

EDUCATING YOUNG HEARTS AND MINDS SINCE 1960



PARENT-STUDENT HANDBOOK

2024-2025

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TABLE OF CONTENTS

	Principal's Letter	3
	Belief /Spiritual Formation	4
I	Parental Responsibilities	5
II	Admissions	6
III	Tuition and Fees	8
IV	Hours of Operation, Arrival and Dismissal Procedures	10
V	Attendance	12
VI	Health Policies / Emergency Procedures	13
VII	Communications	16
VIII	Internet Access	17
IX	Dress Code	19
X	Academics	22
XI	Grading System/Promotion	26
XII	Retention / Textbooks	27
XIII	Discipline	28
XIV	Intervention/Suspension	31
XV	Extracurricular Activities	32
XVI	Athletics	33
XVII	After School Care	35
XVIII	Volunteers	35

Dear Parents,

Welcome to Sacred Heart Catholic School. We are the Jaguars: a welcoming community working collaboratively to create a supportive, innovative, differentiated, and academically stimulating environment for your children.

We are a Purple Star School of Distinction campus where we recognize the unique needs of our military students and families transferring to the Jacksonville area. Our school military liaisons and our student-led Anchored 4 Life team members help acclimate new students to our school's campus and help them achieve our school's mission and vision.

We are deeply committed to our mission of *reverence, respect, and responsibility*. Since our founding in 1960, SHCS has provided an outstanding Catholic education for generations of students in our parish and throughout Jacksonville. We are accredited by the NCEA, FCC, and NCPSA. We are blessed with a dedicated and experienced staff passionate about helping your children grow and succeed. Our teachers strive to understand each child's strengths and weaknesses and seek ways to inspire and nurture our students from Pre-K to eighth grade. By working in partnership with you, the parents, our goal is to help your children discover and explore their passions and talents to find their successes.

Our school offers a rigorous curriculum of core subjects and special subjects (physical education, music, art, Spanish, STREAM, Guidance and library). We have two state-of-the art STREAM labs where our students engage in engaging hands-on activities. We integrate technology into the classroom using Chromebooks, tablets, and interactive display panels to generate science reports, practice mathematics and reading skills, develop research papers, and keep up with current events. Our science program is one of the most respected in the Diocese with successes at the Regional and State Science Fairs, Engineering competitions, and LEGO Robotics team contests. We have opportunities for athletes to thrive in one or more of our emerging sports teams: basketball, cheerleading, soccer, volleyball, softball, and cross-country. We also have the National Junior Honor Society, altar serving, beautification days, and volunteer programs wherein the students can put their faith in action such as working with our St. Vincent de Paul Society, Anchored 4 Life Peer mentors, Rosary Club, and Chess Club.

Sixty-three years after SHCS's founding, we remain full of gratitude for all who have come before us. We stand on the shoulders of giants of Catholic education, starting with the Sisters of Mercy and continuing with our pastor, Fr. James Kaniparampil, our faculty and staff, and our alumni. If you have any questions or comments, please contact us. We are here to assist you and are excited to have you as part of the Jaguar family.

Blessings,

Arsenio Yumul, M.D., M.Ed.
Principal

The mission of Sacred Heart Catholic School is to instill a rich Catholic tradition and the core values of "Reverence, Respect, and Responsibility." Our goal is to become lifelong learners as we prepare today for the challenges of tomorrow.

Sacred Heart Catholic School Beliefs:

- Each student is a unique child of God.
- be actively involved in every aspect of the learning process of each child.
- encourage students to become an integral part of the church's mission to proclaim the gospel message of Jesus, to celebrate through worship and service to others, and to build strong faith communities.
- provide a safe, nurturing, and supportive learning environment where students can achieve their full potential and individuality.
- foster all students' understanding and respect of cultural diversity, including different religions, peoples, and cultures.
- show mutual respect among and between the staff and school families to create a wholesome learning environment reflective of Christian values, which includes social justice and peace.

What should a graduate look like?

A Catholic school graduate is a knowledgeable, compassionate individual, dedicated to service and able to use critical thinking skills to face the future with faith, hope, and love.

SPIRITUAL FORMATION AT SACRED HEART CATHOLIC SCHOOL

Integration of Faith & Reason - Sacred Heart Catholic School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. We strive to shape the character and cultivate the spiritual life of our students. For this reason, SHCS provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every SHCS student to become his or her best self.

Spiritual Retreats - Spiritual retreats provide an opportunity for students to strengthen their relationship with God and neighbor. Whenever possible, students are given the opportunity to participate in a school-sponsored retreat annually.

Religion Curriculum - Roman Catholic Doctrine is essential to our school; therefore, it is incorporated every day in all grade levels. It is presented as a living experience of knowledge and faith that teaches our students that they are created by God, in His image, and that He is the author of all that is, seen and unseen. The goal is to help each student realize that a relationship with God is truly possible, so that he or she may grow in and live from that relationship.

Liturgy & Worship - The living person of Jesus Christ is the model for all Christians. This

means that liturgy and worship are not merely salutary activities for our students, faculty and staff, but that they are the summit of our pursuit of truth and goodness. The Eucharist “is the source and summit of the Christian life” (*Lumen Gentium*, 11). Students in Pre-K4 through 8th grade attend the 8:15 a.m. Mass on specified days in the Church. All parents and friends are invited to join us for worship. **

Sacramental Programs - Preparation for the reception of the Sacraments of First Reconciliation, First Communion, and Confirmation are included in the Catholic curriculum at SHCS.

Christian Attitude - A student at SHCS is expected to respect his or her own human dignity and that of others, abiding by proper norms for manners. Students are expected to make eye contact, engage amicably, and respond politely and decorously when greeted. Students are expected to always cooperate with school personnel.

I. PARENTAL RESPONSIBILITIES

The cooperation of parents/guardians represents one of the major factors in the success of the students, the teachers, and the school. By choosing Sacred Heart Catholic School to be your partners in education, you become an integral part of our ministry and spirituality. More specifically, a positive and supportive attitude on the part of the parents/guardians toward the policies, instructional programs, faculty, staff, and administrators is necessary for the accomplishment of all our objectives. The role that you play in the school as a parent/guardian is crucial in following and supporting the policies and programs of our school.

Parents are responsible for:

- Modeling and supporting your child’s practice of the faith by being an active member of the faith community and bringing your son/daughter to Mass on Sunday on a regular basis.
- Supporting school policies and the authority of the administration and teachers.
- Encouraging your son/daughter to complete all assignments on time and monitoring his/her progress.
- Insisting that your son/daughter obeys the regulations and principles of good behavior.
- Making sure your son/daughter arrives at school **on time** and avoids unnecessary absences. **Excessive tardiness will result in a discussion with the Principal.**
- Discussing problems with the person(s) concerned and avoiding criticism of teachers and school policy.
- Paying all fees (tuition, lunch, extended day, etc.) on time.
- Demonstrating the appropriate moral and social behavior, being always mindful of both appropriate language and appropriate attire while on campus.
- Please note: Misconduct on the part of a parent, guardian, or other family member (including, but not limited to harassment of a staff member, student, or other parent; intimidating any member of the school community in person or in writing; or blatant

disregard for the rules and policies of Sacred Heart Catholic School) may lead to a warning or one of the following actions: limiting or refusing permission to come on the school's campus or refusing to allow the child to re-register for the following school year.

Parent/Guardian Service Hour Requirement- All parents are required to give 10 volunteer hours per semester for a total of 20 hours per school year per family and logged in our FACTS Management System. A minimum of two of the second semester hours MUST be earned by volunteering at the Sacred Heart School annual carnival. All proceeds from this major fundraiser go directly to the school to support our spiritual and academic program. Families who have not completed the service hour requirement will be assessed \$10.00 for each un-served hour or a total of \$100.00 by Dec. 1st and \$100.00 by April 30th. Please watch for updates on the website and for information sent home with your child for parent volunteer opportunities. Anyone who volunteers in the classroom during school hours must have attended the *Protecting God's Children Program* (www.virtus.org) and must be fingerprinted to volunteer on campus. **

Educational Needs – The Catholic School community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually. Classroom accommodations may be provided to support students with identified disabilities through a Student Support Plan. This plan documents needed accommodations to the learning environment for a student to have equal access to education. To qualify for a Student Support Plan, a student must have a documented disability significantly impacting one or more major life activities, including learning. The plan is developed with parents, teachers, and school staff, focusing on educational relevance to address the student's needs. ***A parentally placed private school student with a disability does not have an individual right to receive some or all the special education and related services that the student would receive if enrolled in public school under the Individuals with Disabilities Education Act (IDEA).*** To match each family and student with the program best suited to helping each student succeed, Sacred Heart Catholic School may suggest that a family consider other educational settings for children who will benefit from a program with greater access to academic and therapeutic services.

School's Rights - Sacred Heart Catholic School is a private institution. *If, in the opinion of the administration, a parent/guardian's behavior seriously interferes with the teaching and learning process, mission or philosophy of Sacred Heart Catholic School, the school will not tolerate such infringement and will exercise the right to dismiss the family from the school or not invite them back to register for the following school year. Attending Sacred Heart School is a privilege and not a right.*

II. ADMISSION POLICIES

Sacred Heart Catholic School has an open admission policy. No person, on the grounds of race, color, gender, disability, or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in

hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment based on race, color, disability, age, gender, or national origin.

Admission is made through formal registration and the following documents/fees are required for new students:

- Non-refundable registration fee due at the time of registration
- Copy of birth certificate
- Copy of Baptismal, First Communion, and Confirmation certificates if applicable
- Emergency Medical Authorization Form
- Current Immunization Record
- Health form signed by a Florida physician.
- Copy of psychological assessments, IEP, 504 plan or other special education reports.
- School transcripts, standardized tests, and last report card
- Custody Information, if applicable
- Parent/guardian signature on Agreement of School Policies Form
- Social Security numbers for VPK and Florida Scholarship student

We reserve the right to deny enrollment if:

- transcripts are not released because of fees due to the previous school or
- fees are not current at the time of registration.
- misrepresentation or providing false information in the registration

PLEASE NOTE: All newly accepted students will automatically be placed on a **45-day probationary period** to ensure that they exhibit grade-level appropriate behavior and academic performance. Sacred Heart Catholic School reserves the right to withdraw any new student's acceptance within that 45-day period if his/her grades or behavior indicate that the student will not meet our criteria for grade-level success.

Preschool Registration - We abide by State law regarding minimum age requirements. To enter the *Sacred Heart Catholic Preschool Program* for three- and four-year-olds, the requirements are as follows:

- **PK3** - A child must be three years old by **September 1st** and **must be toilet trained**.
- **VPK** - A child must be four years old by **September 1st** and **must be toilet trained**.
- Correspondingly, a child must be five years old by **September 1st** to enter Kindergarten.

Special Education Needs - We strive to provide quality education and to help all children reach their full potential intellectually, morally, emotionally, and spiritually. Sacred Heart Catholic School accepts students of different abilities and will meet their needs whenever possible. However, limited resources prevent us from accepting students who would require more than **simple accommodation**. *If a student accepted at Sacred Heart Catholic School demonstrates that he or she cannot successfully perform in a mainstream setting, the school reserves the right to withdraw the student's acceptance at any time so he or she may be placed in a more suitable learning environment.*

Re-Registration - Every family in Pre-K through 7th grade must re-register each year for the following school year. However, the administration reserves the right to deny re-registration for reasons including but not limited to the following:

- instances of extreme, persistent, or unresolved discipline problems
- failure to follow school rules and regulations.
- refusal to complete assignments at home or at school
- inability of the school to provide for the educational needs of the student.
- behavior contrary to the philosophy, rules, and policies of the school
- outstanding tuition or financial obligations have not been cleared.

The final decision for admission or readmission rests with the Principal.

Withdrawal Policy- Parents/guardians who decide to withdraw their child from school must come to the school office to complete and sign a Notice of Withdrawal form. Sacred Heart Catholic School will not transfer any records unless this form is completed. Parents/guardians are required by state law to sign a release form requesting SHCS to send their child's permanent record file to the school to which she/he is transferring. Students' records will not be released until all school bills are paid and textbooks and library books are returned. Tuition and any fees paid to the school are non-refundable.

Proof of Child Custody- In the event of a separation, divorce, or shared parenting, it is the responsibility of the custodial parent or guardian to provide SHCS with pertinent documentation and current information about the divorce, separation or shared parenting decree dealing with custody of the child. *A certified copy of the court order along with any shared parenting plans and any other judgment entries are to be sent to school.* This information will help school personnel determine when, if ever, the child or information regarding the child can be released to the non-custodial parent. In addition, the school will not act as a liaison between parents. It is the parents' responsibility to handle all legal matters at home.

Change of Address/Vital Information- It is imperative to notify the school office in writing if there are any changes in information of address, cell, or phone numbers. It is extremely important to have accurate information to contact you in case of illness, emergency, or accident.

Immunizations- Florida law §1003.22(4) states that a physical examination and a health certificate are required for all Pre-Kindergarten and Kindergarten students and those entering SHCS from another school. All new students must present a current immunization form and health form signed by a Florida physician prior to entering the school. Florida law also states that Kindergarten, Seventh, and Eighth grade students are required to have completed the hepatitis B vaccination series, a second measles vaccination (preferably MMR) and a tetanus-diphtheria booster before **August 1, 2024**. All students must be in compliance before the first day of school in August **Students will not be allowed to be in school until this State requirement is met.**

III. TUITION and FEES

While education at SHCS is primarily a ministry, it is also a business for which bills must be paid. Therefore, if at any time of the year parents/guardians decide to withdraw their child(ren) from school, they are required to pay any fees and/or the full year's tuition for which a contract has been signed at the time of registration. TUITION AND FEES ARE NON-REFUNDABLE. Fees include but are not limited to technology, lunch, extended day, books, library books, etc.

- A non-refundable annual registration fee is required to hold a place in class. Each family is required to have an active FACTS tuition management account.
- FACTS Tuition Management requires four business days to make tuition payments, change account information or make any other adjustments.
- FACTS will also be used to collect any fees (ex. sports fees or LEGO Robotics fees)
- Any student whose tuition and/or fees are not up to date after two months will be refused admittance into the classroom until the balance has been paid or arrangements have been made with the Principal.
- Transcripts, awards, report cards, progress reports, access to RenWeb and other school records will be withheld until tuition and/or fees are paid in full.

Tuition - All payments must be received by the date agreed with FACTS. A \$20.00 late fee will be posted to the account for tuition received after this date. Delinquent tuition accounts for two months or more may lead to withdrawal of the child from SHCS. The *First month of tuition for new families* is due at the time of registration.

Accounts with a negative balance at the end of each quarter including lunch, library fees, etc. will result in report cards being held in the office until arrangements have been made with the Principal. In addition, any fees owed on the last day of the school year will result in withholding the student's records. Payment in full will be required for your child to begin the following school year.

FACTS - Is under contract with the Diocese of St. Augustine to provide a reasonable assessment of the ability of each family to pay for the education of their children at private independent elementary and secondary schools. Applications are available online.

Scholarships - SHCS accepts the Step Up For Students: FTC, FES-EO, FES-UA and AAA Scholarships. Depending on the award amount, scholarships could cover tuition, books, registration, and technology fees. It is the parent's/guardian's responsibility to pay any fees not covered by a scholarship and any other fees incurred (i.e. .8th grade graduate fee lunch, uniforms, field trips, lost or damaged book fees, electronic devices, extended day fees, etc.)

Sacred Heart Parish - Sacred Heart Parish scholarships may be available to reduce the cost of school registration fees. These scholarships, if available, will be for families who are **Catholic and are considered an Active Member of the Parish.**

****An Active Catholic Parishioner:**

- Is properly registered and on the parish rolls.
- Faithfully attends Mass on Sundays and Holy Days
- Participates in parish activities when possible.
- Contribute a minimum of \$20.00 per week, using envelopes or Faith Direct (online giving).

Books- Students are expected to take good care of any textbooks loaned to them by the school. Parents will be required to pay the full price of damaged books to replace them.

IV. HOURS OF OPERATION, ARRIVAL, AND DISMISSAL PROCEDURES

DOORS OPEN:

School office 7:10 a.m. - 3:15 p.m.

****Before School Care location:**

PK/VPK (in classroom)	7:15 to 7:45 a.m.
K - 4th (Elementary building)	7:10 to 7:35 a.m.
5th - 8th (Middle School building)	7:10 to 7:35 a.m.

Classes begin:

PK3 Half Day	8:00 a.m. – 11:00 a.m.
PK3 Full day	8:00 a.m. – 2:45 p.m.
Pre- Kindergarten (VPK morning)	8:00 a.m. – 11:00 a.m.
Pre-Kindergarten full-day	8:00 a.m. – 2:45 p.m.
Kindergarten – Eighth Grade	7:35 a.m. – 2:45 p.m.

All students are to be in their seats by 7:35 when classes begin and prepared to start the day (attendance, lunch count, locker change, etc.).

Sacred Heart Catholic School is not responsible for the safety of any child left on campus prior to 7:00 a.m. or after 3:00 p.m.

****ARRIVAL/DISMISSAL PROCEDURE** - Please make sure that passengers are wearing seatbelts, and young children are in proper car seats. *The speed limit on the school grounds is five (5) M.P.H. and must always be observed in the parking lot.*

ARRIVAL: Between 7:00 – 8:30 a.m. and 2:00 - 3:30 p.m., all traffic must **enter** from Blanding Boulevard and exit onto 105th street (between the convent and PK building.)

ENTER from Blanding Blvd in a single line. Traffic will THEN divide into 2 *one-way* lanes once you pass St. Vincent de Paul's. Please refer to the map at the end of this handbook for further details. If available, a traffic volunteer will be at the fountain to direct traffic.

****Before School Care—** *Students will go to the Elementary building (K-4th), the Middle*

School building (5th-8th), or the PK building. Drop off will be along the curb from the gym to the school office. Please stay in line and pull all the way forward to the car in front of you. Your child will exit your car when it comes to a stop along the curb. Please remain in the line until it moves forward—**do not pull around the cars in front of you**. There will be adults to supervise the children along the sidewalk.

****Parking** – (Not permitted) There are two crosswalk zones. The first is closer to the elementary building and the second is located near the main office. Both areas have marked safety zones for you and your child to cross the traffic lanes.

- For security purposes, parents are not to enter the school building at regular drop-off and pick-up, but rather wait at the door for a staff or faculty member to escort their child into or from the school building.

****Drive-Thru-** Parents will bear right once they pass the St. Vincent de Paul's entrance. Please follow the curb around. Once you pass under the church portico, you will move left.

- The right-hand lane is for people exiting the school property.
- Children are to exit the car from the passenger side only. Students may not access the trunk of the vehicle for any reason.

****At dismissal** - To avoid delays, please plan to arrive between **2:40 p.m. and 2:45 p.m.**

- While waiting for your child, we ask that you do not block the entry ways and sidewalks. This will permit teachers to move their classes to and from the classroom for arrival and dismissal in a safe and timely manner. **** (Parents must stay in vehicle)**
- **Drive-thru** - Once you have picked up your child, use your left turn signal, so that the traffic volunteers know you are ready to exit.

****Dismissal Preschool**—All Preschool parents will be required to follow the same procedure as above. Please use the designated crosswalk area when dropping off and picking up your child. Please see additional information regarding parking.

Exit—Please follow the signs to exit. In the parking lot, all traffic moves toward the gym, turns left and then exits via the last row in the parking lot **to exit onto 105th St.** (Please see map for further details and follow the directions of the traffic volunteer.)

Remember:

- 1. By state law, all cell phone use is strictly prohibited in a school zone, which certainly applies while driving in the parking lot to the student drop-off and pick-up line.**
- 2. **All children MUST be accompanied by a staff member in the parking lot.**

****Afternoon Pickup-** Students must be picked up promptly at 2:45 p.m. All students must leave the school grounds as soon as school is dismissed unless they are taking part in supervised extracurricular activities. Siblings of students in afterschool activities must be picked up at dismissal or must go to After School Care.

Students need to know who is picking them up each day. **Please be sure to have your carpool tag visible and hanging from your rear-view mirror.** This not only speeds up the dismissal process because it alerts the staff working during dismissal to know which students need to be called to the line, it also increases the safety of the dismissal procedure as staff members learn the faces and cars to expect in the line each afternoon. Every driver of a car without a sign will be reminded to get one.

After school care will be open any day that school is in session. On days of early dismissal, we will open early to accommodate your needs at no extra charge. Late pick-ups will be charged \$2.00 for every minute after 6:00p.m. per student. The monthly fee is due on the 15th of each month (September - May). All payments must be made through FACTS Tuition Management. A non-refundable registration fee of \$50.00 per student or \$75.00 per family will be billed to your Facts account for the Month of August.

V. ATTENDANCE

In compliance with Florida Catholic Conference Education Department (FCCED) and the policies of the Saint Augustine Diocese, schools have 180 instructional days for students each year. Students are expected to be in attendance 150 school days to qualify for promotion to the next grade level. Both excused and unexcused absences are included in this calculation. Under conditions that warrant special consideration, the Principal will make the final decision concerning promotion for students whose absences exceed the maximum days allowed for a given school year after discussions with the parents, teachers, and the Pastor. Students arriving after 11:30 a.m. or leaving prior to 11:30 a.m. will be marked one half day absent. Students who arrive at school after 11:30 a.m. may NOT participate in school sponsored, after-school extracurricular activities (e.g., athletics or any other.)

****Absences-** EXCUSED ABSENCES include illness, accident, or death in the immediate family, or due to a similar emergency circumstance. A written note must be presented to the homeroom teacher upon return to school. For absences of 3 or more consecutive days, a doctor's note is required for the absence to be excused. Parents must call the school to notify the office of the child's absence and should call by 8:30 a.m. to request make-up work.

Because a mid-year vacation is not an emergency, this would be deemed an unexcused absence. We observe this discipline to encourage students to make good academic choices and to train them on the value of responsibility. Students may not obtain assignments in advance for a planned unexcused absence. Faculty may elect, at their discretion, to do so in some cases, but this is neither a right nor a privilege.

Any other extenuating circumstances may be addressed to the Principal of SHCS. Students who have been absent are strongly encouraged to submit any missed assignments by the start of the next full day of school. Students will have as many days as they were absent to make up tests, quizzes, and class work missed. **Please see the Make-Up Work Section for further guidance.**

****Tardiness-** Excessive tardiness results in lost instructional time, missed community prayer, disruption to the class, and an overall feeling of needing to catch up. Students must be in their seats and ready to learn at 7:45a.m. Any student not in their seats, with all necessary materials, will be considered tardy. The drop off doors will close promptly at 7:45am each morning. All students arriving after must check in at the school office, sign-in, and wait until after prayer to go to their classroom. The homeroom teacher must be notified of any known tardy before that morning.

- Any student with more than 14 tardies in any semester may be asked to withdraw from school.
- Any student with 9 tardies in any given semester will be put on probation for the following semester/school year.

Teachers are not obligated to provide reviews, class work, quizzes, or tests missed due to tardiness.

Middle School students are expected to be on time to each class. Lateness to class without a pass from the teacher or principal constitutes tardiness and it will be noted and counted as tardiness.

****Early Dismissal- No students will be released early after 2:00 pm.** If it is necessary for a student to be dismissed early, please send a written note with a parent/guardian signature to the school office requesting permission to leave class early. Please also call the office at least 3 hours before a child is dismissed. Parents who just show up at school to pick up a child without giving sufficient notice to the teacher cause disruption to the learning process of the students in that class who may be taking a test or engaged in other classroom lessons or activities. If a student is participating in a lesson, activity or taking a test and a parent shows up unannounced, the parent will have to wait until the student is finished. *In case of an emergency, however, the student(s) will be dismissed promptly.* Parents/guardians must call the school office to sign-out their student before the student is released but **NO LATER THAN 2:00 pm**. In addition, if a child returns to school after an appointment, a parent/guardian must accompany the child into the front office and sign him/her back in.

VI. HEALTH POLICIES AND EMERGENCIES

Sacred Heart Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies.

Hygiene - It is most important that your child comes to school clean and well groomed. This will not only help his/her self-esteem, but it also shows consideration for others. We expect your child has already developed and will continue to use good hygiene practices. Properly washing hands after using the lavatory, brushing teeth every morning, covering the mouth and nose with a tissue when sneezing or coughing, and not borrowing combs or

caps are some examples of good basic hygiene.

****Illness** - Students may not remain in school if they have symptoms of conjunctivitis, diarrhea, vomiting, undiagnosed rash, or a fever. If your child has any of these symptoms in the morning before coming to school, please do not bring him/her to campus. A student who has been ill may not return to classes until a 24-hour period (**72-hour) has passed in which he or she is free from all conjunctivitis, diarrhea, vomiting, undiagnosed rash, or a fever. The administration reserves the right to send home any child who exhibits symptoms of being ill or contagious in any way. If an illness or infection requires medical treatment, a doctor's clearance note must be submitted to the front office before the student can return to class.

Lice - The Diocese of St. Augustine has a "no nit policy" regarding re-admittance of students after head lice infestation. Students who have lice must come to the front office, accompanied by a parent and be checked to ensure that they are nit/egg-free before returning to class.

Medication - Students needing prescribed medication while at school must have a "Parent Permission for the Administration of Medications" form filled out and signed by the parent/guardian and physician. **All medications must be sent in the original container with name, required dosage and time to be given.** Medicine must be left in the school's office and will be dispensed by office personnel.

Medicine that must be carried out by a student, such as an inhaler or epi-pen, requires a separate diocesan form completed by the parent **and** physician to be given to the office.

Over-the-counter medication is not to be sent to school without a doctor's note and "Parent Permission for Administration of Medications" form. The doctor's note must specify dates medication is needed. No student should have medication of any type, including throat lozenges and cough drops, in his/her possession at any time.

Sacred Heart Catholic School will only administer medication when:

1. All appropriate diocesan forms have been correctly filled out, dated, and signed by the parent/guardian and physician and are on file in the school office.
2. The medication, over the counter or prescription, is in the original container with a current label and prescription.
3. Written instructions from a licensed physician or dentist are secured.
4. If only a half pill is to be given, the pill must be cut by either the parent/guardian or by the pharmacist. Sacred Heart Catholic School staff will not cut pills.
5. If there are any changes with medication, dosage or time, a new form must be completed.

Asthma Inhalers and Epi-Pens - Parents may authorize students who need prescribed inhalers or epi-pens to self-administer, and these items may be kept by the students in the classrooms. Parents will need to complete the Diocese of St. Augustine permission form

annually which will be kept on file in the school office. Forms may be obtained in the school office.

INSULIN USE - The following policy for administering insulin for students with diabetes has been approved by the Diocese of St. Augustine. All medical and trained school personnel (including, but not limited to, any Registered Nurse) employed by or acting on behalf of the school system may administer insulin, provided by the parent/guardian, to an individual using professional judgment if a diabetic individual is in medical need during the school day, including before and after-care school programs.

Classroom Snack and Celebration Food Policy

1. All classrooms are “nut-free zones” which include foods processed in a nut facility.
2. All students bring their own snacks from home. We understand that some students are very selective in the foods that they eat but please pack a healthy snack if possible. Some examples consist of fruits, vegetables, cheese, yogurt, and water. (Unless medically
3. authorized special needs diets and items given during health care or as part of a student’s support plan (SSP).
4. Teachers communicate allergies to class parents for classroom celebration planning.
5. Families notify class parents if their child has an allergy or other food concern.
6. Bake Sale items must be clearly labeled as containing nuts or prepared in containers that may contain nuts.
7. 100 percent of all beverages offered shall be milk, water, or 100 percent fruit or vegetable juices.
8. Teachers will discuss the importance of the “no sharing” rule to protect all students from possible allergic reactions.
9. Teachers will not use potential allergens in classroom projects, lessons, or celebrations.
10. All staff will receive annual in-service training on recognizing and responding to food allergies and other types of medical emergencies.
11. School policy is posted on the school’s website and included in the school handbook.

Emergency Closing - The decision to declare an emergency closing due to inclement weather will be made by the Superintendent of Catholic Schools in the Diocese of St. Augustine. The superintendent will remain in constant contact with the county’s emergency services to determine the safest course of action for all schools. When a decision is made to close the school, you will be notified via email and the Parent Alert system. Updates on closings and re-openings will be put on the diocesan website as well (www.dosafl.com).

Emergency Drills - Emergency codes have been established and every teacher, staff member, and students know how to react if an emergency arises. Drills for fires, tornadoes, and intruders on campus are practiced regularly. Our weather radio alerts us to severe weather conditions. Intercoms and telephones connect all school buildings with the office. Everything possible will be done to plan for the safety of our children in an emergency. If evacuation is necessary, any visitors on campus will accompany the class to the designated assembly point.

Lunch Program - The lunch program offers students the opportunity to purchase a nutritious lunch. Students are not permitted to bring candy or soda as part of their lunch. Beverages must be water, milk, or 100% juice. Students may choose which days to purchase lunch at school or bring lunch from home. The lunch menu may be accessed online. Students purchasing a school lunch should have money to pay for lunch. There is no prepay option. Cash can be used. If a child forgets to bring his or her lunch from home or does not have money to purchase a school lunch, money may be borrowed from the school office or lunch will be provided with an alternative lunch (ex. cheese sandwich, fruit, drink).

Lunchtime is part of the educational program and provides an opportunity to show healthy eating habits. Students are expected to conduct themselves as ladies and gentlemen during their lunch period. Besides the school rules and regulations, there are also lunchroom rules by which all students are expected to abide. Respect and obedience are always expected of the adults involved in the lunch program.

The following is expected behavior in the cafeteria:

- Walk single file to the serving lunch line.
- Go directly to your assigned table if lunch is brought from home.
- Students will be provided with opportunities to purchase additional food items (ex. ice cream) with the teacher's permission.
- Use indoor voices to talk with students at your table.
- Ask the lunch monitor or teacher for permission if you need to leave your seat.
- After eating, dispose of your trash in the proper trash can.
- Make sure the area around your seat is clean.
- Be respectful and responsible by cleaning your space and following directions.
- Balls and recess equipment should be left near the exit door during lunch.

VII. COMMUNICATIONS

Open communication between home and school is essential if students are to develop a positive attitude toward learning and school. Parents are encouraged to meet with teachers to discuss concerns about their child's progress. Conferences can be easily arranged by contacting the school office and requesting an appointment with the teacher. The teacher will respond to your request within twenty-four hours, except for holidays or on weekends. All notes sent to the school should be in a sealed envelope with the recipient's name and the sender's name to assure confidentiality and accurate delivery. Diocesan policy requires that emails between teacher and parents must be copied to the Principal. Communication with the student will only be class work related and shared via Google Classroom through the student's school account.

Parent-Teacher Conferences

Effective parent and school communication and collaboration are essential for the realization of the school's mission. Besides regularly scheduled appointments, the school uses the following means to communicate:

- School and class newsletters and calendars

- Updated information on the school's website
- Daily and/or weekly folder and notes from the teacher in the student planner**Parent Orientation Night in August
- **Parent-Teacher Conference at the end of the First Quarter and other times by appointment
- Student tests and projects sent home for parent review.
- FACTS Parent Portal access

Conflict/Resolution - Every effort will be made to resolve situations through direct verbal communication so that the educational process of the child will not be affected. If a parent seeks resolution for a situation relating to a student, the following steps should be taken:

- Contact the student's teacher first (make an appointment to present your concern)
- If further clarification is needed, arrange a conference with the Principal (call the office or email the principal to request an appointment)
- If you are not satisfied with either the teacher or the principal you may then contact the Pastor at the Rectory.

****Birthday Treats/ Party Invitations-** Party invitations are not to be distributed at school unless the entire class receives one. If you wish to provide treats for the entire class, **you may send store-bought and individually wrapped treats to be distributed at the end of the day for the students to take home. Treats must be nut-free. (See section VI. HEALTH POLICIES AND EMERGENCIES)** Students and parents are NOT permitted to bring items that are not individually wrapped to share. Flowers, balloons, or cookie bouquets are not to be sent in for birthdays or holidays. Gifts for students, including stuffed animals, jewelry, electronics, etc. should also not be sent to school.

VIII. INTERNET ACCEPTABLE USE (DIOCESE OF ST AUGUSTINE POLICY)

In virtue of the values professed in all Catholic Schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

Internet Terms and Conditions of Use:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of an electronic device and the internet is a privilege, not a right, any inappropriate use will result in a suspension or cancellation of that privilege.
 - a. There is no expectation of privacy in accessing the internet while on school property.
 - b. Users may not access personal email, use Instant Messaging (IM) programs, or chat rooms.

- c. Users may not log on and use any internet sites such as blogs, games, etc.
 - d. If a student does not adhere to these expectations, the student, the device, or the internet access will be suspended.
3. Do not post personal contact information about yourself or other people. Personal contact information includes complete name, home address, telephone number, school address, and credit card information. Do not agree to meet with someone you have met online.
4. Be polite and use appropriate language. Do not be abusive in messages to others or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. All messages that are inappropriate or make you feel uncomfortable should be promptly reported to your teacher. Remember that email is not private. Incoming email will be received through a classroom account and may be reviewed by your teacher or school's Technology Coordinator.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards others. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teachers. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Do not download any software without the prior consent of your teacher. Do not bring portable drives to school or use them without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. The school does not allow file sharing or loading of any software onto school computers.
7. The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without citation is plagiarism.
8. *Electronic communication is not permitted (email, texting, blogs, etc.) between faculty/staff and students. Teacher/parent electronic communication is strictly limited to the school's website, and this will only be a brief message.*
9. *Users may not post on personal internet sites (ex. Facebook, Instagram, Twitter, Snapchat, etc.) to which they have access away from school grounds and may not post any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities.*

10. The school is not responsible for texts, electronic posts, emails, etc. that take place off school grounds on home/personal computers. However, the school does maintain the right to discipline/dismiss a student found "bullying" others using digital methods. The consequence of this action will be according to the Principal's discretion.

BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Cell Phone / Chromebook / Tablet Policy/Smartwatch -

Students may bring a cell phone to school if they adhere to the following guidelines:

- Cell phones are for emergency use only.
- Cell phones must be turned off and checked in to the homeroom teacher at the beginning of each day. Cell phones will be returned to students at the end of the school day.
- Cell phone usage at athletic events (and practices) or other school functions will be at the discretion of the supervising adult.
- **Smartwatches are not permitted.**
- Students are prohibited from taking pictures with their cell phones, Chromebooks, or tablets during school hours, as well as any time they are taking part in a supervised school function.
- Cell phones, Chromebooks, and other electronic devices may not be used for any unauthorized activities. This includes unauthorized access during class instruction, unapproved game playing, personal internet browsing or email access, online purchases, use of an online calculator without permission, and any other unauthorized access to unapproved sites.
- Violations in the use of cell phone policy will result in the following consequences:
 - First Occurrence: Cell phone will be confiscated, and a parent must retrieve the phone from the front office.
 - Second Occurrence - the cell phone will be confiscated, a parent must retrieve the phone from the front office, and the student will receive detention.
 - Third Occurrence - the cell phone will be confiscated, a parent must retrieve the phone from the front office, the student is prohibited from bringing a cell phone for the remainder of the school year, and/or any other consequences to be determined by administration.
- Violations in the use of Chromebooks and tablets will result in the following consequences:
 - First Occurrence - Minor offense: Students will receive a warning about usage.
 - Second Occurrence: Students will lose the use of their electronic device for a specified period to be determined by administration and/or any other consequences to be determined by administration.
 - Third Occurrence or Serious misuse: Students will lose use of their devices for the remainder of the school year and/or any other consequences to be determined by administration.

The school is not responsible for lost or stolen cell phones or any other electronic devices.

IX. DRESS CODE

Research shows that school uniforms encourage pride in personal appearance and in the school. Uniforms eliminate the daily distractions of unregulated school clothing, as well as peer pressure associated with "label competition." Uniforms set the tone for proper work attitude in the classroom, reduce behavior problems, and improve student performance.

Our students are expected to wear their uniforms in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. All students are expected to be in the full, appropriate school uniform each day. Modesty in attire is expected for students and volunteers supporting any event on SHCS property and at all school sponsored activities off campus.

The School's dress code is to be maintained throughout the entire school day. Dress code infractions include, but are not limited to:

- Incomplete uniform, including clothing, shoes, belts, socks, unwashed or inappropriately styled hair.
- Unclean or slovenly dress (including but not limited to rolled skirts, wrong colored or improperly worn socks, etc.)
- Parents will be contacted via email or phone call regarding any uniform violations to correct the issue.

2024/2025 School Year Uniform		
PK3 / VPK Boys		PK3 / VPK Girls
Uniform Tops	Grey Polo	Grey Polo
Uniform Bottoms	Black shorts or pants	Black shorts or pants or plaid uniform shorts
PE Tops	N/A	N/A
PE Bottoms	N/A	N/A
Shoes	Athletic Shoes (no lights or wheels)	Athletic Shoes (no lights or wheels)
	Kindergarten – 5th Grade Boys	Kindergarten – 5th Grade Girls
Uniform Tops	Red Cotton or Dri Fit Polo	Red Cotton or Dri Fit Polo
Uniform Bottoms	Black shorts or pants with a black or brown belt	K-4 th Plaid Wrap Skort 5th grade wears skirts
Uniform Socks	Black, White, above the ankle	Black or white above the ankle or red or white knee socks
Uniform Shoes	Solid black athletic shoes, Polishable black or brown dress shoes, or Sperrys	Solid black athletic shoes, Polishable black or brown dress shoes, or Sperrys
PE Tops	Grey Dri Fit Tee or School Sweatshirt	Grey Dri Fit Tee or School Sweatshirt
PE Bottoms	Red PE Shorts or Sweatpants	Red PE Shorts or Sweatpants
PE Shoes	Non-marking athletic shoes (no lights or wheels)	Non-marking athletic shoes (no lights or wheels)

	6th - 8th Grade Boys	6th - 8th Grade Girls
Uniform Tops- NON-Mass Days	Red Cotton Polo, Dri Fit Polo	Red Cotton Polo, Dri Fit Polo
Uniform Bottoms	Black Pants with black or brown belt (No Shorts)	Plaid Skirt (Must be at least 2 inches above the knees. NO SHORTER)
Uniform Socks	Black, White, above the ankle	Black or white above the ankle or red or white knee socks
Uniform Shoes	Polishable black or brown dress shoes, or Sperrys	Polishable black or brown dress shoes, or Sperrys
PE Tops	Grey Dri Fit Tee or School Sweatshirt	Grey Dri Fit Tee or School Sweatshirt
PE Bottoms	Red PE Shorts or School Sweatpants	Red PE Shorts or School Sweatpants
PE Shoes	Non marking athletic shoes (no lights or wheels)	Non marking athletic shoes (no lights or wheels)
Uniform for Mass Days – Middle School only	Regular school uniform with white button-down oxford shirt and uniform tie.	White button-down oxford shirt and plaid skirt

Shirts must be tucked in so that the belt and/or waistband are always visible. Skirts must be no shorter than two inches above the knee. **We understand that students may experience growth spurts throughout the year, which can affect the fit of their pants or skirts. However, we kindly request that you ensure that your child wears appropriately lengthened pants and skirts to maintain our dress code standards.**

Writing or drawing on the skin or any article of clothing is prohibited.

Hair - Must be neatly groomed. Boys’ hair must be trimmed above the ear and collar line, no longer than two inches in length from the top, and fad hairstyles with razor designs are not permitted. Hair cannot obstruct vision and must be kept away from the face and eyes. Hair should not cause a disruption or a distraction to the learning environment. Hair must remain in its natural color. Highlights and “Fashion” colors are not permitted. Hair jewelry is not permitted.

*****Any questionable hairstyles or accessories will be at the Principal’s discretion*****

Make-up -Cosmetics and make-up of any kind are not permitted. Acrylic nails and/or nail polish are not permitted. No sunglasses, tattoos of any kind, body piercing, hats, or caps are allowed. Costume style hair accessories are not permitted.

Jewelry- For boys and girls: A watch (not Smartwatch), one “religious” bracelet, a chain with a crucifix or religious medal, and a religious pin are the only jewelry items permitted. The number of items worn may NOT exceed one of each of these. Additionally, girls may wear one pair of small **stud-type** earrings only, to be worn in the bottom earlobe only. Dangling or hoop earrings are not permitted.

Facial Hair (male students) – No facial hair. Boys must be clean-shaven.

Cold Weather- All students must wear their approved school uniform as the first layer

before they wear additional coats/jackets as needed. Please note that they must wear their official SHCS sweatshirt/fleece jacket then add additional layers. Girls may wear black tights; however, sweatpants are not permitted under the girl's skirts. Please be sure to purchase your student's sweatshirt/fleece early to ensure he/she has the proper cold weather attire. On cold weather days, an announcement will be made for the students to wear their official SHCS sweatsuit.

Physical Education Uniform- P.E. uniforms are purchased through the school's uniform company and students may bring them to school in a separate P.E. bag. Athletic shoes must have non-skid soles and must have either shoelaces or Velcro fasteners.

Non-Uniform Days- Students must wear modest clothing deemed appropriate for a SHCS student. Clothing must fit correctly and not be too tight. **Jeggings, Cutoff jeans, jeans with holes, patches, torn jeans are UNACCEPTABLE.** If a student chooses not to participate in the non-uniform day, he or she must wear the regular school uniform.

LOST AND FOUND- *All clothing items, books, lunch boxes, etc., are to be marked clearly with the name of the child. Lost items may be claimed from the "Lost and Found" in the front office. Unclaimed items may be donated after a month.*

X. ACADEMICS

Sacred Heart Catholic School is a member of the National Catholic Education Association and fully accredited by the Florida Catholic Schools Accreditation Association. The basic curriculum includes Catholic Doctrine, Language Arts (English, Spelling, Reading, Writing), Social Studies, Math, Science/Health, Physical Education, Fine Arts, Spanish, and Computer Science.

Academic Honesty - Each student is expected to maintain a high level of integrity and honesty in his or her schoolwork and in every other aspect of scholastic life. Handing in tests or assignments as one's own which have been done by another person or with answers taken from another student violates academic honesty and is therefore strictly forbidden. Plagiarism, another serious violation of academic honesty, is copying words or ideas from another source, including the internet, in a written or oral composition, without giving proper credit and citation to that source. Students who violate academic honesty will be assigned a zero on the work. In addition, further disciplinary action may be taken at the discretion of the Principal.

Language Arts- Grade-level objectives in the elementary language arts curriculum for catholic schools in the Diocese of St. Augustine are divided into the following strands:

Strand 1 – Word Analysis Fluency and Vocabulary Development

Strand 2 – Reading Comprehension

Strand 3 – Writing Strategies, Applications, Conventions of English Language

Strand 4 – Listening and Speaking

Strand 5 – Portfolios

Mathematics- Mathematics is taught in grades pre-kindergarten through eighth with emphasis on understanding concepts, learning basic facts, using computation skills efficiently, and selecting and applying appropriate problem-solving skills.

Music- The music program focuses on several aspects of music education. Students learn to sing, dance, and play a variety of instruments. In grades four and five, students learn to read music by playing the recorder. The program also enhances knowledge by exposing students to different composers and musical time periods.

Physical Education- P. E. provides opportunities for students to develop their physical wellness using physical activity and skill development appropriate to their grade level. Students learn basic skills common to team sports and individual fitness activities.

School Counseling – the school counseling program focuses on the social, emotional, and academic development of students. The school counselor is available 5 days per week to confer with students in areas that may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration, or other authorities.

Catholic Doctrine- The study of Catholic Doctrine is a comprehensive discipline covering topics among others the Bible, sacraments, morality, Church history, and the life of Jesus and Mary.

Science- Our Science program focuses on facts, concepts, and skills. Emphasis is on the practical uses of scientific discovery and how it correlates to everyday life.

Social Studies- Students are taught concepts of time, history, and geography. The program progresses through the grades becoming more detailed. Global skills, an overview of civilizations, U.S. history, World history, and democracy are studied as well as human rights, peace, and justice.

STREAM - The STREAM program is a comprehensive program that teaches skills necessary in today's world. These skills are intensified as the student progresses through the grades. Students are expected to use the technology available in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Users are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, cyber bullying or other inappropriate use of technology, including, but not limited to, email, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, **even if such uses take place after school hours or off school property (i.e., home, business, private property, etc.)**

Students must:

- Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - Avoid distribution of private information about others or themselves.

- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices as posted.
 - Report security risks or violations to a school administrator, teacher, or network administrator.
 - Refrain from accessing, damaging, or destroying data, networks, or other resources that do not belong to them without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
 - Refrain from accessing the network with personal devices, unless approval from school administration has been attained.
 - Refrain from overriding the Internet content filtering system.
- Respect and protect the intellectual property of others.
 - Refrain from copyright infringement (no making illegal copies of music, games, or movies).
 - Avoid plagiarism.
 - Respect and practice the principles of the parish and school community. Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials (i.e. cyber bullying) to a school administrator, teacher, or network administrator.
 - Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Refrain from accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Refrain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - Avoid posting or disseminating any harassing, demeaning, threatening or immoral content or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

Users have the responsibility to use technology resources in an appropriate manner.

While visiting the Library Media Center, students will:

1. Remain in the Library-Media Center until they are dismissed.
2. Leave the Library-Media Center neat and orderly.
3. No food or drink is permitted.
4. Check out all materials before taking them out of the Library-Media Center.
5. Take proper care of Library-Media Center materials.
6. Respect the right of others to use the center undisturbed by loud talking or noise.
7. Pay for overdue fines.

8. Pay for lost or damaged Library-Media Center Materials.
9. Return Library-Media Center materials on time.
10. May not alter or misuse the library furniture and fittings.

Homework - Homework is assigned to develop initiative, responsibility, and self-direction in the student. There is no minimum or maximum length of time per evening as each student is different. Homework may not always take the form of written assignments. Parents/guardians should assist by providing quiet time and a place conducive to study, checking for neatness and accuracy, and by listening to oral recitation. Parents/guardians should not do their child's homework.

If the assignment/project is not handed in on the day that it is due, the teacher may assign grades 59% or less. The student may earn credit for the assignment for work that is turned in late the next day, but the student has the opportunity to earn credit as determined by the teacher. If the work has not been turned in by the 2nd day (school calendar days), the score will remain as the teacher-assigned grade. Grades are uploaded onto RenWeb and parents should check this grade portal often.

When the student is absent, parents/guardians should contact the school office before 8:30 a.m. to arrange to pick up their child's assignments for the day. Parents/guardians are to pick up assignments at the main office by 2:30 p.m. If the work is requested, the parent should make every effort possible to pick it up.

Make-up Work

1. Students are required to make up for work missed during any absence from school.
2. One Day: If a student is absent from school for one day, it is his/her responsibility to find out the assignments which have been missed. Please do not call the school and ask for these assignments. Assignments for grades 3 – 8 will be posted on the ParentsWeb portal in RenWeb.
3. Multiple Days: For absences of two or more days, a parent may contact the student's teacher(s) to request make-up work assignments. Students will have one day to make up assignments for each day missed. Assignments in grades 3-8 will be posted on RenWeb.
4. Excused Appointments: students attending appointments, or other school activities are responsible for missed assignments upon their return to school. Communication between the student/teacher is essential for these students to succeed in the classroom. A reasonable time will be established by the classroom teacher for all make-up work to be submitted.
5. Students who have a pre-planned absence for reasons other than illness must make arrangements with the teacher prior to the absence. Depending on the length of the

absence, make-up work will be due within 2 days of the student's return.

Standardized testing- Testing is completed within each subject area by individual teachers. This helps to establish a student's performance within that subject. Benchmark testing will also be done throughout the year using NWEA MAP Growth Testing to track student growth and progress. The TerraNova Next, a nationally normed standardized test is administered each spring in grades 2nd through 8th-grades.

Midterms and final exams- Midterm and Final exams are mandatory in grades 7-8 as part of the final grade for promotion. If exams are not taken, a grade of zero must be factored into the final average. To preserve the integrity of the midterm/final exams, they are only given at the scheduled time to the entire class. Please contact the teacher well in advance if a separate final exam will be necessary for your child.

Report cards and Progress reports - Report cards are issued quarterly at the end of each nine weeks. Grades are posted on RenWeb for all students in grades 3rd - 8th. All classroom teachers update grades weekly.

Honor roll- SHCS has an (A) High Honor Roll and (A-B) Honor Roll for grades 3-8. Art, Music, Computer, Spanish, P.E., and Conduct are included for Honor Roll. Students must have "Satisfactory" or higher in *ALL* categories for honor roll recognition. *Students with Honor Code violations are ineligible for the honor roll regardless of academic performance.*

National Junior Honor Society (NJHS)- The Chapter publicizes its criteria, application materials and circumstances for membership probation each year. Eighth grade students nominated for this award will be required to write a letter on the meaning of "Reverence, Respect and Responsibility and Their Role in Who I am!" Students who wish to be inducted into the NJHS must maintain the following criteria:

- No Quarter Grade below 85 in any subject in your 7th or 8th grade year.
- Minimum "Good" conduct in all subject areas is required.
- Christian attitude and positive leadership as a student at Sacred Heart Catholic School.
- Students with repeated Honor Code violations will be ineligible for NJHS.

XI. GRADING SYSTEM

Florida School Law 232.2463 – Elementary School Grading System.

The grading system and interpretation of letter grades used is as follows for grades 3-8:

1. Grade "A" equals 90 percent through 100 percent and is defined as "outstanding progress."
2. Grade "B" equals 80 percent through 89 percent and is defined as "above average progress."
3. Grade "C" equals 70 percent through 79 percent and is defined as "average progress."
4. Grade "D" equals 60 percent through 69 percent and is defined as "lowest acceptable progress."
5. Grade "F" equals zero percent through 59 percent and is defined as "failure."
6. Grade "I" equals zero percent and is defined as "incomplete."

For primary grades, the grading system and interpretation of letters used is as follows for grade 2:

1. **"S+"** equals Consistently meets grade-level expectations with independence and accuracy.
2. **"S"** equals Student is proficient in meeting grade-level skills.
3. **"S-"** equals Student is meeting the majority of grade-level skills.
4. **"N"** equals Student shows a developing understanding of skills, assistance is required.
5. **"U"** equals Student shows little understanding of the skills, cannot complete tasks independently.

For primary grades, the grading system and interpretation of letters used is as follows for grades K-1:

1. **"S"** equals Student is proficient in meeting grade-level skills.
2. **"N"** equals Student shows a developing understanding of skills, assistance is required.
3. **"U"** equals Student shows little understanding of the skills, cannot complete tasks independently.

PROMOTION AND RETENTION STANDARDS

Promotion - Students will be promoted based on academic achievement. No student is granted a social promotion. To be promoted from one grade level to the next, a student must attain grades of 60 or above in any of the core subjects including Catholic Doctrine, Language Arts, Reading, Mathematics, Science and Social Studies.

SHCS recognizes the importance of Catholic Doctrine as an integral part of the curriculum and a requirement in our school. Any student failing in this area must make up for the failure prior to the beginning of the subsequent school year following a plan approved by the Principal.

Retention- The list below indicates the specific failure(s) on each grade level that could result in retention at a particular grade level:

- **Kindergarten** - Lack of readiness in reading, math, and communication skills.
 - At the primary level, especially kindergarten, special consideration in a decision to promote a student will be given to social, emotional, and maturation levels. Consideration is also given to chronological age.
- **Grades One through Three** - Failure in Reading/Language Arts or Math.
 - Any failed subject must be made up in a summer program approved by the principal. **Only one subject** may be taken in summer school. The principal reserves the right to retest any student who wishes to return the following year.
- **Grade Four through Eight** - For promotion in Catholic school, a passing grade must be achieved in all major subjects: Religion, Reading, Language Arts, Math, Social Studies, and Science.
 - Any failed subject must be made up in a summer program approved by the principal. **A maximum of two subjects** may be taken in summer school. The principal reserves the right to retest any student who wishes to return the following year.
 - If one of the failed subjects is Religion, the student must make up work if he/she wishes to return to the school or to enroll in any other Catholic school in the diocese.

Although the principal consults with teachers and parents, the final responsibility for retaining a student rest with the principal.

SUMMER SCHOOL

- Required for students to be promoted, who have failed a subject with a grade 59 or below or received a conditional promotion based on summer school performance.
- Only two subjects can be made up in a summer session.

****Field trips-** In compliance with Diocesan policy, all students must submit a proper form (witnessed by someone 18 yrs. of age or older) to participate in a field trip. Verbal consent will not be accepted in lieu of proper forms. Participating in a field trip is a privilege and not a right therefore:

- Individual teachers, in consultation with the Principal, 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. Those students will remain at home with their parents and will be marked absent for the day.
- Parents may refuse to permit their child from participating in a field trip by stating so in writing. Students who do not attend a field trip will remain at home with their parents and will be marked absent for the day.
- All monies collected for a field trip are non-refundable.
- Cell phones are not permitted on any field trips. (Eighth grade end-of-year trip is the **only** exception to this policy.)
- Siblings are not permitted on field trips.
- Official chaperones will be identified by the classroom teacher prior to the field trip.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.

All school chaperones must have attended the Protecting God's Children workshop and have cleared fingerprints on file in the office before participating in school activities. Please note that it may take up to 6 weeks for your fingerprints to be cleared.

****Eighth grade end of the year trip** - Students failing a class (including resource classes) *or* who have received an ISS/OSS in the 4th quarter **will not be permitted** to attend the field trip. Any student who does not wish to return to school at the end of the field trip by way of the provided bus, must submit a waiver of responsibility signed by the parent or guardian and at least one week prior to the field trip.

Student's service hours - Seventh and Eighth grade students are required to complete five service hours per quarter for a total of twenty hours per school year. This is designed to help students practice the Catholic Social Teaching to serve others. Service hour forms are due by the 7th week of each quarter. Failure to complete the requirements each quarter will affect the student's religion grade. The principal and the junior high teachers will determine which activities are deemed acceptable for service hours. Students should verify with their teacher that their planned activity will be accepted prior to participating.

TEXTBOOKS AND SUPPLIES

Book-bags - Backpack/satchels and gym bags for students are to be of a canvas, cloth, or mesh material. Students may use backpacks to carry their books to class. *Rolling book bags may be an option for students with medical conditions that cannot carry backpacks.*

Student daily planner - Parents are encouraged to use the student planner to communicate with teachers. *Students are required to write their assignments in the planner and must bring the planner to each class.* Students are responsible for showing the planner to the teacher when it contains communications from parents. Students in grades K-5th are expected to have the planner signed every night by one of their parents or other adults responsible for their care.

Textbooks and supplies - Students are responsible for all their books and notebooks. They are to be brought to class every day. If a book is misplaced, it is the student's responsibility to search for items in the lost and found. If it is not found within a reasonable length of time, the student must replace the missing book. Students must have the appropriate supplies, such as pens, pencils, paper, etc., every day.

XII. DISCIPLINE

Student Code of Conduct

- It is important to be aware that discipline policies followed during the school day are also implemented the entire time the student is on campus. This includes after school care, sporting events, festivals, participation clubs, field trips, etc.
- The essential expectations for student behavior is that students conduct themselves in a mature and dignified manner at all times and present a well-kept appearance.
- Students arrive on time to school in the appropriate complete and clean uniform.
- Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.
- Students are expected to observe appropriate, modest posture always.
- **All students are expected to greet priests, sisters, school staff, parents, visitors, and fellow students politely and courteously.**
- The class is to stand and greet a priest, religious or visitor as they enter the classroom, unless directed otherwise by the teacher or visitor. When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.
- Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.
- Students are expected to act appropriately during class changes, both in the School buildings and across campus. Student conduct in the corridors and stairs will be appropriate and quiet. Students must walk—not run—to and from class.
- Students must abide by the internet policy.
- At lunch or at recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by the teacher. Students are

expected to keep the fields and grounds neat and litter free.

- Each student should respect others and their property as the student would want to be respected.
- Personal belongings should be kept in good form. Uniform items, books, binders, folders, jackets, or backpacks must be free of any inappropriate writing or decoration.
- Standard cafeteria norms are to be always practiced in the dining room. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.
- When playing on a team, participating in an academic competition, or performing in a choral activity, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.
- Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher (e.g., those who have snack time in class).
- Chewing gum is not permitted on school grounds. Candies or other treats given as rewards must be approved by the Principal.

DISCIPLINE GRADES K-8

We are committed to the development of a Christian Community wherein all members, adults, and children, are encouraged and supported in their growth toward fullness in the person of Christ. To make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and the building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth. Points for demerits accumulate over a semester period, August-December, and January-June. The principal reserves the right to waive and/or deviate from any disciplinary regulations for just cause at his discretion.

DEMERIT ASSIGNMENTS 1-5 (examples but not limited to other violations)

- talking during a lesson or in line
- not following directions
- distracting classmates
- playing in line
- cell phone possession during school hours
- unprepared for class including missing homework assignments.
- unauthorized separation from the class
- inappropriate language
- out of uniform
- disrespect towards a teacher
- disrespect towards a student

POSSIBLE CONSEQUENCES (in no order) FOR DEMERITS 1-5 ABOVE

- ❖ loss of recess
- ❖ silent lunch
- ❖ after school detention with \$10 fee paid in cash to proctor morning of assigned detention
- ❖ Behavior Management Center (BMC) in addition to or as an alternative to After School Detention (ASD).

DEMERITS ASSIGNMENTS 5-10 (MAJOR INFRACTIONS) (examples but not limited to other violations)

- unauthorized use of a technology device, including wireless earphones
- inappropriate website/not on correct website assigned by teacher.
- disruption of class
- repeated cell phone possession during school hours
- repeated out of uniform violations.
- physical contact
- theft
- cyber bullying
- cheating/academic dishonesty
- vandalism
- not showing reverence at Mass or other church related gatherings

POSSIBLE CONSEQUENCES (in no order) FOR MAJOR INFRACTIONS LISTED ABOVE

- ❖ behavior contract
- ❖ after school detention (ASD) with \$10 fee paid in cash to proctor morning of assigned detention
 - Two after-school detentions (the third resulting in Saturday detention).
- ❖ Behavior Management Center (BMC) in addition to or as an alternative to After School Detention (ASD).
- ❖ Saturday detention (2-hour period set by the proctor) with \$50 fee paid in cash to proctor at drop off.
- ❖ in school suspension (ISS)
- ❖ out of school suspension (OSS)
- ❖ suspension from after school activities
- ❖ expulsion from Sacred Heart Catholic School
- ❖ Loss of Field Trip Privileges

****If a student makes a threat, verbally or in writing toward another student, employee, or the Principal, he/she will automatically be reported to the JSO. The JSO will investigate the threat and the student may be suspended/expelled from school. Before returning to school, if suspended, the student will be required to receive psychological assessment and**

counseling by a licensed professional. A written recommendation from the licensed professional stating that the student has completed a full evaluation and is not a threat to themselves and/or others. A reinstatement conference would take place with the parent and student. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

XIII. INTERVENTION/SUSPENSION

Behavior Management Center (BMC) – is an after-school responsive service conducted by the school counselor that includes behavior counseling, religious enrichment, and community service. If a student is referred to BMC, parents are notified through email of the date and time of service.

In-school suspension (ISS) - Students suspended because of disciplinary problems will spend up to three days in an alternative room. Parents will be notified of the offense, and the suspension will occur as directed. The student will report to the principal's office, receive assignments at the beginning of the day from teachers and must turn in the work before leaving school. The student will be responsible for all work missed. K-8th grade students will be allowed to take any test assigned on the day of the in-school suspension; however, student's assessment and/or project in grades 6, 7 and 8 will be assigned a grade of 80 before the teacher begins grading the assessment and/or project.

Students are suspended from all team play and practice from the time ISS is assigned until the day following completion of ISS. *Students who receive ISS are on probation for all subsequent school field trips or end of year trips. Students who receive ISS on two or more occasions are not eligible for trips.*

Out of school suspension (OSS) - Serious disciplinary problems may result in a student receiving OSS. Students who receive OSS will receive a zero grade for assessments (test or quiz) for all academics missed. However, in the event students have been assigned a project, term paper or any other assignment which was previously in progress, the student is allowed to submit the work previously completed at that time.

Students are suspended from all sports games and practice from the time OSS is assigned until the day following completion of OSS. *Students who receive OSS are on probation for all subsequent school field trips or end of year trips.*

Inspection policy - The school reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, and any other possessions or property on the school premises or on a school sanctioned excursion. Inspections and searches may be conducted on a routine basis or as deemed necessary. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search, which is considered potentially harmful, dangerous, illegal, or inappropriate, and the possession of which is a violation of the school's rules, community standards, and/or local and state law.

Discrimination and Harassment (DIOCESE OF ST. AUGUSTINE POLICY)

Sacred Heart Catholic School is committed to providing an environment that is free of

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

Threats and violence (DIOCESE OF ST. AUGUSTINE POLICY)

If a student makes a threat, the Principal, at his or her discretion, may suspend/expel the student from school. If suspended, the student may be required to receive psychological assessment and counseling, and, if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference would take place with the parent and student. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

Sexual harassment policy (DIOCESE OF ST. AUGUSTINE POLICY)

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal, physical, or written harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual involvement accompanied by implied or explicit threats.

Any student who alleges sexual harassment by another student may bring this matter to the attention of the principal, his or her teacher or guidance counselor. The principal may ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. A substantiated charge of sexual harassment against a student may subject that student to disciplinary action, which may include but not be limited to suspension or expulsion.

XIV. EXTRACURRICULAR ACTIVITIES (*See "Important Notes" at the end of this section.)

***SPORTS TEAMS** (See section XII. Athletics)

***Children's choir** - The Sacred Heart School choir consists of students in 3rd – 8th grades. These students sing at Wednesday morning Mass as well as during other liturgical celebrations throughout the school year. Interested students meet once a week in the music room from 2:50- 4:00 for practice. All students in 3rd – 8th grades are invited and encouraged to sing with the church choir at 11:30 a.m. Mass on Sunday (practice begins at 10:45 for the 11:30 Mass).

***Student council** - The Student Council is a service club that meets once a month. New members are elected every year. Eighth graders are eligible for the executive board consisting of the following positions: president, vice president, corresponding secretary, recording secretary, treasurer, and a sergeant-at-arms. Grades 5th through 8th elect a classroom representative and an alternate to participate. The Student Council is responsible for maintaining and running the supply booth, bake sales, and talent show. Funds from these activities are used for a variety of reasons after council discussion with the approval of their advisor and school administration. Students must be in good academic and behavioral standing in order to participate in the Student Council.

***IMPORTANT NOTE: ***

- Students wishing to remain on campus to participate in an after-school sport/activity that does not begin immediately after dismissal **MUST** be always with a parent or other designated adult. Unsupervised students will be escorted to After School Care (a fee will be assessed) and parents will be called.
- Students remain in the supervised custody of teachers and coaches until departing with parents. Students will be placed in After School Care if other arrangements have not been made.
- Siblings of students in afterschool activities must be picked up at dismissal or go to after school care (a fee will be assessed).

XV. ATHLETICS

Participation in sports activities - All qualified students may try out for membership on sports teams and participate in extracurricular activities. The school is committed to providing everyone with a fair chance to participate. Unfortunately, not everyone who tries out will be accepted. The decision of the coach, faculty moderator, or athletic director, in conjunction and consultation with the administration is final.

Students wishing to remain on campus to participate in an after-school sport/activity that does not begin immediately after dismissal **MUST** be always with a parent or other designated adult. Unsupervised students will be escorted to protective care (a fee will be assessed) and parents will be called.

Students remain in the supervised custody of teachers and coaches until departing with parents. Students will be placed in Protective Care if other arrangements have not been made. Siblings of students in afterschool activities must be picked up at dismissal or go to

after school care (a fee will be assessed).

RULES OF ELIGIBILITY FOR ATHLETIC ACTIVITIES (DIOCESE OF ST. AUGUSTINE POLICY)

ATHLETES - Eligibility may apply to all athletic and allied activities of the Catholic School Conference.

- A student is academically ineligible if he/she receives two (2) grades (or more) of 69 (D) or below in a major subject. If he/she receives anyone (1) 59 (F) or below, that student is also academically ineligible. The major subjects include Social Studies, Math, Science, Religion, Reading/Literature, and English/Spelling. Principals reserve the right to make a policy with stricter guidelines to deal with this rule on the local level.
- Students' grades are evaluated at mid-quarter (progress reports) and at the end of the quarter (report cards) for eligibility.
- If a student is academically ineligible, the length of the suspension is five (5) academic days for suspension at Progress Reports; ten (10) academic days for suspension at Report Cards. The suspension begins on the day following distribution of progress reports and/or report cards. Eligibility may be regained following the five (progress report) or ten (10) day suspension, if the grade(s) adhere to the rules of eligibility as stated in (a). Students must be academically eligible prior to tryouts according to existing criteria.
- Principal reserves the right to suspend a student from a team for unsatisfactory conduct. All students shall be given equal opportunities to try out for all teams and eligibility rules shall apply when a student is part of the team.
- If a student is ineligible at his school and then transfers to another school, his ineligibility will be carried over to the next report card.
- The Pastor or Principal may at any time declare a student, by lack of school attendance or improper conduct, ineligible.
- Grading Policy – Diocese of St. Augustine:

100-90	A Passing	1 - Outstanding
89-80	B Passing	2 - Above Average
79-70	C Passing	3 - Average
69-60	D Passing	4 - Below Average
Below 60	F Failure	5 - Unsatisfactory

- In accordance with FHSAA rules, any student who repeats 7th or 8th grade and has played a school sanctioned sport, he/she is ineligible to play that sport the year he/she is repeating.

NOTE: Grade of "I" for "Incomplete" means failure unless completed in one week after evaluation report.

Students who arrive after 11:30 am may NOT participate in any afterschool sports activities for that day. This includes practice and games. Also, students who have received a disciplinary referral in-school suspension may NOT participate in these activities for the day or for a longer period, as deemed appropriate by administration.

ALL other rules of eligibility (non-academic) may be found in the Diocesan Catholic Grade School Conference By-Laws.

TEAM PHYSICAL and PARTICIPATION FORM:

All athletes are required to have a complete physical on the Diocesan form before they are allowed to try out for any athletic teams (this form must be signed by a Florida physician and dated after June 1, 2022). The PARTICIPATION form must be filled out entirely signed by parents and student and must be **notarized**. These forms are available online or in the school office.

XVI. AFTER SCHOOL CARE

A non-refundable registration fee of \$50.00 per student or \$75.00 per family is required. After School Care tuition is to be paid by the 15th of each month. A late fee of \$20.00 will be added for tuition payments received after the 20th of the month.

Picked up by 4:00 P.M. \$140.00 (per student)
Picked up by 5:00 P.M. \$160.00 (per student)
Picked up by 6:00 P.M. \$180.00 (per student).

Responsible behavior is expected of all children in the program. This is necessary to provide a safe and happy environment for everyone. If a child seriously undermines this philosophy, it can lead to expulsion from the program. For more information, please call the school office (771-5800).

XVII. VOLUNTEERS

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All school volunteers must have attended the Protecting God's Children workshop (www.virtus.org) and have cleared fingerprints (criminal background check) on file in the office before participating in school activities. Please note that it may take up to 6 weeks for your fingerprints to be cleared. Criminal background checks must be done every 5 years.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop into a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers. Volunteer opportunities may include assisting with the lunch program, assisting with class parties, assisting with the Fun Run, Trunk or Treat, Thanksgiving Feast, or decorating bulletin boards.

Carnival Duty - During Carnival, all families are required to work a minimum of 2 hours in a booth. Each family will normally work at a booth affiliated with their student's class and teacher. The Sacred Heart Carnival is the biggest fundraiser for the school. All proceeds directly benefit the spiritual and academic programs at school. Families may donate \$500.00 in lieu of working the booth.

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests. Circumstances not specifically covered in this handbook will be handled at the discretion of the administration.

Sacred Heart Catholic School Principal reserves the right to amend this handbook as necessary.