait for the secretary or Principal to get student from the classroom.

Party Invitations
Parents may send in invitations to be distributed to the students. Invitations should be addressed to all students within a classroom if both boys and girls are being invited. If the party is only for a single gender, an invitation should be addressed to each boy or girl in the classroom.

Birthday Celebrations
Sacred Heart Catholic Elementary does not host Birthday Parties. Parents may send in cupcakes only for snack time on the child's birthday. Please contact your child's teacher to confirm the time for snacks.

DRESS CODE

Uniforms are required for all students in Preschool through Sixth Grade and may be purchased at "School La La" on Popps Ferry Road in Biloxi or Shalimar's Apparel on Highway 90 in Ocean Springs. The dress code is as follows:

GIRLS:

(REQUIRED FOR MASS)
White Oxford button down blouse with emblem

Jumper Or Skort (specified styles as required)
Long Pants on cold days only (No shorts)
(Skorts, jumper, and shorts should be no more that 3" above the knee)

CASUAL UNIFORM
White knit shirt with emblem
White blouse with three quarter length sleeve
Navy shorts or navy pants (French Toast Brand only)
Undershirt must be white
Socks/Tights: Plain white fully visible above the ankle or white tights
Shoes: Tennis shoes only
(No lights, wheels, extra devices or high tops)
Belt: Navy or black – worn with any belted garment
Hair: Neatly-groomed, away from eyes, natural shade of hair; no head coverings
Simple Jewelry/Earring/Essentials: Only single stud earrings may be worn in the ear lobe; no makeup or tattoos; nails free of polish.
Sweater: Navy Cardigan with emblem
Special Occasion T-shirt: gold with emblem (field trips, field day, etc.)
Sweatshirts: Gold with emblem
Jackets/Coats: MUST BE NAVY IN COLOR with Sacred Heart Emblem

BOYS:

(REQUIRED FOR MASS)
White Oxford shirt with emblem
Navy pants (No shorts)
Casual Uniform
White knit shirt with emblem
Navy shorts or pants (French Toast only)
Undershirt must be white
Socks: Plain white fully visible above the ankle
Shoes: Tennis shoes only
(No lights, wheels, extra devices or high tops)
Belt: Navy or black – worn with any belted garment

Hair: Neatly-groomed, above the collar, and cut around the ears, away from eyes, natural
shade of hair; no head coverings
Special Occasion T-shirt: gold with emblem (field trips, field day, etc.)
Sweatshirts: Gold with emblem
Jackets/Coats: MUST BE NAVY IN COLOR with Sacred Heart Emblem

Free dress day for boys and girls: Shoulders must be covered; shorts must be at least 3 inches above the knee; Tennis shoes with socks must be worn.

Students are to present themselves in an appropriate manner at all times. Shirts must be tucked in. Socks must be above the ankle. Belts must be worn. Hair must be neatly cut and groomed. No tattoos are to be shown at any time. No nail polish or makeup is allowed. Males are not allowed to wear any body piercing and girls' earrings must be a small stud style. No hoops or dangling earrings. Girls' shorts and skirts must be no more than 3 inches above the knee.

Free Dress Day Clothing:
The students may have a free dress when approved by the Principal. The students may wear their school uniform or comfortable play clothes shorts must be at least 3 inches above the knee – No tank tops, straps must be at least 3 inches wide, no muscle shirts, no shirts which do not cover the mid-section; tennis shoes must be worn. Writing on clothing should be appropriate for the school setting.

ENCOURAGEMENT OF SCHOOL SPIRIT

School spirit is divided into three categories:

1. Courtesy – toward teachers, fellow students, and the officials of the school
2. Pride – in everything our school endeavors to accomplish and has already accomplished
3. Sportsmanship - the ability to win or lose gracefully

School spirit means loyalty to all functions of the school. Loyal students support their school and participate to keep their scholastic and activity standards at the highest possible level. Loyal parents encourage their child to participate and perform to the best of their ability. It is important for the development of the child that the parents are involved and for the parents to review the children's progress with their children. Parents can contribute to their children's success by showing a sincere interest in their activities at school and in the community. These characteristics are important throughout every child's life.

AWARDS

An assembly is held each Wednesday after mass, at which time students are recognized for their accomplishments such as: birthdays for that week, student of the week, academic reading and math certificates. Honor Certificates are given at the end of each nine weeks. Celebration of successes outside of school is prohibited.

PERMISSION TO DISPENSE MEDICINE

Parents must complete the appropriate forms and documentation in order for the staff to disperse medication to any child.

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ALL MEDICATION MUST BE IN THE ORIGIANL CONTAINER. THE CONTAINER MUST HAVE THE ORIGINAL PHARMACY LABEL WITH THE CHILD'S NAME AND DOSAGE TO BE GIVEN.

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