



Sacred Heart Catholic School

A Community of Faith and Learning

Sacred Heart Catholic School

Archdiocese of Portland

431 South Ivy Street

Medford, OR 97501

(541) 772-4105 Fax (541) 732-0633

www.shcs.org

2016-2017

Student/Parent Handbook

<i>Office Hours</i>	<i>7:30 AM – 3:30 PM</i>
<i>Faculty Hours</i>	<i>7:30 AM – 3:30 PM</i>
<i>Building Access Hours</i>	<i>7:40 AM – 3:30 PM</i>
<i>Morning Playground</i>	<i>7:40 AM – 7:55 AM</i>
<i>After Care Hours</i>	<i>3:00 PM – 6:00 PM</i>
<i>After Care Hours on Early Dismissals</i>	<i>11:15 AM-6:00 PM</i>

TABLE OF CONTENTS

Contents

I.	General Information.....	8
	Principal’s Letter of Welcome	8
	History of the School	8
	Mission Statement.....	9
	Philosophy Statement.....	9
	School Wide Learning Expectations:.....	10
	Personnel.....	10
	Archbishop.....	10
	Department of Catholic Schools	10
	Pastor.....	11
	Principal	11
	Faculty.....	11
	Secretary	11
	Other Support Staff	11
	List of Parish/School Personnel	11
	SCHOOL ADVISORY COUNCIL	13
II.	Academic Information and Standardized Testing.....	14
	Academic Honesty	14
	Conferences.....	14
	Scheduled by School.....	14
	Requested by Parent.....	14
	Guidelines	14
	Curriculum	14
	General Expectations	14
	Assignments.....	14
	Physical Education.....	15
	School Masses.....	15
	Electronic Information/Communications.....	15
	Responsible Use Agreement	15

Google Apps for Education Program.....	17
BYOT – (Bring Your Own Tablet).....	17
Intranet	20
Grading and Related Topics.....	21
Grade Equivalents	21
Homework.....	21
Progress Reports/Report Cards	21
Academic Probation.....	22
Supplies.....	22
Textbooks.....	22
School Library	22
Graduation.....	22
Graduation Ceremony	22
Graduation Attire	23
Promotion and Retention	23
Promotion.....	23
Guidelines for Retention of Students	23
Standardized Testing.....	23
III. Admissions and Withdrawal	23
Application Process	23
Entrance Requirements	24
Completion of Contract.....	24
Student Placement.....	24
Transfer Student Process and Requirements.....	24
Nondiscrimination Policy	24
Withdrawal Process	25
IV. Attendance	25
Reporting Process	25
Excused Absences.....	25
Tardy.....	26
Late Pickup	26
Oregon Attendance Law	26
V. Discipline	27

Discipline Policies	27
STUDENT CODE OF CONDUCT	27
Bullying Type Behavior.....	27
Hazing Policy.....	27
Sexual Harassment Policy.....	27
School Uniform / Dress Code	29
Uniform Specifics	29
Hall Conduct	31
Illegal Substances.....	31
Leaving School Grounds during School Day.....	31
Physical Restraint.....	31
Search and Seizure	32
Vandalism/Property Damage	32
Materials & Books	32
Electronic Device/Personal Property	32
Lost and Found	32
Off-Campus Conduct.....	33
Gum.....	33
Energy-Caffeinated Drinks	33
Discipline Stages.....	33
Verbal Warnings	33
Teacher Communication Home	33
Misbehavior Citations.....	33
Principal Citations.....	33
Class Exclusion.....	34
Detention.....	34
Suspension	34
Expulsion	34
Electronic Information/Communications Policy/Agreement.....	35
Appropriate Use Policy and Guidelines.....	35
Privileges.....	35
Personal Responsibility.....	35
Acceptable Use	35

Network Etiquette and Privacy	36
Blogs	36
Bullying and Cyber Bullying	36
Security	36
Vandalism	36
Services	37
Portable Devices	37
VI. Emergencies	37
Emergency Information	37
Emergency Information Card.....	37
School Lockdown	38
VII. Extended Care/Day Care	38
VIII. Financial	38
Insurance	38
Tuition.....	38
Book/Material & Supply Fees.....	38
Tuition Assistance.....	38
Tuition/Fees - Non-Payment.....	38
IX. Medical	39
Communicable Diseases	39
Immunizations.....	39
Medication	39
Medication Dispensation Guidelines	40
Parent to School Notification.....	41
X. Parents	41
Parental Witness Statement.....	41
Parents' Prayer of Enrollment	42
Classroom Interruptions.....	42
Complaint/Issue Resolution	42
PARENTAL CODES OF CONDUCT	42
Family Cooperation/Removal of Students Resulting from Parental Attitude.....	42
Messages to Students	43
Community Builders: Events, Fundraisers, and Volunteering.....	43

Fundraisers / Fundraising Obligation.....	43
Volunteer Hours Guidelines.....	43
Parties.....	44
In school.....	44
Out of School Party Invitations.....	44
End of the Year Party.....	44
Releasing Students during the School Day	44
Dismissal and Pick-Up Procedures	45
After School Events	45
School Advisory Council (SAC).....	45
Reasons for a School Advisory Council:	45
Functions of the SAC.....	45
What a council does not do:	45
Communications	46
Intranet: SchoolSpeak	46
School Website	46
Facebook.....	46
School News	46
Communication.....	46
Publications.....	47
School Directory	47
Service Programs	47
Verification of Compliance.....	47
XI. Safety	47
Emergency Drills	47
Laser Pointers.....	47
School Closure	47
Emergency Notices/Hazardous Weather.....	47
Skates and Skateboards.....	47
To and from School	47
Street Crossing	47
Car/Parking	48
Before School.....	48

After School	48
Visitors	48
Animals	48
Weapons Policy	48
XII. Student Activities	49
Altar Servers	49
Athletics	49
Band	49
Middle School Dances	49
Field Trips	49
School Sponsored Event Collection of Money	50
Student Council	50
National Junior Honor Society	50
Service Projects	50
XIII. Student Awards	50
Honors	50
XIV. Student Records	50
Review of Student Education Records	50
Directory Information	51
Emergency Disclosure of Information	51
Media Permission	51
Transfer of Students	51
XV. Student Services	52
Lunch Services	52
Milk Program	52
Telephone	52
XVI. Volunteers	52
Volunteers	52
Volunteer Background Checks/Annual Call to Protect	52
Volunteer Code	52
RIGHT TO AMEND	53
Parent / Student Agreement: Handbook	54
Technology Use Agreement	55

I. General Information

Principal's Letter of Welcome

Dear Sacred Heart Families,

Thank you for reading this handbook, and signing and returning the agreement form (included at the end of this document) that indicates you have read, understand and agree to Sacred Heart Catholic School's policies.

Our teachers and staff are ready to partner with you in fulfilling our articulated mission "to provide an excellent academic education grounded in Catholic religious principles and values thereby creating a life-long love of learning and a respect for all people and all creation as gifts of God."

In partnership, please feel free to contact me at any time via phone (541-772-4105) or email (ljones@shcs.org), if you have questions, concerns, comments or compliments.

The faculty, staff, and I, would like to thank you for entrusting Sacred Heart Catholic School with your most precious gift. It is going to be a great year!

Blessings,
Leslie Jones

*Train up a child in the way he should go; even when he is old he will not depart from it. **Proverbs 22:6***

History of the School

The 2015-16 school year marks Sacred Heart's 150th anniversary of educating the children of the beautiful Rogue Valley. In 1865, Fr. Francois X. Blanchet, pastor of St. Joseph's Church in Jacksonville and nephew of Oregon's first Archbishop, promoted the idea of starting a Catholic school for the children of the pioneering families. Fr. Blanchet sent word to the Sisters of Holy Names of Jesus and Mary in Portland, inviting them to come and teach. The Sisters responded and in September of 1865, St. Mary's Academy was born.

Many of the pioneering families sent their children to St. Mary's Academy to be refined by the Sisters of Holy Names in music and the arts. This tradition is still evident in Sacred Heart Catholic School. The names of the initial families who sent their children to St. Mary's are etched upon our valley's streets, parks, lakes, neighborhoods and towns. Some familiar names among the early students include Applegate, Buckley, Griffin, Ruch, McAndrews, Nunan, and Britt.

In 1908, the sisters moved the school to its present location on 12th and Holly Streets in Medford. The school was both a boarding and day school serving the needs of the families in Medford, Jacksonville, and neighboring towns. In 1949, Sacred Heart Parish purchased the school and began building the present facility on 11th and Ivy, which opened in 1951 as St. Mary's School for students in grades one through twelve.

During the 1950's, enrollment at St. Mary's grew exponentially, and in 1960 Sacred Heart Parish decided to split the high school and the elementary school. In 1961, St. Mary's High School opened at its present location on Black Oak Dr., and the elementary school at the Ivy Street location was renamed Sacred Heart

Catholic School. Until the early 1980's, the Sisters of Holy Names continued to have a strong presence at Sacred Heart. In 1984, Sacred Heart hired their first lay principal, and only one sister remained.

On March 7, 1987, a fire destroyed Sacred Heart Catholic School. The community quickly mobilized and rebuilt the school. In September of 1987, the school reopened as a kindergarten through sixth grade school with a more modern facility ready to serve the needs of the students and families of the Rogue Valley. A collective decision among the governing bodies of Sacred Heart School and St. Mary's High School rendered the seventh and eighth grades to St. Mary's in the spring of 1987. In the spring of 2000, the Pastor, Principal, and School Advisory Council proposed the addition of a seventh and eighth grade to Sacred Heart Catholic School. The Archdiocese approved the proposal and in 2002, Sacred Heart graduated its first eight-grade class since 1986.

Today, Sacred Heart Catholic School serves the needs of over 200 students from pre-school through eighth grade. Sacred Heart has an average of 20 students per class. Approximately 60% of these students are Catholics who attend Sacred Heart Parish and the neighboring parishes of St. Joseph's in Jacksonville, Our Lady of the Mountain in Ashland, and Shepherd of the Valley in Central Point. The remaining 40% of students comprise a diverse religious background including several Protestant denominations, Hindu, and Bahai Faith. To assist our many working families, Sacred Heart Catholic School provides extended after school care for students of all grades.

Sacred Heart Catholic School staff and faculty provide a loving, nurturing environment for their students. Each staff member brings a high level of dedication and a variety of experience and knowledge. Each student is recognized as a gift from God with unique talents and abilities. The school atmosphere and culture exudes care, concern, and dedication to excellence. The faculty is actively involved in staff development through in-services, workshops, and ongoing classes. The administration and faculty are committed to the school's core values of Catholic Identity, Educational Excellence, Community, Stewardship, and the Dignity of All.

Sacred Heart Catholic School graduates attend a variety of local high schools. Many of our eighth graders continue Catholic education at our sister school, St. Mary's. A high percentage of notable Rogue Valley citizens are Sacred Heart alumni. A significant number of our staff members are graduates of Sacred Heart Catholic School and/or St. Mary's High School.

In short, Sacred Heart Catholic School has a long and rich history of Catholic education in the Rogue Valley. This tradition of excellence is continued and supported by a committed staff of teachers and faculty, strong leadership of the pastor and principal, partnership with the parents and parish, and dedication of our students. The parish and school communities are proud of Sacred Heart Catholic School, its history, tradition, and bright future.

Mission Statement

“To provide an excellent academic education grounded in Catholic religious principles and values, thereby creating a lifelong love of learning and a respect for all people and all creation as gifts of God.”

Philosophy Statement

Sacred Heart Catholic School affirms parents as the primary teachers of their children. As facilitators, we seek to serve children of Sacred Heart School by providing an excellent education grounded in Catholic principles, morals, and values to prepare students for lifelong learning. Our curriculum is designed for

the education of the whole Christian person providing a student-centered environment in which each child's unique gifts are developed to full individual potential, academically, spiritually, physically, culturally, and emotionally.

School Wide Learning Expectations:

As a school community, we strive to foster positive values and virtues across the curriculum; our school-wide learning expectations guide us in all that we do, and represent the core of our graduate outcomes:

A Sacred Heart Catholic School Student is a:

Christian Role Model who

- Shows love and reverence to God
- Knows the teachings of the Catholic faith and acts as a follower of Christ
- Prays and participates in community worship

Responsible Citizen who

- Accepts responsibility for his/her actions
- Communicates effectively and works collaboratively with others
- Works for peace and justice by serving others

Life Long Learner who

- Strives for academic excellence in all classes
- Applies knowledge, Catholic values, and critical thinking skills to create solutions
- Uses technology creatively and responsibly

Personnel

Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools. Archbishop Alexander K. Sample, J.C.L., D.D., was appointed as the eleventh Archbishop of Portland in Oregon on January 29, 2013, and brief biography is available at <http://www.archdpx.org/absample>.

Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools, Br. William Dygert, C.S.C., Ph.D., heads the department.

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

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

Pastor

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

Principal

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

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

Faculty

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

Secretary

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office.

Other Support Staff

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

List of Parish/School Personnel

PARISH STAFF 2016-2017

Fr. Ken Sampson	Pastor
Fr. Justus Alaeto	Parochial Vicar
Fr. Martin Tavares	Parochial Vicar
Deacon Ron Filardi	Deacon

Marie Chandler	Director of Administration
Ann Brophy	Pastoral Associate
Mary Stallard	Director of Religious Education
Whitney Compton	Youth Minister
Barbara Hetzel	Music Minister
Paula Ruiz	Records Clerk
Eileen Kralik	Parish Secretary

SCHOOL STAFF 2015-16

Faculty

Pre-School/PK Teacher	Denise Cole* <i>Early Childhood Chair/Daycare Director</i>
Pre-School Aide	Kim Wolfe
Pre-Kindergarten Teacher	Jillian Mortenson
Pre-Kindergarten Aide	Whitney Yeamans
Kindergarten Teacher	Patti Byrd*
School Aides	Corinne Payer Carla Janes

Grade 1 Teacher	Elia Gima
Grade 2 Teacher	Sue Maurer <i>K-4 Team Leader</i>
Grade 3 Teacher	Carolyn Van Dyck
Grade 4 Teacher	Peggy House

Grade 5 and Middle School (6-8) Core Teachers

Vicki Boyer	Language Arts, Math, 5 th Homeroom
Deb Dewar	Science, Math, 6 th Homeroom, <i>5-8 Team Leader</i>
Matt Gerschefske	Social Studies, Math, 7 / 8 th Homeroom

Physical Education	Lisa Young
Spanish	TBA
Computer/Technology, MS Math, MS Religion	Sharon Levesque
Music, Chorale	Corinna Gibson
Art	Pravina McClure

Library

Math Specialist / Tech Coordinator

Reading Specialist Team

Reading Specialist Aide

Administration

Pastor

Principal

Athletic Director

Front Office Secretary

Business Manager

Development Facilitator

Events Coordinator

Scrip Coordinator

Suzie Schweitzer

Casey Gardell

Jill Eiler

Jill Gregg

Fr. Ken Sampson

Leslie Jones

Matt Gerschefske

Chris Sinclair

Terry Fry

Misty Williams

LeeAnn Loftin

Kristy Seus

CUSTODIAL

Custodial/Maintenance

Jesus Alvarez

AFTER SCHOOL CARE

Sacred Heart After School Care

Denise Cole*

Kim Wolfe

** Sacred Heart School Alumni*

SCHOOL ADVISORY COUNCIL

Curt Shenk, Chair

Jackie Ardrey

Lori Conner

Michael Miller

Joe Mussio

Dean Russo

Whitney Yeaman

II. Academic Information and Standardized Testing

Academic Honesty

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

Conferences

Scheduled by School

Parent/Teacher Conferences are held for 20-minute periods during the fall. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

Requested by Parent

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

Guidelines

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

Curriculum

The curriculum of Sacred Heart School follows the standards and guidelines of the Archdiocese of Portland in Oregon. The school offers a rigorous academic preparation program, which includes the disciplines of Religion, Language Arts, Mathematics, Science, Social Studies, Music, Spanish, Art, Physical Education, and Technology. The amount of the school day devoted to each discipline is in accordance with norms of child development and Archdiocesan policy.

General Expectations

Assignments

All assignments are to be neatly written and completed in a timely fashion. Each assignment, unless otherwise noted will have a proper heading at the top, left hand side of the paper that includes the students full name, date, and class. Additional information may be required by the classroom teacher. Teachers will decide necessary actions for assignments that are turned in late.

Physical Education

All students are required to wear tennis shoes for PE. All 6th, 7th, and 8th graders are required to wear an approved PE uniform, as provided by the school.

School Masses

Twice a month (weekly for grade 5 through 8), the school and community celebrate Mass together. Classes will take turns preparing these liturgies. We invite you to come and worship with us on these occasions! Mass begins at 8:30 AM in the church. The church grounds are walking distance from the school and considered “school grounds,” on Mass days. **Shorts are not acceptable attire on Mass days.**

Electronic Information/Communications

(Also see Electronics Policy under Discipline)

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

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

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

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefit to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

Responsible Use Agreement

Technology use at Sacred Heart Catholic School supports its mission as a community of learners.

Privilege/Responsibility

Use of technology is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. Students are responsible for using technology for the purposes prescribed by the teacher and for maintaining a positive image and interactions online. Students are responsible for reporting any misuse of technology to a teacher or the principal.

Usage Guidelines

- Technology is used in school to support learning and should be used as directed by teachers. Any accidental access to inappropriate materials should be immediately reported.

- Students will not distribute personal information including name, email address, or any other private information unless it is with teacher approval and necessary for educational purposes.
- Students will not distribute personal information of staff or classmates.
- Students will not use technology to make harmful statements, including statements about the Church, the school, our staff or the students.
- Passwords are private information and should not be shared with peers.
- Media including photos, video and audio created at school should only be used for school purposes. Media is not to be posted anywhere online unless directed by a teacher.
- Students will utilize good research practices including note taking and citing sources to avoid plagiarism.
- Students will not attempt to gain unauthorized access to servers, hardwired/wireless network equipment.
- Students should think before they print. Conserve paper by only printing one final copy. Pick up print jobs as soon as they are complete.
- Students are required to participate in a curriculum to inform students about online safety, digital citizenship, and the legal aspects of plagiarism and copyright law.
- Students may not access their personal social media accounts during the school day. Individual teachers may choose to embed such methods into their classrooms, and schools using *Google Apps for Education* may involve the use of social media to accomplish educational goals/specific assignments.

Rights & Privacy Limits

Free Speech

Your right to free speech applies to your use of technology. Sacred Heart Catholic School may restrict access to materials. Sacred Heart Catholic School may also restrict your speech for a valid educational reason.

Privacy Limits

Sacred Heart Catholic School provides network access for students. Along with the tenet that usage is a privilege, students do not have any right of privacy as to their usage of technology and should understand that there is **no** expectation that any communication or materials they access will be private. All student use of the Internet will be supervised and monitored. Any purposeful, unsupervised usage of technology by a student or group of students is subject to consequences. The school may override any applicable passwords, codes, etc.

Consequences

Inappropriate, unauthorized, unethical, and unlawful use of technology on or off-campus can result in termination of the student's user privileges, liability for damages, disciplinary action, and/or legal action in accordance with the law and school policy. Consequences are applied to student misconduct off-campus when it is determined that such misconduct creates an adverse

environment or causes substantial disruption at school or interferes with the rights of students to feel safe.

If a student violates any part of the guidelines, one or more consequences may be chosen from the list below. Potential consequences are not limited to this list.

- Verbal warning
- Written warning
- Parent/guardian will be notified
- Violation will be recorded in student's discipline record Parent/guardian and student will meet with teacher Parent/guardian and student will meet with Principal
- Student may lose the use of technology for a period of time determined by school
- Detention
- Suspension
- Expulsion

Other disciplinary measures may follow in accordance with the behavioral guidelines set forth in the handbook or in accordance with the Responsible Use Agreement.

Google Apps for Education Program

Kindergarten through Eighth Grade

The kindergarten through eighth grade students at Sacred Heart Catholic School are given a Google Apps for Education (GAFE) account. This account provides the student with access to Google Drive. The Google Drive account enables a student to create, share, store and submit documents, spreadsheets, presentations, and a Google calendar to keep track of their homework, events, and lessons.

Account safety

- Only share your login information with your teacher and parents/guardians.
- Remember to logout of your account on every computer or iPad you use at school and do not enable any "Remember Me" features in any browser for your safety.

Privacy Limits

- Sacred Heart Catholic School provides this electronic resource to be used to support curriculum in the classroom.
- Sacred Heart Catholic School reserves the right to access any student's account without prior notice.
- No student should have any expectation of privacy when using this GAFE account. Sacred Heart Catholic School reserves the right to disclose any electronic information over to law enforcement officials as appropriate.

BYOT – (Bring Your Own Tablet)

Sixth through Eighth Grade

The Bring Your Own Tablet (BYOT) program involves using a device that meets the requirements outlined by Sacred Heart Catholic School. (see below) Devices may be a tablet or iPad.

Whether the student plans to use a device currently owned or purchase a new one, it is essential that you consult the specifications sheet below to ensure that the device will have ample capability to handle the digital requirements.

Purchasing a warranty/technical support plan for the device is strongly recommended as the school is not responsible for the maintenance, repair, functionality, usage, or replacement if an issue arises. A protective covering manufactured for the device is recommended.

Students participating in the BYOT program will be expected to follow the parameters set by the school's Responsible Use Agreement for all technology and the Internet. Students are expected to access the Internet using the school's Wi-Fi system. **Use of mobile data (3G/4G/LTE) is prohibited.**

The school is not responsible for lost, stolen, misused, or damaged devices. The school is not responsible for device use outside of the school and expects parents/guardians to set parameters for device use outside of school time. Students must follow all guidelines with usage of technology as listed within our Acceptable Use Policy.

Specification Requirements

All incoming middle school students will need to bring in and have access to a handheld tablet computer to support their studies. We have specific recommendations that will guide you in the choice of your equipment while ensuring that you will have a system that provides the best possible academic experience.

Tablets need to meet the following MINIMUM hardware specifications:

- Operating Systems-Apple Devices: IOS 6.0 or higher (IOS 7 is recommended.)
- Operating Systems-Android Devices: 2.3 or higher + access to Google Play
- GHz Processor
- At least 512 GB RAM
- At least 7" LCD Screen
- Screen Resolutions: At least 1024x768 (Apple devices), 1024x600 (Android devices)
- At least 8 GB on-board Storage/Memory
- 802.11g WIFI or better
- 8 - 10 hour battery life

Tablets need to support the following applications:

- Mathspace
- Dropbox
- Google Docs
- Google Drive
- Google Classroom
- A .PDF reader (eg., EzPdf, iBooks)

Recommended (not required) devices to consider:

- Apple iPad 2 and newer, iPad Mini, iPad Air
- Google Nexus

NOTE: Amazon Kindle Fires and Fire HD Tablets cannot be used for our BYOT program.

They lack support for any of the Google services (including the Play Store and Google Drive without a browser).

Device Care

Use of technology is a privilege. Students need to be conscious of device care at all times. Here are some guidelines for caring for school devices

- Devices should be safely placed on a desk or table when you are seated.
- Carry devices with two hands when moving within a classroom or when capturing media.
- Take care of the devices. Set them down gently.
- Do not remove any protective cases or covers.
- Families may be responsible for damages caused by my child to school equipment

1:1 at School

Students need to be conscious of device care at all times. Here are some guidelines for using devices at Sacred Heart Catholic School:

- Devices should be stored in lockers when not in use. This includes moving from class to class.
- Devices should be safely placed on a desk or table where the student is seated.
- Device screens must be visible for teacher monitoring at all times
- Carry devices with two hands when moving within a classroom or when capturing media.
- Devices should only be used as directed by the teacher.
- Devices should remain “screens down” when not in use or when a teacher is giving instructions.
- Take care of your device! Set it down gently. Set your backpack down gently.
- Do not remove any protective cases or covers.
- Report any technical problems immediately to your teacher.
- It is your responsibility to report immediately if you witness students engaging in any behaviors that could be harmful to themselves or others.
- Teachers/staff have the right to request to see contents of your device at any time.

1:1 at Home

Devices that travel between home and school can present a unique set of challenges. Here are some guidelines to facilitate use:

Transitioning a family device

- Consider clearing the device of all content and settings. This would remove content that isn't needed for school and tends to improve device performance.
- Make a backup of all important data (photos, videos, documents, etc)
- Delete any apps not appropriate for the classroom.
- Delete all photos, music, movies, documents, etc. This will free up storage space for school use and ensure that materials unrelated to school or inappropriate for school don't enter the classroom.
- Sign out of non-academic applications to minimize the possibility of distractions during the school day.
- Organize applications. A folder called “only for home” is a great place to store applications like non-academic games and other entertainment services (Netflix, Amazon Prime, Pandora, Spotify, etc.).
- Access to an iTunes account that is not connected to a credit card, so the student may download free apps but does not have access to purchasing decisions.

During the School Year

- Designate areas in the home to use devices. These areas should be common areas where it is easy for parents/guardian to supervise.
- Designate an area in the home to charge devices. This should be a common area where devices can be left each night.
- Avoid using devices within an hour of bedtime.
- Avoid using devices in bedrooms and bathrooms.
- Parents/guardians have the right to request to see contents of your device at any time.
- Don't be a bystander! Report immediately if you witness students engaging in any behaviors that could be harmful to themselves or others.
- Have conversations as a family about how to use and how not to use the device at home. Commonsensemedia.org is a great resource.

Time & Place

Generally during the school day, technology will be used in classrooms under supervision of the teacher. There are, however, times and places throughout the day that will be device-free to ensure safety of students and to manage screen time.

The following list are times and locations where technology is not to be used:

Times	Place
Lunch	Cafeteria
Indoor/Outdoor Recess	Hallways
Before/after school (w/o teacher present)	Common Areas
Passing time between classes	Playground
	Vacant classrooms
	Bathrooms, locker rooms
	Anywhere on campus unsupervised
	Gym

These times and places are flexible dependent upon students being supervised by a faculty or staff member during specific class periods or specific school assignments.

Intranet

SchoolSpeak is our school community internal communication resource. Parents will receive detailed account login information during the first week of school. Features include all school and group calendars, group and individual emailing capacity, dynamic homework assignment and progress reporting, attendance monitoring, class and schoolwide announcements, news and newsletters, and more. SchoolSpeak is accessible at www.schoolspeak.com, via internet browser, and is mobile-device friendly, as well.

Grading and Related Topics

Grade Equivalents

Grades K-3 use performance indicators E (excellent); S (satisfactory); and N (needs improvement). Grades 4-8 use traditional letter grades A (excellent); B (good); C (satisfactory); D (needs improvement); and F (failing).

Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. It is valuable for pupil training and mental discipline while reinforcing study habits. Here's how you can support your child as s/he does homework:

- Provide a study area... Good lighting, sufficient space and adequate materials.
- Provide a specific time period...a regularly scheduled time period needs to be established.
- Establish rules concerning distractions to good work habits and environment.
- Think positively! Encourage your child to understand the value of homework. Any accomplishment requires work, practice and consistency.
- Give assistance but remember homework is your child's opportunity to learn.

Sacred Heart School assigns homework using the following time guide for the AVERAGE student:

<i>Grade</i>	<i>Approximate Daily Assigned Minutes</i>
Kindergarten	Up to 10 Minutes
Grade 1	Up to 20 Minutes
Grade 2	Up to 30 Minutes
Grade 3	Up to 40 Minutes
Grade 4	Up to 50 Minutes
Grade 5	Up to 60 Minutes
Grade 6	Up to 80 Minutes
Grade 7	Up to 80 Minutes
Grade 8	Up to 80 Minutes

Progress Reports/Report Cards

Progress Reports

Reports are sent home electronically at mid trimester. In this way, parents will be alerted to the successes or areas of improvement for their child. Through SchoolSpeak, parents are able to monitor progress on a regular basis.

Report Cards

Reports cards are distributed at the end of each trimester. Kindergarten- 4th grade teacher comments will come home with the second and third trimester report cards. Contact the teacher if there are any questions or concerns that you, as parents need to have clarified.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities and privileges.

Supplies

At Sacred Heart, tuition/registration fees include provision for school supplies; thus most needed materials and supplies are furnished by the school. However, children are expected to have a backpack and lunchbox PS-eighth grade. Fifth through eighth grade students are also expected to have a 3-ring binder.

1-1 Mobile Computing

At the MS (grades 6-8) level, Sacred Heart is piloting a 1-1 mobile computing initiative. Students will frequently use tablets during the school day to access curriculum and resources, and as a 21st century learning tool. Students may bring a personal iPad or Android tablet from home to use, or may borrow /use devices at school (however, school devices may not be brought home). Fifth grade will also be using school-based mobile technology with increasing frequency, and may also choose to bring a device from home.

Textbooks

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

School Library

Sacred Heart School library contains hardbound and paperback books as well as magazines, books on tape, videos, and tape cassettes.

The following policies concerning library have been established:

1. Materials are due back from 1-13 days from the date they are checked out based on grade.
2. Students may not check out materials if they have overdue, damaged or missing items.
3. Reminders for overdue materials are sent home often. Students who have materials unaccounted for will be asked to return or pay for materials.
4. Replacement cost plus \$2.00 will be charged for lost or damaged items.
5. Reference materials may not be checked out of the library.
6. Due to processing and ordering of library materials, refunds will not be given for materials that are found later. Please make every effort to locate lost and overdue materials before paying library fines.

Graduation

Graduation Ceremony

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

Graduation Attire

Appropriate attire must be worn for the occasion: dress shirts, dress pants, dress shoes, for boys; dress attire and dress shoes for girls is to be modest. (ex: school dress code is in effect: no halter dresses, no spaghetti strap dresses, 2 inch heels or less.)

Promotion and Retention

Promotion

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

Guidelines for Retention of Students

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

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

Standardized Testing

Schools participate in the Archdiocesan standardized testing program in the fall. Results of these tests are shared with families. We request that families avoid student absences during the standardized testing period. Make up of missed standardized tests will be made at the discretion of the classroom teacher. Questions concerning STAR test performance can be directed to the principal. Parents may request other types of tests, such as academic or psychological testing, from the local public school district. The principal can help you make this appointment.

III. Admissions and Withdrawal

While open and welcoming to practitioners of diverse faiths and beliefs, a primary mission of Sacred Heart Catholic School is to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The school assists families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

Application Process

Registration for all students is taken during the spring months for the upcoming school year. The annual registration fees are payable **at the time of registration** (re-registration). The application fee is non-refundable; registration fees are non-refundable after May 1.

Acknowledgment Statement: Each year, parents and guardians are asked to sign and return a completed Tuition Contract with their child(ren)'s re-registration fee by deadline date set by the school administration to continue in the educational process at Sacred Heart School.

Entrance Requirements

All Families: The parent or guardian must fill out a Registration Contract. These forms must be turned in to the office along with all applicable fees listed in the registration Agreement.

New Families: In addition to the above requirements, for new children enrolling in the school the parent or guardian must also provide: the child's last report card; copies of prior testing; IEPs; a birth record; a baptismal record (if applicable); and a record of state required immunizations. The immunization form can be obtained at the school office.

Subsidized (Parish Contributor) Catholic Families: To qualify for parish subsidized tuition, families should complete a subsidy request form and turn it to the parish where they are registered. Subsidy requests are granted by each parish based upon:

- Record of Catholic baptism
- Registration with a Catholic parish
- A verifiable history of attendance through consistent contributions via check or parish envelope
- Participation in ministry at the church

The subsidy form, which is available at the school, is required annually.

Non-Subsidized Families: Non-subsidized families pay regular tuition, but may be eligible for other financial aid. Eligibility is determined via application through FACTS, an online service. Please visit the bookkeeper/registrar office for details and assistance.

Current families and siblings of current students will have first opportunities for enrollment.

Completion of Contract

All tuition contracts are to be completed; registration and book fees paid, and copies of current immunizations received before the first day of school, for students wanting to be admitted to class.

Children entering PS must be three (3) years of age by September 1st, and completely potty trained.

Children entering Pre-K must be four (4) years of age by September 1st.

Children entering Kindergarten must be five (5) years of age by September 1st.

Student Placement

Sacred Heart may group students within a class, or among several classes at the same level, or among several grade levels wherever such groupings will place the individual student in the best learning situation.

Transfer Student Process and Requirements

Besides entrance, requirements and records at entrance listed above, the parent or guardian will be asked to sign a Transfer of Records request for children entering grades 1 through 8 for the first time. This will allow the school to transfer all student records from their prior school.

All transferring students must interview with the principal prior to admission.

Nondiscrimination Policy

The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all

schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs. All students are accepted on a probationary period of 90 days.

Withdrawal Process

By May 31st of each academic year, staffing, resource and financial decisions are made for the next year, based upon the number of registered students. The Sacred Heart Advisory Council has established the following policy on cancellation of the enrollment contract. A family who wishes to be refunded tuition or stop tuition payments must notify the school in writing of their intent to withdraw.

Although we understand that withdrawal during the school year may be required, many costs have already been incurred. Families withdrawing children between September 1 and November 30 will be assessed a charge of 50% of the year's tuition total. Families withdrawing between December 1 and February 28 will be assessed a charge of 75% of the year's tuition. After March 1, families are responsible to pay 100% of the year's tuition.

For families paying tuition in full at the beginning of the year, refunds will be offered according to the above scale.

All textbooks, athletic uniforms and equipment, and library books are to be returned to the school upon withdrawal. A charge will be assessed for these items not returned upon withdrawal.

IV. Attendance

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

Reporting Process

Please notify the school by 8:00 if your child will be absent from the school that day.

Excused Absences

The following reasons are considered excused absences: 1) student illness, 2) illness at home requiring the student's assistance, 3) family emergency, 4) court appearance, 5) funeral, 6) medical need, 7) other reasons with prearranged administrative approval. When a student returns to school after being **absent, a written excuse of absence** from the parent/guardian **is required to be sent to the student's teacher**. This is to include the dates of absence, reason for absence and adult signature.

If a student was absent due to illness, the student must be fever free for 24 hours.

Doctor or Dental Appointments

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

Homework during Absence

To pick up your child's missed work, ask for homework when calling in an absence. Please arrange pick up of your student's work from the school office by the end of the school day requested.

Classroom instruction is an integral part of the learning process. New concepts and subject content are introduced daily. Experience has indicated that students find it difficult to perform schoolwork for which they have missed instruction.

A family vacation taken during school days should be evaluated as to the benefits of the trip in comparison to the instruction that will be missed. Only if it is feasible will teachers provide schoolwork ahead of time for students leaving on trips during the academic year. It is advisable that parents contact all teachers involved in writing two weeks prior to leaving on a trip and after returning to discuss the child's academic progress, written and oral work as well as missed exams and assessments. 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.

Tardy

A student who is not in homeroom by 8:00 AM is considered tardy. Students arriving late for class must first go to the school office for an admittance slip. Children arriving late from prescheduled appointments will not be considered tardy. Documentation is required. We strongly discourage students' tardiness by a progressive detention for accumulated tardies. Excessive tardiness will require a meeting with the principal for further discussion and consequence.

Excused Tardies are considered as the following:

- personal illness of the student
- serious injury or illness in the family
- medical appointment with verification by the medical professional
- school sponsored activity
- family emergency as determined by a school administrator

Late Pickup

Students left at the school after 3:20 PM, and 12:00 PM on early dismissal days, will be taken to the After School Care and charged for services.

Oregon Attendance Law

Regular school attendance promotes school success and is required by Oregon Law (ORS339.065). Frequent tardies and absences can contribute to difficulties in learning and create emotional strain for students. Only during emergencies and ill health should children be absent. Parents of students with chronic absences and/or tardies will be referred to the principal and/or appropriate law enforcement officials.

Eight one-half day absences in any four-week period during which the school is in session may be considered irregular attendance. (ORS339.065) Students with this pattern of attendance are considered to be truant. In addition, the Federal No Child Left Behind Act identifies a 92% attendance rate as meeting standards.

A person commits the offense of failing to supervise a child if the person is the parent, lawful guardian or other person lawfully charged with the care or custody of a child under 15 years of age and the child fails to attend school as required. Failing to supervise a child is a Class A violation. (ORS163.577)

v. Discipline

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance.

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

Discipline Policies

STUDENT CODE OF CONDUCT

Parents are recognized as the child's primary educator and as such are asked to enter into partnership with the school to instill the Christian value of respect for each individual and the recognition that all God's creatures are to be treated with reverence. Within this basic belief, the discipline guidelines at Sacred Heart are designed to promote the acceptance of Christian behavior that is based on gospel values which, when lived, become self-directed and life-long.

Bullying Type Behavior

Sacred Heart Catholic School expressly forbids bullying and hazing type behavior. This type of behavior is contrary to our Catholic Identity and our Christian way of life. Bullying-type behavior includes intimidation, threatening, exclusion, gossiping, perpetuating rumors, name-calling, and physical violence. Students are subject to discipline, up to and including expulsion.

Hazing Policy

We do not tolerate hazing or sexual harassment in locker rooms and bathrooms; Any student who participates in this type of behavior either as the aggressor or as a condoning bystander, will be subject to discipline including suspension or removal from the athletic team, suspension from school, or expulsion.

Sexual Harassment Policy

This school will maintain an educational environment that is free from any form of sexual harassment. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students by other students, staff, or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in school business, such as employees of businesses or organizations participating in cooperative work programs, intra-district or inter-district athletic competitions, or other school events and activities.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or sexually motivated physical contact or other conduct or communication of a sexual nature when:

Examples of sexual harassment may include, but not be limited to, physical touching, graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual

harassment must immediately report his/her concerns to the building principal, who then may report to his/her supervisor. A student may also report concerns to a teacher or counselor who will promptly notify the principal. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation.

No employee will use the authority of his/her position to subject any student to sexual harassment as defined above. Administrators are responsible for their own conduct and for the conduct of the employees they supervise, and will take affirmative steps to stop sexual harassment by subordinates when it is brought to their attention, including warning or disciplining the offending employee.

It is the intent of Sacred Heart Catholic School that appropriate corrective action will be taken by the school to stop the sexual harassment, prevent its recurrence and address negative consequences.

1. Students in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action.
2. Employees in violation of this policy shall be subject to discipline, up to and including dismissal.
3. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the principal.
4. In addition to the above, the school may report individuals in violation of this policy to law enforcement officials.

Licensed staff and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

The principal will establish a process by which students or employees experiencing or aware of sexual harassment are to inform appropriate people and to seek review of the response or action taken. There will be no retaliation by any person against any person who in good faith reports, files a complaint, or otherwise participates in an investigation or inquiry of sexual harassment. The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational environment of a student complainant.

The principal shall ensure appropriate periodic sexual harassment awareness training or see that adequate information is provided to all supervisors, staff and students. This policy, as well as the complaint procedure, will be made available to all students, parents of students and staff.

Sexual Harassment Complaint Procedure

Building principal has the responsibility for investigations concerning sexual harassment.

Step I: Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II: The principal receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties as soon as possible after receipt of the information or complaint. The date and details of the written report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

The Principal shall report the name of any person holding a teaching license or participating in a practicum under OAR 584-015-0070 or 584-016-0075 when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Oregon Department of Human Services, Community Human Services, representatives as possible child abuse.

School Uniform / Dress Code

The purpose of having a uniform policy at SHCS is to develop and maintain a sense of school identity and unity among our students.

SHCS students wear uniforms on a daily basis. Uniforms are a positive way of identifying with the school community and they emphasize cooperation instead of competition regarding clothing.

The faculty and staff of SHCS believe that the way students dress for school affects their attitude and performance as much as the way students dress for athletics, dramatic and musical productions and social events. We recognize that it is a parent's responsibility to see that their children respect authority and rules of the community. We therefore ask parents to see that their children are dressed according to the uniform code of Sacred Heart School. Parents' cooperation will eliminate teachers using valuable learning time within the classroom reminding students of the uniform code.

Sacred Heart Catholic School's uniform identifies students as members of the Sacred Heart School community; neatness and appropriateness of appearance reflects not only on the individual but on our whole school community.

- The uniform must be clean
- The uniform is to be free of rips or tears
- The uniform is to fit properly. Excessively tight or excessively baggy pants and shirts are not acceptable. Pants that are too long, and all shorts pants, are to be hemmed.

Uniform Specifics

While families may purchase uniforms from the supplier of their choice, the articles must conform in both color and style. The following are three possible sources:

Dennis Uniform Co. and Lands' End carry our logo. We recommend having our logo placed on shirts, sweaters and sweatshirts, however this is optional.

Dennis Uniform Company. www.dennisuniform.com School Code 58450

Lands' End Uniform Catalog. www.landsend.com Preferred Number: 9000-6562-4

JC Penney Uniform Catalog. www.jcpenney.com JC Penney's also carries some uniform items in their store.

Shirts:

- Interlock knit or mesh **polo** shirts can be long or short sleeved, are to be solid white, red or navy blue, with no logos other than SHCS.
- **Turtleneck** or **mock turtleneck** in solid white, red or navy blue. No logos other than SHCS.
- Solid white oxford, button-front, **dress shirt** with short or long sleeves. No logos other than SHCS.

- Undershirts should not be visible below the hem of the shirt. An undershirt may only be red, white, or navy.

Pants: Twill or cord material, pleated or flat front pants or capris in solid navy blue or khaki.

Skirts/skorts/jumpers: Twill or cord in solid navy blue or khaki, no shorter than 3 inches above the knee. Wearing navy blue or black shorts underneath is appropriate.

Shorts: Pleated front or plain front shorts in solid navy blue or khaki, no shorter than 3 inches above the knee.

No jeans or jean shorts, skirts, skorts, jumpers. No sweat pants, leggings, knit pants, or clothing with nylon, parachute or stretch fabric.

Sweaters/sweatshirts: Solid navy blue, red, or white cardigan, **pullover** or sweater vests worn over a collared top. Sacred Heart spirit sweatshirts may also be worn over a collared top.

Outerwear: Outerwear, (e.g. jackets, coats, vests, zipper sweat shirts etc.) may be any color or style, as long as free of inappropriate logos, text or references. These items may be worn onto the playground and to and from events but must be taken off indoors during regular class time.

Hosiery: Tights, knee highs and short socks must be solid navy, red, white or black. **No patterns or other colors or combinations of colors.**

Belts: Belts must be black or brown only.

Shoes: Acceptable shoe wear includes, tennis shoes, loafers, oxfords, sandals with heel support, topsiders, ankle boots, etc. No shoes without heel support, boots above the ankle, heels above 2 inches, or shoes with wheels. Rain boots are only acceptable on the playground on rainy days, they are not to be worn in the building/classrooms.

Jewelry: For health, safety and uniformity, there will be no dangling earrings permitted. Hoop earrings are classified as dangling. Only small post earrings may be worn (1 per ear). Ear cuffs, anklets, nose rings, body piercing, bandanas, and pocket chains are all unacceptable. Baseball caps or other hats are not part of the school uniform and are not to be worn in the building.

Hair Styles: Natural hair color in a conventional haircut is required. Severe or extreme styles are unacceptable. Boy's hair must be no longer than their shirt collar or past their eyebrows.

Makeup: Make up is not permitted at school. This includes mascara, eye shadow, lipstick and blush. Tattoos of any kind are unacceptable. No writing is allowed on one's body.

Proper dress is the responsibility of the parent and student and will be enforced by school staff on a daily and consistent basis. Dress violations are taken seriously.

The following procedure will be followed for all SHCS students:

- Written warning with parent signature required for first infraction. Any subsequent violation will be cause for detention.
- A K-5 uniform change will be required after the 1st written warning. For students in grades 6-8, a uniform change is a necessity for every infraction. If a parent cannot bring a change of uniform in a timely manner, then appropriate clean uniform pieces will be lent, if available, from the uniform exchange closet.

- The administration and faculty will be the final judge of any questionable attire or appearance not explicitly covered in the uniform guidelines.

FREE DRESS

Student Council will organize some “free dress” days for school spirit during the school year.

Proper attire for free dress days need to be appropriate length and style for a Christian educational environment. Clothing may not advertise alcohol; tobacco or rock bands or contain any inappropriate slogan or logo including weapons or violent depictions. Students may not wear sandals without heel straps, tops or dresses with spaghetti straps, no bare midriffs.

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

ATHLETIC DRESS- refer to Athletic Policies.

MASS DRESS ATTIRE: uniform dress slacks, capri pants, or skirts are required; NO shorts or “sloppy” sweatshirts are to be worn on Mass days.

REDS, BLACKS and WHITES On special occasions such as ensemble performance days, some field trips/service visits, and game days for athletic teams, middle school students are asked to wear more formal attire: white button-up shirts or blouses, black pants or skirts, black socks and shoes.

Hall Conduct

Students must walk in the building at all times. Proper respect must be shown to others who are using the building. This means that voices are to be kept down while in the building and especially when transitioning through the elementary school. Students are asked to walk on the right hand side of the hallways and stairway (both up and down) in order to provide adequate space for others to pass. Failure to respect the learning environment may result in discipline.

Illegal Substances

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

Leaving School Grounds during School Day

No student may leave the school grounds during school hours without the permission of the principal (or designee) and written authorization of parents or guardian. Failure to comply will result in disciplinary action up to and including suspension or expulsion.

Lunch Off Campus

Parents may take their child to lunch off campus during the regular school lunch period. Selective lunch invitations to friends or other students are discouraged. This practice causes hurt feelings. Taking students other than your own child off campus requires written permission from the child’s parent/guardian. All students must be signed out from the front office prior to leaving the school campus.

Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order, to prevent a student from harming him/herself, other students and/or school/staff property. Such necessity may arise, in the school or classroom, or at a school activity or

event, whether or not it is held on school property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary in such circumstances.

Search and Seizure

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

Vandalism/Property Damage

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

Materials & Books

While textbook fees are assessed each year, this does not give ownership to individual students or families. Each student accepts responsibility for the care and proper treatment of all materials used at school. We ask parents to **MARK** with **PROPER IDENTIFICATION ALL PERSONAL ITEMS A CHILD BRINGS TO SCHOOL INCLUDING ITEMS OF CLOTHING**. Books are to be treated with respect at all times. Drawing or writing in books is not permitted. If a book is lost or destroyed, the family will assume financial responsibility for full replacement cost, including shipping. If a student marks on or destroys property, the family will be responsible for repairing or replacement costs of damaged item at the discretion of the school administration. Items in the Lost and Found at the close of the school year will be donated or disposed of by the school.

Electronic Device/Personal Property

While 5th grade through 8th grade students may choose to bring personal mobile computing devices for instructional use under supervision, any personal property belonging to a student that is deemed unnecessary and distracting to their academic life may be confiscated. These items can include, but are not limited to:

- Headphones/radios
- I-pods
- Cell phones
- Games or toys

Electronic equipment of this nature may be brought to school and used before or after school; its use during school hours, which includes any recess or break times, is prohibited. Any electronic equipment of this or other distractive nature may be confiscated by the staff and returned to the student at the end of the school year. Permission for use at school sponsored events (i.e., play, sports, practices, field trips, and dances) is at staff discretion. **The school is not responsible for any damaged, lost or stolen electronic equipment belonging to the student.**

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. **Unclaimed items placed in the Lost and Found are donated to charity at regular intervals.**

Off-Campus Conduct

The administration of Sacred Heart Catholic 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 may include, but is not limited to, to cyber-bullying.

Gum

Gum chewing is not allowed at school or during school sponsored events.

Energy-Caffeinated Drinks

These drinks are not acceptable at school. Students will not be allowed to drink them at school and will be asked to take them home.

Discipline Stages

Verbal Warnings

Students will discuss handbook rules as a class to assure awareness and understanding of all expectations. Many small offenses will carry an additional verbal warning stage as the student adapts to the rules.

Teacher Communication Home

Teacher communication home may be in the form of a phone call, a written Teacher Communication Form, an informal note, an email, or a communication via SchoolSpeak. Teacher communications home of a disciplinary nature generally ask for formal parent acknowledgement of receipt (e.g., a note back; a signed Teacher Communication Form; an email read receipt, or SchoolSpeak acknowledgement.*

Misbehavior Citations

A misbehavior citation can be written to a student by any school employee for violation of a school rule or policy. They may also be written after other steps were taken regarding an issue. A misbehavior citation generally indicates a pattern discipline/behavior concern; multiple citations can lead to a principal citation and more serious disciplinary consequences. Misbehavior citations require a parent signature.*

Principal Citations

This citation is issued by the principal concerning student behavior that is repetitive in nature or other student behavior that carries the need for immediate parent intervention. The citation will give a brief detail of the incident and will require a parent conference before the student will be allowed back in school.

Ongoing or serious discipline concerns will result in suspension from school, and ultimate expulsion/removal.

** Unsigned citations, students go to office and principal or designee will assist student in making the phone call home.*

Infractions:

Examples of infractions that may result in discipline include:

- Uniform

- Class/Playground disruption
- Disrespect of another person or property
- Bullying behavior
- Inappropriate language
- Electronic devices
- Breaking a school rule

Major Infractions:

Actions which may result in immediate suspension or expulsion include:

- Physical violence
- Extremely inappropriate or threatening language
- Sexual harassment/bullying
- Severe disrespect

Class Exclusion

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

Detention

Detention after school hours is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. The detention ordinarily will not exceed one hour. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

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

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

As an alternative to out-of-school suspension, in-school suspension may be assigned. 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 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, nor be allowed to participate in any school-sponsored activities. Students must complete all class work and tests from the days of suspension but failing grades may be recorded for this work.

Expulsion

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

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

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

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body
- Prolonged and open disregard for school authority
- Illegal acts. The school may take disciplinary action regardless of whether or not criminal charges are brought.
- Students whose parents have violated the Parents Code of Conduct in this handbook may also be excluded from Sacred Heart Catholic School.

Electronic Information/Communications Policy/Agreement

Appropriate Use Policy and Guidelines

Sacred Heart Catholic School offers on-line electronic information services including but not limited to the Internet and email (“information services”) for students. Sacred Heart Catholic School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school’s goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Sacred Heart Catholic School will make reasonable effort to prevent students from misusing the information services. However, students are also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services. Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student may be subject to disciplinary action.

Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of Sacred Heart Catholic School may request that the principal deny, revoke, or suspend specific users.

Personal Responsibility

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

Acceptable Use

The use of any information services must, in the judgment of Sacred Heart Catholic School, be related to student education and research in accordance with the educational goals and objectives of the school. The student is personally responsible for compliance with this provision at all times when using information services. The student may not:

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

- c) Use the information services to advertise a product or for lobbying or other political purposes. Inappropriate use of electronic information resources may be a violation of local, state and federal laws.

Network Etiquette and Privacy

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

- a) Be Polite: - Never send, or encourage others to send, abusive messages;
- b) Use Appropriate Language: - The student is representing the school on a non-private system, which may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c) Privacy: - The student should not reveal their home address or personal phone number or the addresses and phone numbers of other students, or of staff.
- d) Electronic Mail: - Electronic mail (email) at school is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities.
- e) Disruptions: - Do not use the network in any way that would disrupt use of the network by others. This includes the creation of batch files.
- f) Entertainment: - Usage of the network system for entertainment purposes (eg. accessing social networking sites, such as My Space, Facebook and YouTube) is not allowed.

Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Twitter, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments.

Bullying and Cyber Bullying

Sacred Heart Catholic 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 disciplinary action including suspension, and/or expulsion.

Security

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

Vandalism

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

Services

Sacred Heart Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Sacred Heart Catholic School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, incorrect deliveries, or service interruptions caused by the system or staff and student errors or omissions. Use of any information obtained via the information system is at the staff and student's own risk. Sacred Heart Catholic School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

Portable Devices

Technology devices are not permitted on the school network except by permission.

Permission: Before bringing their own technology device to school, students need to return the signed "Sacred Heart Catholic School's Tech Permission Form" to their homeroom/classroom teacher. Only one permission slip is required per device, per school year.

VI. Emergencies

Emergency Information

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

Emergency Information Card

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

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

As we migrate to SchoolSpeak as a school community, these items may be completed electronically as a convenience.

School Lockdown

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

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

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

VII. Extended Care/Day Care

Please contact Daycare Director at 772-4105 x 106 or 973-6330 for information and registration requirements for the daycare.

Daycare hours are from 7:30 AM- 6:00 PM. Monday-Friday. A list of holidays and closed days are available.

VIII. Financial

Insurance

Student Accident Insurance coverage is optional, although encouraged. A form is sent home at the beginning of the school year and is available throughout the school year from the school office. Prices are listed on the form.

Tuition

The tuition fee schedule is set on the recommendation of the Sacred Heart Advisory Council and Finance Committee in the spring of each year before registration. Each family will receive a tuition fee schedule at the time of registration for the upcoming school year.

Book/Material & Supply Fees

Kindergarten through eighth grade families are to pay the scheduled fees per with registration. Fees are non-refundable. Book fees go into a yearly fund to augment our rotation schedule of purchasing new textbooks. Paying book fees does not allow you ownership of textbooks.

Tuition Assistance

Financial aid is available based on need. Before financial aid is considered, the registration forms for the upcoming school year must be completed and registration fee must be paid in full.

Those families receiving financial aid must reapply yearly.

Tuition/Fees - Non-Payment

All parents will sign a contract at the time of registration agreeing to a regular schedule of tuition payments.

- All tuition must be completely current at the end of each quarter of school (Including late fees)
- Should this payment not occur, continued enrollment is placed at risk.

- A family may not register for the upcoming school year unless their tuition is current.
- A family that leaves Sacred Heart School with an unpaid balance and has failed to cooperate with the principal in keeping to payment arrangements will have their account turned over to a collection agency.

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

- Deny a student enrollment for the following semester;
- Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.
- Employ the services of a collection agency

IX. Medical

Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles. **Students who have a COMMUNICABLE disease or conditions must be excluded from school.**

Immunizations

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

Medication

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

The parent shall, in writing, make all requests for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will not be deemed sufficient to meet the requirements for written prescription.

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

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

Medication Dispensation Guidelines

Prescription Medication

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

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

Prescription Medication (Injectables)

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

- 1) Written instructions from the doctor which include:
 - a) Name of student
 - b) Name of medication
 - c) Dosage
 - d) Time and/or frequency of administration
 - e) Method of administration (e.g., mouth, nose, ear, etc.)
- 2) The parent shall make the request in writing for the school to administer, as necessary, injectable medication (medication administered by the intramuscular route) to the student.
- 3) The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction).
- 4) Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physical or a nurse practitioner, parents/guardians cannot train the designated school personnel in the use of injectables.

Non-Prescription Medication

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

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

Medication Dispensation Authorization Form

Ask at the Front Office.

Parent to School Notification

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

x. Parents

Parents are recognized as our partners in the educational process. Parents are invited to become involved as classroom volunteers, fundraiser chairs, School Advisory Council members, and members of a variety of school committees. New families are welcomed and oriented by the Parent-Teacher League (PTL). Each new family is encouraged to become an active participant in the school community, thus benefiting the learning environment for all students and faculty. .

Parental Witness Statement

The Church through the ages has consistently called parents to understand and appreciate their special dignity as God's instruments of love to their children. The Church in recent years in official teaching has given even greater prominence to the importance of this truth. The Second Vatican Council in its "Decree to the Apostate of the Laity" stressed the importance of the parents providing the first experience of their faith to their children.

"They (Christian husbands and wives) are the first to communicate the faith to their children and to educate them; by work and example they train their offspring for the Christian and apostolic life"

Paragraph #11, November 18, 1965

The Council Fathers even more emphatically expressed the irreplaceable role of the parents in communicating the Faith to their children in the *Declaration on Christian Education*.

"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children."

Paragraph #3, October 28, 1965

Parents' Prayer of Enrollment

It is with complete awareness of the Catholic Church's vision of my vocation as parent, that I enroll my child in Sacred Heart Catholic School. In taking this step, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my child. I understand the Catholic school is the way in which the Church seeks to share and assist me in my vocation. However, I know no matter how clearly words are spoken, until my child sees these values and beliefs make a difference in my life, they will have little effect. Faith will only be part of my child's life if it can be seen to mold and shape the way we live as a family. I believe that the Catholic school can help deepen, enrich, and reinforce a faith that my child experiences at home. I accept my own witness as essential to the religious development and growth of my child.

Classroom Interruptions

During the school day, visitors are asked to take care not to disrupt the classroom learning. Visits to classrooms are welcomed at Sacred Heart. Please make arrangements with the classroom teachers at least 24 hours prior to the visit.

Complaint/Issue Resolution

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

PARENTAL CODES OF CONDUCT

Adults within the Sacred Heart School community are responsible role models whose actions are consistent with Christian values. Our goal is to create and maintain a positive, cooperative atmosphere within the school community. This Code of Conduct applies to all Sacred Heart community members.

CODE OF CONDUCT:

- Sacred Heart adults should be committed to the education of the children.
- Sacred Heart adults should be cooperative and committed to school goals.
- Sacred Heart adults should be respectful and self-disciplined.
- Sacred Heart adults should separate personal desires from what is in the best interest of the school community.
- Sacred Heart adults should treat one another honestly and politely, respecting the diversity of persons and opinions within our community.
- Sacred Heart adults should seek peaceful resolution of disputes.

If resolution of the conflict fails, adults within the school community are bound by the decisions of the Archdiocese, the pastor and the principal.

Family Cooperation/Removal of Students Resulting from Parental Attitude

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

Messages to Students

It is not always possible to reach your child quickly with a message. Please plan ahead to minimize the messages that need to be delivered.

Community Builders: Events, Fundraisers, and Volunteering

There are a number of community building activities throughout the year. We encourage families to join together and develop social bonds in our school community.

- Back to School Dinner / Back to School Night
- Golf Tournament
- Jog-a-thon
- Drive the Mission Annual Fund
- Christmas Program
- Auction
- Middle School Musical/Play Production
- Spring Sing
- Coffee and Donuts at Mass

Fundraisers / Fundraising Obligation

There are a number of fundraising opportunities (including some of the community events above) for family participation to support Sacred Heart School throughout the year. Sacred Heart School expects all families to participate in all fundraising events. Fundraising allows the school to meet yearly budget objectives and brings school community together, while keeping tuition affordable for all.

All development and fundraising activities MUST go through the school office. Use of the Sacred Heart School name or logo is prohibited without the express written consent of the principal or pastor.

General Fundraising Obligation

Each family will be required to bring in \$150 net, between the Jog-a-thon and the Annual Fund Drive (Drive the Mission)I, or elect to pay the difference to the school by June 1st.

Scrip Obligation

Scrip comes in the form of gift cards for many local and national businesses, which can be purchased for face value at the school. By arrangement with the vendor, the school receives a percentage ranging from one to twenty-five percent. To support this very successful and easy fundraiser, each family will be required to purchase enough scrip to bring in an annual profit of \$150.00 per year or pay the difference to the school by June 1st. As an added benefit, forty percent of the value accrued above the \$150 obligation is credited to the family's next year's tuition. (The benefit is forfeited in the event of the family's leaving the school).

Volunteer Hours Guidelines

Each K-8 family completes and logs a minimum "fair share" of 20 volunteer hours annually.

Each PS/PK family completes and logs a minimum "fair share" of 10 volunteer hours annually.

Hours must be formally logged: you are responsible for recording your hours in the logbook in the front office. Volunteer opportunities are publicized throughout the year via the newsletter, the school website, and by individual teachers and staff members. Examples of volunteer hours include:

- Working as staff on a fundraiser (e.g., golf tournament, auction, jog-a-thon, annual fund, etc.)
- Volunteering and assisting in a classroom
- Helping with teacher prep work, i.e., bulletin board, classroom preparation
- Assisting in the library

Please note that volunteer hours do not include class parties or field trips (except when acting in the capacity of an official chaperone at the request of the teacher/organizer). Recording of volunteer hours is based on the honor system. Invoicing for outstanding hours will be done by school administration.

Volunteers working with students must have a background check and attend a “Call to Protect” class.

Parties

In school

There will be three major parties within the school classrooms: Halloween, Christmas, and Valentines. These will be planned in conjunction with room parents.

Within the primary and intermediate grades, individual birthdays may be celebrated provided that the classroom teacher has approved each in advance.

Out of School Party Invitations

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

End of the Year Party

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

Releasing Students during the School Day

Students are not permitted to leave the school grounds during hours of school operation without written parental permission and approval of the classroom teacher/school administration.

Students will be released only to a custodial parent/guardian or to an individual authorized (via a written note) by the custodial parent/guardian. Additionally, the student must be signed out at the front office.

NO CHILD may be released by a TELEPHONE MESSAGE. Should a parent need to contact the school by fax; please notify the school by phone that a message has been sent. Anyone coming for a child during the school day must come directly to the school office. The secretary will send for the child from the classroom. **UNDER NO CIRCUMSTANCES** may the teacher **release a child** from class **without the authorization of the school office.**

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

Dismissal and Pick-Up Procedures

See *“To and From School”* under *Safety*, below.

After School Events

With the exception of middle schoolers attending middle school dances, students may not attend an after school event without parent supervision. We encourage student support and attendance at after school events, but they need to be under the supervision of a parent. This includes the time from school dismissal until the start time of the event.

School Advisory Council (SAC)

The School Advisory Council, comprised of members from the parish and school community, works with the school administration and pastor to improve the quality of the school and ensure growth and fiscal responsibility. The Advisory Council and its subcommittees of marketing, finance, facilities, and engagement/development help prepare, evaluate, and modify the school’s five-year strategic plan. The outcome of this process is a working document that guides the school administration to accommodate growth and serve the needs of the school and parish community while honoring and adhering to our core values.

In the Archdiocese of Portland, all school councils are advisory in nature. A school advisory council participates in decision-making by formulating and recommending, but never enacting policy. Thus, the purpose of Sacred Heart School Advisory Council is to advise the pastor and principal in making policy for Sacred Heart School’s programs.

Reasons for a School Advisory Council:

- To promote participation in the ministry of Catholic Education
- To develop ownership and stability for the future
- To offer financial advice
- To develop and defend policy
- To serve as a good public relations source
- To enable the principal to spend adequate time as an educational leader
- To provide parents/guardians with a voice in their children’s education
- To encourage strategic planning

Functions of the SAC

- Planning
- Policy formulation
- Finances
- Selection of the principal
- Development, including public relations and marketing
- Evaluation of School Advisory Council goals

What a council does not do:

- Discipline
- Develop school programs
- Approve materials

- Hire or terminate staff
- Tell the principal how to do things
- Act as a grievance board
- Send out questionnaires without authorization

There are nine voting members on the Council. The Sacred Heart Advisory Council meets the fourth Tuesday of each month with the exception of July. Generally, meetings are at 6pm in the Scrip/Conference Room at the school. With the exception of executive session, the meetings are open to members of the school community.

Communications

Intranet: SchoolSpeak

With the 2015-16 school year, Sacred Heart is launching a robust and comprehensive password-protected communications intranet called SchoolSpeak. The login link appears on the front page of our school website, or can be accessed directly at www.schoolspeak.com. Parents will receive accounts, passwords, and login information during the first week of school. Our SchoolSpeak portal will be your “one-stop shop” for communication, and will deliver, to your web browser or mobile device:

- Updated calendar and event information, custom-tailored to reflect the groups (classes, sports teams, activities etc.) your family is part of
- School and class news and announcements
- Teacher communications portal-individual and group email
- School directory
- Volunteer opportunities
- Homework, grade, and progress reporting

School Website

Our school website contains information intended for a broad external audience—our school family, but also prospective families and the general public. You are encouraged to explore, bookmark, and share! Our web address is www.shcs.org.

Facebook

Sacred Heart maintains a growing social media presence on Facebook. Our official Facebook page is located at www.facebook.com/shcs.medford. Please like and share.

School News

Every week our school newsletter will be sent home to each family. The newsletter is distributed electronically via SchoolSpeak. Any individual or group wishing news to be included in the newsletter must send their announcement on Microsoft Word to the school. All materials for the packet must be reviewed and approved by the school administration before distribution.

Communication

Members within the school community are encouraged to express themselves verbally, in writing or by assembly in such a way that they do not violate the rights of other individuals or groups, the mission of Sacred Heart School and/or the doctrines and values of the Catholic Church.

Publications

School publications, productions or displays which are or may fairly be characterized as school sponsored or part of the school's educational program, whether or not they occur in the traditional classroom setting, are subject to review and evaluation by the school administration. The final decision about the suitability of any material in question shall rest with the principal, after review and consultation with the teacher/advisor prior to publication, production or display.

School Directory

School directory information is available to school groups within SchoolSpeak. Be sure to indicate the information you will allow to be shared as you update your profile.

Service Programs

Sacred Heart School will be involved in a number of service projects. Your participation in these programs is very valuable.

Verification of Compliance

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

XI. Safety

Emergency Drills

An emergency drill for fire, earthquake, or other crisis is planned once a month with students and staff.

Laser Pointers

Students are not allowed to have or use laser pointers at Sacred Heart School.

School Closure

Emergency Notices/Hazardous Weather

- If the Medford Public Schools are closed, Sacred Heart School will also be closed.
- Since Sacred Heart School draws students from the entire metropolitan Medford area, the school may be closed or open late independently. When weather conditions are questionable and Medford Public is not closing, check the intranet, or listen to public TV and radio for Sacred Heart's announcements.

Skates and Skateboards

Skates and Skateboards are not allowed at Sacred Heart School.

To and from School

Street Crossing

Students are asked to cross the street using the crosswalks. We ask your cooperation in instructing your children to cross only at crosswalks.

Car/Parking

Parents and other authorized drivers bringing students to and picking them up from Sacred Heart School are requested to follow the procedure outlined below to ensure the safety of our children. Please show respect for our residential neighbors surrounding our school, by not blocking driveways or walkways.

Before School

All students are to be dropped off on Holly or 12th Street, to the south of the playground, no earlier than 7:40 A.M. Students are not to leave school property after being dropped off at school. Students are asked to enter the school playground through one of the two playground gates where supervision will be provided.

After School

Students will be brought out to the playground after 3:00 dismissal. An automobile pick up line will form on Holly Street along the east curb. Entrance onto the playground is a left turn heading north on Holly. It is imperative that all drivers, while in this line, stay in their vehicle and move forward when space allows. Please do not use cell phones while driving in the pick up line. If you would like to leave your car, please use the parking lot across from the south exit gate. Remind your child(ren) to watch for your car.

Visitors

The only entrance open during the school day will be the main entrance. All visitors (including parents volunteering in classrooms or in the library) are asked to report to the main office upon entry; this practice helps ensure a safe environment for our students and school personnel. Visitor's tags are issued to all visitors. Please return the tags when you leave the school. It is not necessary to procure a visitor tag to pick up your child, or to buy scrip.

Only Registered Students of Sacred Heart School can attend the school day.

Animals

Before any animals are brought into the school, **PRIOR** permission must be obtained from the principal and from the classroom teacher.

Weapons Policy

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

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

XII. Student Activities

Altar Servers

Sacred Heart Church trains altar servers two times each year. Catholic students in grades 5-8 are allowed to participate if they and their parents wish. A permission slip is sent home with eligible students at the beginning of the school year.

Athletics

Sacred Heart Catholic School participates in the Southern Oregon Middle School Athletic Commission (Small School Division) athletics program and follows Archdiocesan guidelines, policies and rules in its after school athletic programs. Parent volunteers may be needed to help coach Sacred Heart teams. We currently offer boys' cross-country, basketball and track; and girls' cross-country, volleyball, basketball, and track. This year, we will co-op with St. Mary's School for boy's football.

There is currently a \$75 pay to play fee per sport (with a family maximum fee of \$300/year). A sports physical is required; forms are available in the office. Sports physicals are generally valid for two years, but the form needs to be updated annually.

Band

Band lessons are offered to interested students in grades 4-8. Students are responsible for supplying their own instrument. Band will generally meet before and after school. Students are responsible for making up all work missed should a band lesson happen during another academic time.

Middle School Dances

Middle school dances are a privilege and students must follow the same campus rules and free-dress codes that apply during the regular school day. A student must attend school the day of the dance in order to participate in the dance.

Field Trips

Field trips are for the purpose of introducing and supplementing classroom learning experiences. Each teacher plans and organizes class field trips during the year. When a trip is planned, a description of the trip will be sent home. Written parent permission is necessary for a student to leave school grounds even on school related field trips. Each driving field trip requires a separate permission slip. Parents volunteering as chaperones are asked not to bring along siblings if they are responsible for classroom children. While some costs of transportation will be paid by the school, some field trips may require an additional fee. In these cases, it will be the responsibility of the family to provide the fee.

- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- 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.

- 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.
- A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
- 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.
- 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.
- All monies collected for the field trip are **non-refundable**.
- **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

School Sponsored Event Collection of Money

A money collection protocol is in place per Archdiocese of Portland policy. Please see the school bookkeeper for details.

Student Council

A candidate for the Student Council must have a 3.0 GPA: 1st, 2nd, and 3rd trimesters and demonstrate leadership ability and positive school attitude and spirit. A candidate must have no more than five tardies and two disciplinary actions, each quarter of school, for eligibility.

National Junior Honor Society

We participate in the National Junior Honor Society for our students in grades six through eight. Criteria for being admitted will be promulgated to the students in those grades. Applications will be reviewed by a selection committee, and those meeting the standards will be inducted into the NJHS on an annual basis.

Service Projects

Our students are involved in several service projects throughout the year. Your participation in these projects is very valuable.

XIII. Student Awards

Honors

Students attend an awards assembly twice yearly; outstanding performance in academics, activities and athletics, as well as demonstration of school-wide learning expectations, is honored. Parents of students receiving awards are notified in advance.

XIV. Student Records

Review of Student Education Records

Parents of students currently in attendance at Sacred Heart Catholic School may review the student's education records. Parents wishing to review student records should make written request to the principal

to do so at least 48 hours in advance. A charge may be assessed for copying records. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

Directory Information

Sacred Heart Catholic School has designated the following as directory information which the school may disclose without specific consent: the student's name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended.

A parent may elect not to have any or all of these items included in a school-related directory. Notice from a parent that he or she does not want any or all of these types of information included must be made in writing to the principal of Sacred Heart School within two weeks after the first day of school.

Emergency Disclosure of Information

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

Media Permission

To celebrate our community and "shine our light," Sacred Heart regularly publishes pictures and accounts of the activities and accomplishments of our students in a variety of ways—through our internal and external publications, our web site, social media site, news releases, and, at times, on television. We would like to be able to include your child in our media coverage, but we also want to be sensitive to our students' privacy. Please notify Chris Sinclair, School Secretary, if you would like to exclude your child's name or picture in our publications.

Please be advised that through the course of conducting daily school business your child's name and photo may appear in internal publications for distribution only within the school community, for example the yearbook or newsletter. If your child participates in sports, his or her name and photo can be used in local media coverage over which we have no control. Your child may be pictured in a large group photo, especially as a sports or theatre participant (without his/her name), in any of the above media. Also, please be aware that from time to time, media companies and individuals over whom we have no control take pictures of the school and our students. The school cannot be liable for the use or misuse of any pictures so taken.

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.

xv. Student Services

Lunch Services

Hot lunch is offered each day of the school year. Parents and students may purchase credit for hot lunch in the cafeteria. Prices will be set at the beginning of the school year, and are subject to change. Hot lunch is provided by Sodexo and we participate in the National School Hot Lunch Program which includes free and reduced lunches for those who qualify. Students may also choose to bring their own lunch. Microwaves are available for warming/reheating food.

Morning Snack: All snacks are provided by the parents. All morning snack food should be nutritional: such as fruit, bagels, yogurt, vegetables, cheese and crackers, etc. NO candy, soda or energy drinks. Water is always great compared to other options available.

Milk Program

Milk is available for purchase at the same location as hot lunches. Prices are set at the beginning of the school year and are subjected to change. Please purchase account credit in the morning before the start of school.

Telephone

The school telephone is not for student use. In case of emergency, the student may request permission to use the school telephone, from their teacher, before coming to the office. Students are expected to come to school prepared, so calls for homework, lunch, etc. are not normal practice.

xvi. Volunteers

Volunteers

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. Volunteers are encouraged to be a part of our school community. We appreciate the services they perform. All volunteers are asked to sign in at the school office, and to sign out when leaving the facility. The school newsletter will inform all parents of all volunteer opportunities. All volunteers are asked to read the *Sacred Heart School Volunteer Handbook* and fill out the appropriate background check information sheets before volunteering their services, and also attend a “Called to Protect” class.

Volunteer Background Checks/Annual Call to Protect

The school reserves the right to require volunteers in any school program or activity to undergo a background check and complete the Archdiocese “Call to Protect” program and annual updates online. Ordinarily any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of any volunteer to request a volunteer.

Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and committees, Parent-Teacher League, Annual Auction Committee, classroom assistance to teachers,

cafeteria/ hot lunch program, Room Parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

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

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

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

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

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

RIGHT TO AMEND

The principal and administrative staff have final recourse in all discipline matters and all matters of policy. This staff also has the right to add to and amend the handbook as deemed necessary. Changes to the handbook occurring during the academic year will also be publicized and distributed via SchoolSpeak.

Parent / Student Agreement: Handbook

I/We _____

Parent(s) or Guardian(s)

have read the material in the Sacred Heart School Parent/Student Handbook and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Technology Use Agreement

Signature Page

Students

I have read the Responsible Use Agreement and the Google Apps for Education document. I agree to follow the rules contained in both policies and I understand that if I violate the rules, my privileges can be terminated and I may face other disciplinary measures and/or legal action.

Student Signature: _____

Date: _____

Parents/Guardians

I have read the Responsible Use Agreement and the Google Apps for Education document.

I hereby give permission for my child to use technology at school. I understand that this permission includes permission for my child to access information through the Web, receive a school managed account for web- based services, engage in other educationally related electronic communication activities, and provide personal information to others for educational reasons or as approved by school staff. I agree to the terms of use for school-approved applications.

I hereby release the school, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school's system, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child to school equipment.

I will instruct my child regarding restrictions against accessing material and the consequences for misuse of the network system as set forth in the School policy. I will emphasize to my child the importance of following the rules for personal safety.

Parent /Guardian Signature: _____

Date: _____

Parent/Guardian Name: please print: _____