



**PARENT/STUDENT
HANDBOOK
*2014-2015***

Sacred Heart School

220 Berger Street Lawrenceburg, TN 38464

Phone: 931-762-6125 FAX: 931-762-6125

<http://shlawrenceburg.org>

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Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom***

Welcome to Sacred Heart Catholic School! In choosing Sacred Heart School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Sacred Heart School for the 2014-2015 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Sacred Heart School during the 2014-2015 school year.

The faculty and staff of Sacred Heart School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Rosemary Harris
Principal

Sacred Heart School

Sacred Heart School is an accredited pre-Kindergarten through 8th grade Catholic Elementary School operated under the auspices of the Diocese of Nashville Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Sacred Heart, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Tennessee guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

History

Sacred Heart School opened in 1873 under the care of the Precious Blood Sisters. They staffed the school for many years and then transferred the school into the professional care of the Sisters of Mercy of Nashville, until 1997. At that time the Most Sacred Heart of Jesus of India took up the challenge, as religious teachers for two full school years. Since 1998 the school has been led by the laity, under the guidance of the pastor.

Mission Statement of Sacred Heart School

Sacred Heart School is a vital part of the mission of Sacred Heart Catholic Church. Sacred Heart School, in union with the Universal Catholic Church, will teach as Jesus did those truths through service and love; enabling the academic, spiritual, physical, and social growth of all within our school community.

Philosophy

Sacred Heart School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Nashville.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Absence

When a student is absent from school, a parent should call the office by 8:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Sacred Heart students.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent should call the school office before 9:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent and a doctor's excuse upon the return to school. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one day absence.

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Tennessee guidelines, are followed for the teaching of all secular subject areas.

Sacred Heart School offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist. Students attend the

parish Mass on Monday, Thursday and Friday mornings. Grade 1-8 rotate preparing the Liturgy for Friday. Students in Grades 3, 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in the spring.

Computer Literacy

Word Processing, Data Base, Spread Sheets, Web Design, and Integration with Curricular Subjects.

Fine Arts

Music, Visual Arts, and Performing Arts.

Handwriting

Students in Grades 3 through 8 are expected to submit all handwritten work in cursive writing.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

Mathematics

Mathematics Skills, Pre-Algebra, and Algebra I.

Physical Education

Physical fitness programs appropriate for each grade.

Science

General Sciences and Laboratory Experiences.

Social Studies

History, Geography, Economics, State History, and Current Events.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Accreditation

Sacred Heart School is accredited through the Southern Association of Colleges and Schools and is approved by the Diocese of Nashville and the State of Tennessee.

Admission Information

Nondiscriminatory Policy

Sacred Heart School admits students of any race, color, and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Sacred Heart School:

1. Members of Sacred Heart Parish
2. Members of other parishes
3. Non-Catholic students

Children entering Pre-K must be four (4) years of age by August 15th.

Children entering Kindergarten must be five (5) years of age by August 15th. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to Sacred Heart School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP

Students applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Sacred Heart School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Sacred Heart School.

Non-Catholic students whose parents accept the philosophy of Sacred Heart School will be accepted on a space available basis.

Financial Obligations

**TUITION SCHEDULE
SCHOOL YEAR – 2014-2015**

KINDERGARTEN - GRADE EIGHT

Tuition charge for “Registered Catholic Steward” (one child).....\$1,562.00
Tuition charge for “Registered Catholic Steward” (two/more children)..... \$2914.00

**SCHOOL YEAR 2013-2014 BOOKS/SUPPLIES FEE
(NON-REFUNDABLE FEE).....\$325.00**

Covers registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment, science lab fees for consumable materials; DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (track, basketball, soccer, cheerleading, etc.) or other after school activities.

PRE-KINDERGARTEN

(Per Month)

Tuition charge: 2 days per week (3year olds only).....\$110.00
Tuition charge: 3 days per week (4 year olds only).....\$160.00
Tuition charge: 5 days per week (4 year olds only).....\$250.00

Tuition Payment Options:

Payment Options: *(Please read carefully as our payment options have changed: beginning 2013-2014 school year.)*

- Pay in full by May 1, 2015, or
- Pay ½ annual tuition by August, 2014 and the remainder by December 1, 2014, or
- Make monthly payments, payments begin in July 2014.
- Utilize full payment at the time of Income tax refund.

Enrollment/Re-Enrollment

- The \$35.00 Preschool application fee must be submitted with the application.
- Preschool students must reserve their spot by paying the Enrollment Fee by the date designated.
- All Application Fees are NON-REFUNDABLE.
- There will be a \$35 returned check fee for all checks made payable to Sacred Heart School that does not clear the bank.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

A RETURN FEE OF \$35.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL OFFICE at 931-762-6125.

Allergy Policy

Sacred Heart School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff that comes into contact with children affected by asthma are provided with training. Training is updated as needed.

1. Asthma Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. Record Keeping

At the beginning of each school year, or when a child joins Sacred Heart Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. When possible the school does not use chemicals in science and art lessons which are potential triggers for children with asthma.

4. Food Allergy Policy

Sacred Heart School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Sacred Heart School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

5. Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the parents will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school office.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes, or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Awards

Spirit of Sacred Heart Award

Grades Pre-K through Grade 2: One boy and one girl in each grade.

Grades 3 and 4: One student per grade.

Grades 5 through 8: One award per grade.

*Student exemplifies the spirit of the mission of Sacred Heart School.

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- +Goes above and beyond the norm

Pope John Paul II Award for Excellence in Religion

Grades K – 8 (one per Grade)

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Exhibits interest in the Catholic faith
- +Goes above and beyond the norm

St. Vincent de Paul Service Award

Grades 6 – 8 (one per grade)

Criteria:

- +Commitment to service outside of school above and beyond the classroom/school projects.

St. Cecelia Award for Excellence in Music

Grades K –8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +True love for Music performance and learning
- +Active participation in Musical Programs
- +Goes above and beyond what is expected in the curriculum

St. Francis of Assisi Award for Excellence in Science

Grades K – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Science
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas More Award for Excellence in Social Studies

Grades K – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas Aquinas Award for Excellence in Math

Grades K through 6: (one per grade)

Grades 7 through 8: (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Math
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Paul Award for Excellence in Language Arts

Grades 2 through 5: (one per homeroom)

Grades 5 through 8: (one per grade)

Criteria:

- +Displays effort and cooperation in class

- +Academic Achievement (A's and B's)
- +Exhibits interest in Language Arts
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Sebastian Award for Excellence in Physical Education

Grades K – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Physical Education
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Joseph Award for Excellence in Art

Grades K – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Art
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Clare Award for Excellence in Computer

Grades 3 – 8 (one per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Computer
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Elizabeth of Hungry Award for Volunteering

Volunteers that consistently serve our school community.

Birthday Observances

Birthday treats may be brought to school for students in **Grades Pre-K through Grade 8**. Birthday parties are not held at school.

Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Buckley Amendment

Sacred Heart School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents.

Bullying and Cyberbullying

Sacred Heart School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion.

Car Pool

All cars must enter from Groh Street on the north side of the school's gym and form a line beginning under the covered walkway connecting the school and church. All cars must exit onto Berger Street located on the south end of the parking lot. This is for both morning drop-off and afternoon pickup. Students will be called to the pick-up area by their family name. It is important that students are aware of who will be picking them up each day. If someone different will be picking up your child the school's office needs to be informed in writing or by phone. No one may pick up your child/children unless they are on the approved pickup list. If we are not sure of the person's identification, we will ask for a driver's license or some form of picture ID.

Parents are asked to remain in their cars and to proceed through the regular carpool process. Students are not allowed to walk to a parked car without a teacher or administrator escort.

Parents are asked to pay close attention during the carpool process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact car pool members and after school caregivers when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

Cell Phones

If a student needs a cell phone after school due to riding a bus home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to have the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

Child Abuse Laws

Sacred Heart School abides by the Child Abuse laws of the State of Tennessee. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones, laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, or anything that

will detract from a learning situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks.**

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Crisis Plan

Sacred Heart School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe.

Curriculum Assistance

Organizationally challenged students may benefit from Curriculum Assistance. Students recommended for such organization intervention will meet with a designated staff member at 2:40 PM each day for a period of 2 to 3 minutes. It is anticipated that students will exit Curriculum Assistance after six weeks of extra assistance. Students, who need this program beyond the anticipated six weeks, may be encouraged to seek other out of school organizational programs.

Discipline

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$55.00) by the suspended student’s parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Sacred Heart School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Sacred Heart School.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column facing the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals. A field trip is a privilege and not a right.
2. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

3. All grades do not always have the same number of field trips.
4. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
5. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
6. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
7. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
8. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
11. All monies collected for the field trip are **non-refundable**.
12. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
13. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
14. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
15. All chaperones must be 25 years of age or older.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade/classroom.

Grading Scale

A+ = 99 – 100

A = 95-98

A- = 93-94

B+ = 91-92

B = 88 – 90

B- = 86-87

C+ = 84-85

C = 79-83

C- = 77-78

D+ = 75-76

D = 72-74

D- = 70-71

F = 69 or below

Gum

Students should not chew gum at school, or at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who chew gum during the course of the school day or during carpool.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, Sacred Heart School uses a daily folder system. All communications from the school is sent home in this folder. All items returned to school should be in this folder. Your child is responsible for emptying the contents of his/her folder when it is returned to their classroom.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent should call the school office before 9:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Library

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks). Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lockers/Cubbies

Each student is assigned a cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their cubby only at specified times. The school reserves the right to inspect cubbies at any time.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Sacred Heart School is not responsible for lost or stolen items that a student brings to school. This includes electronic readers, cell phones, i-Pods®, etc.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch Program

Sacred Heart School offers a hot lunch program daily based on the USDA lunch program. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, tea, or excessive amounts of candy.

Parents should not bring or send lunches or drinks from carry-out restaurants. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with cafeteria staff are in order at all times.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Office with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Off-Campus Conduct

The administration of Sacred Heart School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Out of Uniform Guidelines

Students may wear:

- *jeans
- *tennis shoes
- *short socks
- *shorts no shorter than three inches above the knee
- *skirts no shorter than three inches above the knee
- *skorts
- *sweatshirts
- *jewelry (See guidelines on page 31)
- *dresses
- *slacks

Students may not wear:

- *flip-flop sandals
- *cros
- *no open back shoes or open toed shoes

- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats
- *fingernail polish
- *large or hooped earrings

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND STAFF.

Parents As Partners

As partners in the educational process at Sacred Heart School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

We, at Sacred Heart School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Sacred Heart School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Sacred Heart School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Home and School Organization

Sacred Heart Home and School Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Parties

Students are permitted three class parties a year: Halloween Party, Christmas, and Valentines or Mardi Gras. Room parents may assist the classroom teacher with these three parties.

Promotion Policy and Retention Policy

Advancement to the next grade in Sacred Heart School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Progress Reports will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, lunch money, library fines, or After School Care Program fees are in arrears.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 2:40 P.M. dismissal unless accompanied by a teacher.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Sacred Heart School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 7/8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

School Hours

Grades Pre-K through 8: 7:50 AM – 2:40 PM. **Students not in their homeroom at 7:50 AM are considered tardy.**

At Sacred Heart School, we work in partnership with parents to enable each child to develop as an independent learner. Parents with students in grades K-8 should allow their child (ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:15 AM. Students arriving at that time will go to their assigned table in the cafeteria until they are dismissed to their classrooms at 7:40 AM.

Prayer and afternoon announcements begin at 2:40 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

Sacred Heart School offers an After School Care Program. Students who are enrolled in the program must pay a \$10.00 deposit at the time of registration. A fee of \$1.00 per minute is charged for students remaining in the program after 5:30 PM.

Parents are to make arrangements for their child (ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 5:30 PM will receive:

1. a phone call reminding you to pick up your students on time
2. a registered letter reminding you that failure to pick up your child on time constitutes neglect.
3. Repeated failure to pick up your child from After School Care on time will result in your child not being allowed to attend the After School Care program.

Students not picked up by the end of carpool (approximately 2:50 PM) will be sent immediately to the After School Care Program. Parents are charged the daily per child rate of \$7.00 for using this program.

School Office Hours

The school office is open on all school days from **7:15 AM – 3:30 PM**.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety

Sacred Heart School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Service Projects

The purpose of the stewardship program for students in Pre-kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a planned service project. A parent coordinator will be assigned to each classroom and oversee the organization and participation of each project.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Student Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

Student Records

Sacred Heart School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Sacred Heart School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the

content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Electronic Devices: The school reserves the right to search any electronic device brought to school.

School Website: The contents of the School Website are copyrighted and protected under the Copyright Act of 1976.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Iowa Test of Basic Skills is given in Grades K through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day.**

Grade 5-8 students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Title IX

Sacred Heart School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

Uniforms and Dress Code

Uniform components (pants, shorts, skirts, skorts, jumpers, blouses, shirts, and jackets) may be purchased through

Dennis®

Phone 1-800-854-6951

School ID #: NVSHLB

Or order online at www.dennisuniform.com (use above school ID when ordering online).

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. The uniform for Sacred Heart School is listed on the **Dennis®** website.

School socks may be crew length or ankle socks. Socks should be navy, black, brown, or white. **Socks should include no logo, writing, or colored bands around the tops.**

Skirts should be no shorter than three inches above the knee.

Please see the dress code attachment in the appendix section of this handbook.

Physical Education Dress

Tennis shoes with socks must be worn on PE days.

Uniform Guidelines

Dress shoes should be one solid color - dark navy, black, or dark brown. Oxford style, saddle shoes, loafers, top-siders are acceptable. **Top-siders should not be two-tone in color (For example: brown and tan). **The sole of the top-sider may be beige/tan.** **No sandals, no open-back shoes, no boots of any kind or hi-top shoes, no black and white saddle oxfords, no ballet slippers, no silver, red, or gold glitter shoes, no glitter shoes period. No shoes with a heel over 2 inches (measured from the back exterior of the shoe) are permitted. NO WALLABEE® SHOES/BOOTS/UGGS® MAY BE WORN. Shoes with laces must be tied at all times. Shoes that require laces must have laces.****

All students – hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, pony tail holders, etc. must be in the hair, **not worn on wrists.** **Extreme hair coloring and bleaching is not permitted.** No beads, large flowers, feathers, or scarves should be worn in the hair.

No cosmetics, lip gloss, colored chapstick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear **one pair of earrings** not larger than a dime and without hoops. Boys may not wear earrings of any type. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a **narrow silver or gold chain.** Silly bands are not allowed at any time.

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

During cold winter months girls may wear plain dark navy or black **ankle length** leggings under their uniform.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirrtails should be tucked in while a student is on campus. Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be navy, brown, or black. Please see the attached daily uniform guide in the appendix of this booklet.

Students, who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer in any capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file.

Right to Amend Sacred Heart School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Tuesday Folder or through e-mail communication.

Sacred Heart School
220 Berger Street
Lawrenceburg, Tennessee 38464
Phone/Fax: 931-762-6125
www.shlawrenceburg.org

FIELD TRIP PERMISSION FORM

Field Trips are privileges afforded to students; no student has the absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. **The following Field Trip Permission Form MUST be signed by the parent or guardian and given to their homeroom teacher.** Students who fail to bring in this form will not be allowed to participate in the field trip. Telephone calls or any other written note are not acceptable – please refer to the School Handbook.

I/WE, the parent(s)/guardian(s) of _____ request that the school allow my/our son/daughter to participate in a field trip to

Educational Purpose:

Date of Field Trip:

Departure from School:

Arrival back to School:

Fee:

Other Information:

Administrator's Signature **Teacher's Signature**

We hereby release and save harmless the school of Sacred Heart and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip. In case of emergency, I give permission for _____ to be taken to a physician or hospital by either a parent in charge or by school personnel. I understand that every effort will be made to contact me.

Parent/Guardian Signature: _____

MEDICAL RELEASE FORM

Student's Name: _____

Medical Insurance Information:

Group/Company Insurance Company: _____

Policy Number: _____

Known Allergies/Allergic Reactions: _____

Other Pertinent Medical Information _____

Current Medication(s): _____

Mother's Daytime #: _____ **Father's Daytime #:** _____

Mother's Cell Phone #: _____ **Father's Cell Phone #:** _____

(Keep for emergency purposes.)

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Sacred Heart School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser without teacher permission.

6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

7. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

_____ Date: _____
(Parent Signature)

_____ Date: _____
(Student Signature)

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter
_____ to be photographed or videotaped at
Sacred Heart Catholic School. I realize that the photo may be
published in the newspaper, a magazine, the school website, or
other publication. The video may be used for informational or
educational purposes regarding the programs or curriculum at
Sacred Heart Catholic School.

Signed:

Date:

Return by: August 6, 2014

Parent Signature Page

I have read the 2013/2014 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent signature

Date

Parent signature

Date

Student signature

Date

***Parents and students must both sign.**

SIGNED FORM DUE TO The Principal by: August 2, 2013.