



# **PARENT-STUDENT HANDBOOK**

## **2010-2011**

### Sacred Heart Academy

*A Parish School of Sacred Heart Church*

Fully Accredited through Florida Catholic Conference

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## **Introductory Note to Parents and Legal Guardians**

Welcome to Sacred Heart Academy.

Thank you for giving us the opportunity to educate your child(ren). By working together as a community – church, school, and home – we can accomplish the mission of our school as stated below.

This handbook has been prepared to serve as a general guide to the policies and procedures of Sacred Heart Academy. It is the product of ongoing collaboration between the Pastor, administration, faculty, staff, School Advisory Council and HEART Club Executive Board.

It is impossible to include everything pertaining to daily life at school, since procedures and details may change as needs arise. You are encouraged to inquire in the school office for information you may need that is not included herein.

*(For ease of reading he or his will refer to both sexes except where gender specific. Parent will also be referred to as legal guardian when appropriate.)*

## **Mission Statement of Sacred Heart Academy**

Sacred Heart Academy is a Catholic School in the Franciscan tradition. Our mission is to provide each child the opportunity to develop intellectually, spiritually, morally, socially, and emotionally. We strive to nurture all aspects of a child's unique potential and foster a sense of responsibility in each, to use their Catholic spirituality and values for the common good of society.

## **Philosophy**

Christian formation is at the heart of Catholic education at Sacred Heart Academy. We value excellence and strive to help our students develop their God-given gifts and talents. We encourage their strengths and challenge them to demonstrate their full potential. Our teaching techniques accommodate our students' diverse learning styles.

Service is vital to our Franciscan beliefs. Therefore, we engage in a variety of service projects locally and globally. Our goal is for SHA graduates to take their Catholic spirituality and values with them, and to continue to grow as responsible, Christ-centered individuals.

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REVISION DATE: July 2010

# ADMISSIONS

## **Non-discrimination Policy**

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

## **Enrollment**

New students enrolling at Sacred Heart Academy must present the following documents prior to formalizing admission:

- Complete admission form
- Original birth certificate
- Baptismal certificate
- Social Security card
- Complete school records from previous school(s), including: report card, attendance record, student support plan and all testing results
- Health certificate with verification of Florida immunization compliance
- Custodial documentation is mandatory, if applicable.
- Age requirements for admission on or before September 1:
  - 1<sup>st</sup> grade - 6 years old and completed kindergarten
  - Kindergarten - 5 years old
  - VPK - 4 years old
  - Early Childhood 3 - 3 years old

To be considered for admission to Sacred Heart Academy an interview with the parent and student is required. The perspective student's prior school records must be reviewed and a placement test may be administered. Students will be admitted to Sacred Heart Academy at the discretion of the administration.

All first-year and transferring students will be accepted on a probationary basis for a nine-week period. The purpose of this policy is to determine the student's ability to adjust to the school's philosophy and curriculum, and the school's ability to meet the student's needs. Should it be determined during this probationary period that the school's program cannot appropriately meet the needs of the student, he may be asked to withdraw from Sacred Heart Academy.

## **Re-Registration**

It is required that all accounts be current before a student will be permitted to re-register for the next school year. Re-enrollment forms should be received in the school office by the appropriate deadline in order to reserve the student's spot for the upcoming school year. Submission of re-enrollment forms does not guarantee acceptance for the next school year.

## **Withdrawal**

Should a student wish to withdraw from Sacred Heart Academy, the parent must inform the school in writing stating the reason for withdrawal. At that time the principal will meet with the parent. All textbooks, sports uniforms, library books, class books, etc. will be returned to the school. All school/financial obligations must be met before the student's records will be forwarded to the next school.

Parents are responsible for the full month's tuition for the month the student transfers out.

# FINANCIAL POLICY

## Enrollment Commitment

By registering your child(ren) at Sacred Heart Academy parents are obligating themselves to pay all tuition and fees.

## Tuition Payments

Tuition and fees are subject to change each school year. Families may pay their tuition in four ways:

- One payment paid on or before August 1
- Two equal payments due on or before August 1 and January 10
- Credit card 10-month automatic charge on the 1<sup>st</sup> day of each month, beginning in August
- F.A.C.T.S. 10-month automatic electronic withdrawal on either the 5<sup>th</sup> or 20<sup>th</sup> of the month, beginning in July.

In the event a student is withdrawn during the school year, the tuition for the month in which he withdraws is due. Any tuition paid in advance will be reimbursed on a prorated basis. All questions concerning billing should be directed to the school's business manager, Larry Cabrera.

## Tuition and Fee Schedule

**Enrollment Fee:** \$50 first student, \$25 each addition student; Enrollment Fee is non-refundable and due with application to hold student's place in the classroom.

**Book Fee:** \$250 per student (K-8<sup>th</sup> grade). Due by August 2, 2010 and is non-refundable.

**Graduation Fee:** \$175 for 8<sup>th</sup> grade students. Due by November 1, 2010 and is non-refundable.

### Tuition:

- **Early Childhood (3 year-old)**

	<u>Full Day</u>	<u>Half Day</u>	<u>3 days/week</u>
Sacred Heart Parish Supporting:	\$5,000	\$2,500	\$3,000
Other Parish/Non-Catholic	\$5,300	\$2,700	\$3,200

- **VPK (4 year-old)**

	<u>Half Day</u>	<u>Extended Day (noon-3pm)</u>
Sacred Heart Parish Supporting:	VPK funded	\$250/month
Other Parish/Non-Catholic	VPK funded	\$280/month

- **Kindergarten through 8<sup>th</sup> Grade**

	1 <sup>st</sup> child	2 <sup>nd</sup> child	3 <sup>rd</sup> child	4 <sup>th</sup> child
Sacred Heart Parish Supporting:	\$5,100	\$8,400	\$11,000	\$13,000
Other Parish/Non-Catholic	\$7,350	\$11,500	\$14,900	\$17,900

### **Parish Supporting**

A special tuition rate is offered to registered members of Sacred Heart Church. Becoming a member of the church means that you attend Mass at Sacred Heart weekly, that you contribute financially to the church by using the Offertory Envelopes that you received at the time that you registered and that you volunteer time at the school.

### **Delinquent Account**

Any account that becomes past due for 60 days or more will subject your child to potential exclusion from Sacred Heart Academy unless financial arrangements have been made with the Business Manager. School records will not be released for those students with delinquent accounts.

### **Miscellaneous Cost**

Tuition payments do not encompass the cost of uniforms, books (some), supplies, field trips, enrichment/lab fees, club fees and lunches. After school care and summer programs are available at additional cost.

### **Financial Assistance**

Sacred Heart Academy will consider students for admission who are eligible for or receiving financial assistance from Step Up for Students, Mary Forbes Foundation and/or diocesan aid programs. Additionally, the parish and alumni association have limited scholarship funds available. Should families find themselves experiencing unusual hardship or circumstances during the school year, the administration can at their discretion and if funds are available, award financial assistance. Families requesting scholarship assistance will be required to demonstrate need.

# ACADEMIC PROGRAM

## Curriculum Standards

Sacred Heart Academy's curriculum complies with the standards and benchmarks developed by the Diocese of St. Petersburg's Office of Catholic Schools and Centers.

## Religious Studies

Religious instruction in any Catholic school sets it apart from all other schools. Sacred Heart Academy exists primarily to provide this religious dimension. All students at Sacred Heart Academy will follow the program of religious studies provided in the regular curriculum and are expected to participate in all religious activities throughout the school day.

## Core Subjects

- Religion
- Language Arts / English
- Reading / Literature
- Mathematics
- Science
- Social Studies

## Special Subjects

- Physical Education / Health
- Performing Arts
- Art
- Media / Library Skills
- Spanish
- Information Technology/Computer

## Grading System

Grades reflect the student's test scores, daily work, assignments, projects, and participation.

<u>GRADE KEY</u>		<u>EFFORT CODE</u>
<b>K-2<sup>nd</sup> Grades</b>	<b>3<sup>rd</sup>-8<sup>th</sup> Grades</b>	1 Outstanding effort
E Excellent	A 90-100	2 Satisfactory
VG Very Good	B 80-89	3 Needs improvement
S Satisfactory	C 70-79	
U Unsatisfactory	D 65-69	
N Needs Improvement	F Below 65	
I Incomplete	S Satisfactory	
	U Unsatisfactory	
	I Incomplete	

## Homework and Studying

The purpose of homework assignments is to:

- Reinforce by study, drill and practice the material learned in class.
- Deepen knowledge of a subject by reading, projects and research.
- Develop initiative, independent thinking and responsibility for completing assignments.

At Sacred Heart Academy, students are assigned homework daily in grades K - 8 according to the teacher's discretion. Tests and quizzes and/or homework assignments will be posted on the web site. Students will vary

in the amount of time taken to complete assignments. As a guideline, the total daily time expected of the average student is as follows:

- Early Childhood up to 15 minutes by fourth quarter
- Kindergarten: 15 to 20 minutes
- Grades 1-5: 30 to 60 minutes
- Grades 6-8: 1 to 3 hours

The student's ability to assume responsibility for his own work is a skill that should be supported by parents. Thus, parents are requested to cooperate with teachers by reinforcing that expectation, by providing an environment conducive to study, and by supervising homework assignments.

Students are expected to complete homework assignments at home. Unless assigned as a group project, homework should be the work of each individual student. Sharing/copying of answers or work is considered cheating, and students will be held to that standard.

It is expected that students turn in all homework on time. A distinction is made between daily homework which is due the following day and work that is given an extended time for completion. In grades 1-5 daily homework will be accepted with a deduction in grade for late work. After five (5) days students receive a zero. Daily homework will not be accepted late in grades 6, 7 or 8. At teacher discretion Middle School multi-day homework such as projects, research papers or major assignments that are turned in after the date due will receive a grade deduction for each day late. After three (3) days the student will receive a zero on late work.

### **Make-up Work**

When a student is absent, the parent should call the school office before 9:00 am for assignments. Teachers will prepare assignments for pick-up in the school office at the end of the school day.

At the discretion of the teacher, students may be required to make up class work, tests, homework, and/or special assignments given during an absence. Students will be given one school day for each day missed to make up their assignments and tests. Extended absences for illness and/or family emergency will require an alternate plan. Students in grades 5 through 8 are responsible for arranging a schedule with each teacher to make up work. **Make-up work is the student's responsibility, not the teacher's.**

### **Honor Roll for Grades 3 – 8**

Principal's Honor Roll All A's

High Honor Roll A's and B's

Effort code of 3 (Needs Improvement), grade of U (Unsatisfactory), or an Incomplete in any core or special subject will disqualify a student from the Honor Roll.

### **Effort Awards for Grades 1-8**

To receive an effort award, a student must have all 1's in effort in every subject.

### **Franciscan Award Grades 1-8**

A Franciscan Award to given to a student at the end of each school year in each grade who is respected by his peers and teachers for demonstrating compassion, generosity, forgiveness, love and peace to others.

### **Progress Reports**

A progress report is sent home with every student at the halfway point in each 9-week quarter. Progress reports may also be sent home as needed at any time during the quarter. All progress reports must be signed and returned the next school day.

### **Report Cards**

Report cards are distributed at the end of each quarter. The report cards are given directly to the students. Early Childhood and Kindergarten students receive report cards in January and in May. Parents may keep the report card, but the envelope must be signed and returned the next school day. Final report cards and transcripts may be withheld if school obligations and/or finances are not current.

### **Promotion and Retention**

A student will be promoted upon satisfactory completion of the grade level curriculum. A parent-teacher conference will be scheduled before the end of the third quarter if a student might not be promoted.

The core subjects in the Catholic Schools of the Diocese of St. Petersburg are Religion, Math, Language Arts, Science, and Social Studies. A student enrolled in a Catholic school who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention.

The following criteria must be met with regard to the remediation process:

1. Remediation must take place in one of the following ways:
  - a. A remediation program in a Catholic school within the Diocese of St. Petersburg.
  - b. By a teacher certified in the subject area contracted by the parent and approved by the principal. (NOTE: Neither the student's current teacher nor any teacher who presumably will be the subject area teacher in the future may tutor/provide remediation for a student.)
  - c. In a remediation program which has been approved by the principal.
2. Prior to the beginning of the next school year the principal must receive:
  - a. Validation of attendance.
  - b. Proof of proficiency in the subject area(s) including work samples and test scores.
3. The following documentation guidelines will be followed after meeting remediation guidelines:
  - a. The original failing grade is recorded on the permanent record and may not be altered.
  - b. Proof of proficiency in the subject area must be recorded separately on the permanent record card.
4. ***TRANSFER RULE:*** Any student who fails one or more core subjects must meet the remediation guidelines of the originating school.

After these criteria have been met, further assessment may be administered by the school principal to ensure proper placement.

Situations involving students with an existing Student Support Plan will be reviewed individually utilizing the student support team process.

Failure to meet remediation guidelines will result in retention.

### **Summer School**

Refer to Promotion and Retention Guidelines, above. It is the responsibility of the parent to provide Sacred Heart Academy with written verification that the student completed summer school satisfactorily with validation of attendance and proof of proficiency in the subject area(s) including work samples and test scores.

### **Conferences**

At no time should a parent be in doubt about his/her child's progress. Parents are notified of the child's progress through the student planner, progress reports and report cards. These should be reviewed by parents and then signed and returned to the homeroom teacher the next school day. Conferences will be scheduled by appointment. Teachers are available from 7:30 AM to 7:50 AM, from 3:00 PM to 3:30 PM and/or during their planning periods.

Parents wanting to schedule a conference should send a note, email, or call the school office. Teachers will respond no later than the next school day to schedule the conference.

Students who wish to do so may request a conference with a teacher before or after school or at a time convenient to both during the day.

# STUDENT CODE OF CONDUCT

With the cooperation of students, teachers, parents, and administrators, Sacred Heart Academy fosters positive behavior in a Christian setting. Order and self-discipline are essential elements of an atmosphere conducive to learning. Moreover, the safety and well-being of all members of the school community must be the first consideration in establishing discipline policies. The students should show respect for the needs, rights, and property of others through Christian caring, cooperation, sharing, and sacrifice.

Students must respect the authority and the rights of others. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others must be maintained. Students are taught that their behavior has consequences and they must accept responsibility for their behavior.

Each administrator, faculty, and staff member has a right and responsibility to deal with issues involving student discipline in an immediate and professional manner.

Students are expected to comply with all school rules and directives. Behavior that is not in accordance with the Code of Conduct will result in consequences appropriate for the infraction.

Appropriate behaviors are, but not limited to:

- Demonstrating personal honesty and integrity
- Treating everyone with courtesy and respect
- Performing at or above one's ability level
- Being in the proper place at the proper time
- Demonstrating appropriate language and manners
- Helping to create and maintain a positive and safe learning environment

Inappropriate behaviors include but are not limited to:

- Words, mannerism, or gestures that is not suitable or proper for any audience
- Defiance or disrespect toward administration, faculty, staff or other school personnel
- Physical, verbal or written assaults, harassment, hazing or bullying
- Possessing at school or school sponsored functions, weapons of any type or controlled substances of any kind including alcohol or tobacco
- Academic dishonesty
- Damage to school or personal property
- Theft from the school or any member of the school community
- Leaving school property or classrooms at any time without proper authorization
- Chewing gum on school grounds, halls, or classrooms
- Dishonesty
- Disruption of classroom instruction because of poor self-control
- Throwing of any objects that could cause injury
- Constant dress code violations including physical education class
- Conduct outside or inside the school that is detrimental to the reputation of Sacred Heart Academy
- Questioning authority in an inappropriate manner
- Use of cell phones or other unauthorized electronic devices during school hours

## DISCIPLINE POLICY and PROCEDURES

It is expected that each student develop the principle of self-discipline in order to benefit from the learning experience and Christian atmosphere provided by Sacred Heart Academy. Parents choose to send their children to Sacred Heart Academy knowing that our style of education, code of conduct and values in speech and dress are reflective of our Catholic faith. Enrollment at Sacred Heart Academy implies the willingness of both parents and students to comply with the policies and regulations of the school. Failure to adhere to the policies and regulations set forth by Sacred Heart Academy requires that action be taken. The principal, together with the Pastor may dismiss any student who fails to respect the policies of the school.

### **Classroom Rules**

Each teacher has developed a list of classroom rules along with positive and negative consequences. These rules are posted in each classroom. This information will be sent home in a letter to parents at the beginning of the school year. **Parents are expected to read the letter carefully and sign the return portion of the letter.** These signed responses will be kept on file to indicate knowledge and acceptance of the teacher's rules and procedures.

### **Harassment & Anti-Bullying Policy**

Sacred Heart Academy strives for the establishment of a Christian, professional and supportive educational environment for all persons engaged in or involved with religious education programs, school, centers, and parish youth ministry programs in non-employment situations. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for all of the Catholic schools that addresses behaviors that interfere with fulfilling the school's mission. No parish, school, center, or ministry will be responsible for off-campus harassment, unless it occurs at a parish, school, or center sponsored event. Concerns should be reported directly to the school administration, faculty or staff. All credible allegations of harassment will be investigated according to Diocesan policy.

Sacred Heart Academy will not tolerate bullying in any form. The staff at Sacred Heart will do the following things to prevent bullying and harassment in order to help children feel safe at school:

- Implement pro-active, instruction to inform and educate students on how to prevent and react to bullying and harassment
- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying or harassment and stop it immediately if it occurs
- Look into all reports of bullying or harassment incidents
- Implement consequences and plans of action should bullying or harassment occur
- Provide immediate consequence for retaliation against any student who reports bullying or harassment

Children can often be insensitive to each others' needs. Sometimes they lack the social maturity to realize that they are hurting someone. However, bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out. Students should report bullying to the closest adult in charge immediately.

### **Cheating / Forgery / Plagiarism**

Sacred Heart Academy considers cheating, in any form, a very serious matter. Presenting someone else's work as one's own is dishonest and deceitful. The sharing/copying of another student's work is considered cheating. If a student is found cheating, he will not be permitted to make up the work and will receive a zero for the assignment/test.

Plagiarism is the representation or presentation of someone else's work as one's own. Students who submit plagiarized work will receive a zero for the assignment.

Forgery is the falsifying or imitation of someone's signature and the attempt to pass it off as a genuine signature. A student caught forging someone's signature will have a conference with the principal, teacher and parents.

Cheating, plagiarism or forgery may result in suspension or dismissal.

### **Discipline Warnings**

Any faculty or staff member may issue a discipline warning to a student. Discipline warnings can be issued for, but are not limited to, the following reasons:

- Repeated failure to have required materials for class, including written notices requiring parent signature
- Failure to have all school textbooks covered at all times
- Violation of dress code
- Disrespect for authority
- Disrespect for personal or school property
- Use of gum (at no time)
- Use of inappropriate language/gestures
- Dishonesty (cheating / lying)
- Teasing, bullying, or making fun of another student
- Inappropriate behavior
- Disruption of class
- Inappropriate use of electronics (games, music, cameras, cell phones), internet/computers.

Discipline warnings are cumulative over the entire school year.

The discipline warning is a three-part form signed by the student, teacher, and parent which is kept on file. Discipline warnings are reflected on the report card. Discipline warnings must be signed and returned to the homeroom teacher on the next school day.

### **Detention**

Detention is assigned when the student accumulates three discipline warnings or upon the principal's discretion. Detention will be held on Monday after school for an hour, 3:00-4:00 PM. If the detention day falls on a holiday, the detention will be held the next day, Tuesday. There will be no exceptions. After receiving two detentions (six discipline warnings), the parent will be called in for a conference with the principal and/or pastor and further disciplinary action may be taken.

### **Suspension**

The following are examples of misconduct that may result in an out-of-school suspension:

- Accumulation of nine (9) discipline warnings. The parent will be notified by letter after the ninth discipline warning. It is the parent's responsibility to be aware of the number of discipline warnings their child has accumulated.
- Three (3) detentions.
- Harassment of any kind.
- Persistent profanity or vulgarity.
- Fighting or physical abuse of another student.
- Continued disrespectful language or conduct toward authority.
- Any other action that is of a serious nature.

If a student is suspended a meeting must be held with the principal, parent, and student before the student will be allowed to return to school. A student is expected to complete all missed assignments while on suspension in order to ensure that they have accomplished the standards and benchmarks. Homework due during

suspension must be turned in on time. A grade of zero however, will be given to all assignments. This includes tests and all forms of assignments. Students who receive a suspension will not be allowed on campus or be able to participate in sports/activities during the time of their suspension. Suspension adds an additional three discipline warnings to the student's disciplinary record. Immediately following suspension a conference with parents and staff will be held to determine the student's readiness to rejoin the school community.

A requirement for a student on suspension may be formal psychological evaluation, ongoing professional counseling, and regular meetings with the school guidance counselor or tutoring.

### **Expulsion**

Expulsion occurs in situations that demand immediate removal of the student from the school. Students who pose a threat to themselves, others, or the learning environment of Sacred Heart Academy may face expulsion. Additionally, continued disrespect, classroom disruption and/or a disregard for school rules may also warrant this consequence. Additionally, the following actions that warrant expulsion are:

- Possession of fire arms or other weapons.
- Use or possession of tobacco, alcohol, or drugs.
- Extensive vandalism or mistreatment of school property
- Actions detrimental to the moral and/or spiritual welfare of other students.
- Persistent misconduct for which a student has been previously suspended.

The principal reserves the right to determine the appropriateness of an action if any doubt arises and is the final recourse in all discipline issues. The principal can take action against any behavior that violates the spirit and philosophy of Sacred Heart Academy even though it may not be specified in this handbook. The school reserves the right to dismiss any student who fails to respect school or classroom regulations or who otherwise by his conduct or neglect of study does not measure up to the standards of the school.

## **EXTRA-CURRICULAR ACTIVITIES**

To enhance the regular school curriculum, the Sacred Heart Academy offers many student activities. These extra-curricular activities are a privilege afforded to students who choose to be involved and maintain eligibility. Participation in any activity is determined by the student's academic and behavior record. Guidelines and a contract are sent home with each student at the beginning of each activity.

Students involved in extra-curricular activities represent our school and its philosophies. Extra-curricular activities are offered as a service to our students and the opportunity, which is open to all students, may be taken away for inappropriate behavior on the part of the student or their parent. Participation in such activities is a privilege and not a right. The administration reserves the right to suspend or remove a student from any or all extra-curricular activities.

Non-participating students are not allowed to attend practices and meetings. Parents have the responsibility to pick-up their children on time after practice, games, clubs, etc. Siblings and/or friends will be sent to Angel Care and any student not picked up at the end of a practice or a game will be sent to Angel Care and charged accordingly.

### **Types of Activities**

Students may participate in activities such as athletics, student council, yearbook, drama, art, Heart Beats, or any other club that may be formed throughout the school year. These activities are intended to enhance and complement the student's academic activities. All activities and moderators are approved by the principal and are supervised by a faculty advisor.

### **Eligibility**

Students must be in good standing, with no recurrent disciplinary actions or referrals. To be eligible to participate the student must:

- Maintain a C average in all subject areas and no lower than S in other subjects
- Receive not less than a 2 in effort or S in conduct

Students must meet eligibility requirements in intervals of 10 school days beginning with the first progress report or report card issued after the student enters the activity. The administration reserves the right to prohibit a student from participating in any activity because of ongoing conduct or effort problems or in a case of serious disciplinary matter.

### **Participation**

The student must be in school all day on the day of an activity to participate in the after school activity. Medical appointments are considered exceptions provided a note from the medical office is presented to the school.

### **Student Council**

Elections are held early in the school year for representatives from each class, grades 4-8. The Student Council plans and organizes events for the benefit of the entire student body throughout the school year. Student Council also conducts service projects and fundraisers to benefit both the school and outside charities.

### **National Junior Honor Society**

Students are inducted after the second semester of 7<sup>th</sup> grade. Eligibility is based on academic standing, standardized test scores, and personal responsibility to the standards of the National Junior Honor Society.

### **National Junior Thespian Society**

Eligibility to be inducted into the National Junior Thespian Society is determined through participation in drama class. Middle school students are eligible for induction.

### **SHA Heart Beats**

The SHA Heart Beats is a cheer club for students in grades K-3<sup>rd</sup> grade. The club cheers at various events held at Sacred Heart Academy.

### **Sports**

Sacred Heart Academy is a member of the Hillsborough Catholic Youth Sports League (HCYSL), participating in both boys and girls inter-school competitive sports. These sports may include basketball, soccer, softball, track, baseball, tennis, and volleyball. Participation in the sports program assists the formation of a well-rounded personality through dedication, discipline, and sacrifice. The goal of the program is to ensure that each student has fun while acting in a sportsmanlike manner, working for the good of the whole team, respecting the personalities of others. Sportsmanship does not mean winning at all costs – it does mean striving to win, but also accepting defeat graciously, giving one's best at all times, and not disgracing the opponent.

Any student appointed to a school-sponsored athletic activity must have a completed health form on file with the school before participation can begin.

Student athletes must maintain eligibility as stated above. Exemplary conduct must also be shown at practice and at games. Poor conduct at practice and games can result in ineligibility. The coach of each sport will closely monitor academic achievement and general conduct. Any student not meeting any or all of the eligibility requirements will be subject to suspension or expulsion from practice, games, or the team.

Some sports include athletic gear/wear that is provided by the school. Others will require that parents purchase this equipment/gear. Some sports require that a student purchase a sports uniform from the school. It is the student's responsibility to return all school issued equipment at the end of the season. Students not returning issued athletic gear/wear will be expected to replace it at the current retail value.

### **Transportation to Sports Games**

Athletes' parents are expected to transport students to their games; all are expected to share the responsibility. Only those adults who have completed the Diocesan required reference, safe environment workshop, and insurance forms might be considered as drivers. No exceptions can be made to this policy. The permission form only allows for transportation to and from the designated location. There should be no stops for gas, snacks, lunch, etc.

## DRESS CODE

The school dress code is in effect during the school day. The school reserves the right to determine if student dress and appearance satisfies school policy. The first offense will result in a note in the student's planner.

**Subsequent violations will result in discipline warnings.**

### Boy's Uniform:

- **EC3 & VPK:**
  - Red SHA monogram knit polo shirt
  - Navy pull-on pants or shorts
  - Plain black athletic shoes with non-marring soles; no dress shoes: Velcro only, no laces; No characters and/or lights are permitted on shoes.
  - Plain navy socks
  - Navy SHA logo sweatshirt, fleece jacket or sweater
- **Grades K – 3:**
  - Red SHA monogram knit polo shirt
  - Navy blue uniform dress pants or walking shorts (no cargo pants or cargo shorts)
  - Plain black or navy blue belt
  - Plain black athletic or oxford shoe; Velcro or lace acceptable
  - Plain navy blue socks
  - Navy SHA logo sweatshirt, fleece jacket or sweater
- **Grades 4 – 5:**
  - White SHA monogram knit polo shirt
  - Navy blue uniform dress pants or walking shorts (no cargo pants or cargo shorts)
  - Plain black or navy blue belt
  - Plain black lace oxford or dress shoes, low-cut
  - Plain navy blue socks
  - Navy SHA logo sweatshirt, fleece jacket or sweater
- **Grades 6 – 8:**
  - White SHA monogram oxford shirt; solid white undershirt may be worn underneath
  - Navy blue uniform dress pants (no cargo pants)
  - Plain black or navy blue belt
  - Plain black lace oxford or dress shoes, low-cut
  - Plain navy blue socks
  - Navy SHA logo sweatshirt, fleece jacket or sweater

### Girl's Uniform:

- **EC3 & VPK:**
  - Red SHA monogram knit shirt
  - Navy pull-on skort
  - Plain black Mary Janes shoes (Velcro only; no lace shoes)
  - Plain navy knee socks
  - Navy SHA logo sweatshirt, fleece jacket or sweater
- **Grades K – 3:**
  - Red SHA monogram knit shirt
  - Plaid skort

Plain black Mary Jane shoes  
Plain navy knee socks  
Navy SHA logo sweatshirt, fleece jacket or sweater

- **Grades 4 – 5:**  
White SHA monogram knit shirt  
Plaid skort  
Plain black Mary Jane or loafer shoes  
Plain navy knee socks  
Navy SHA logo sweatshirt, fleece jacket or sweater
- **Grades 6 – 8:**  
White tailored blouse (neutral undergarments should be worn)  
Plaid skirt  
Plain black loafers shoes  
Plain navy knee socks  
Navy SHA logo sweatshirt, fleece jacket or sweater

### **Physical Education Uniform Grades EC3 - 8**

Grey PE shirt with SHA logo  
Red PE shorts with SHA logo  
White-soled athletic shoes – plain, no characters or lights, Velcro only for EC3 and EC4  
White crew socks – no low-cut socks  
Navy SHA logo sweatshirt, sweatpants, or fleece jacket, optional

Students who do not dress in PE uniform will receive a drop in the PE grade. Students must change into PE uniforms on free dress days.

### **Spirit Day Uniform Grades EC3 - 8**

Red SHA logo Spirit shirt  
Plain blue jeans or plain blue jean shorts – ONLY blue, no logos, no cargo  
White PE shoes and white socks; no boots, dress shoes or sandals  
Navy SHA logo sweatshirt or fleece jacket, optional

### **Free Dress and School Functions Grades EC3-8<sup>th</sup>**

On the occasion of a free dress day and at all school functions – including dances – attire should be modest and appropriate for students. The student will not be permitted in the function and will be asked to go home to make the necessary changes if they do not follow the appropriate attire.

The standards for free dress days will be as follows:

- All students will be fully clothed, clean and well-groomed
- All students will wear closed shoes, no sandals, backless shoes, or boots. Heels are not to exceed 1½”
- Bare backs, bare midriffs, bare shoulders and low-cut necklines are not permitted
- Students are not permitted to wear see-through clothing or wear underclothing as an outer garment
- Students may not wear clothing that advertises alcoholic beverages or tobacco, or displays inappropriate words, designs or comments
- The purpose of our dress code is to promote Christian modesty. Overly tight garments or excessively short skirts, shorts, and dresses will not be permitted, at the discretion of the administration

## Cold Weather Options

- White or red long-sleeve shirt or turtleneck may be worn under the SHA logo knit shirt – color should match the uniform shirt
- Navy blue SHA logo sweatshirt/sweatpants for PE classes
- Girls may wear plain navy blue slacks; no cargo pants
- In the event of extremely cold weather, an outer jacket may be worn to school **over** the school sweatshirt, but cannot be worn in the classroom. The jacket is **not** to replace the school sweatshirt.

## Grooming

- Jewelry
  - Students may wear a small wristwatch
  - Students may wear a small religious medal or cross on a thin gold or silver chain
  - Girls may wear one matching pair of small, pierced stud earrings – no hoops or dangling earrings
  - Boys may not wear earrings at school or school functions
  - No bracelets except ID bracelet worn for medical purpose only
  - No other jewelry is allowed
- Make-up, nail polish, fake nails (press on or acrylic) are not permitted
- Tattoos – real or wash off – are not permitted
- Hats, caps and bandanas are not permitted
- Belts must be properly fitted and worn at the waist
- Skirts, skorts, and shorts must be no shorter than 2” above the knee
- Skirts may not be rolled up at the waist
- Hair Styles:
  - All students are expected to have a regular or conservative hairstyle
  - Boys’ hair should be kept neatly trimmed above the eyebrows in the front, above the collar in the back and not below the ears
  - Girls’ hairstyles should likewise be conservative and in good taste and pulled neatly away from the eyes and face
  - Hair pieces, fake pony tails, un-natural hair colors, designs cut into hair, accessories such as beads, large clips, headbands or bows that are in excess are not permitted
  - The school administration reserves the right to determine the appropriateness of the hairstyle

## GENERAL INFORMATION

### Arrival & Dismissal Procedures

#### **Arrival Procedures**

Arrival supervision begins at 7:30 AM in the auditorium. Students are not permitted to wait in the school hallways or the school office.

The school day begins in the auditorium at 7:55 AM with opening exercises. Daily attendance and lunch count will be taken at that time. **Students are tardy if they are not seated in the auditorium at 7:55 AM**

**Students who are tardy must have their parents sign them in at the main school office.**

#### **Morning Drop-Off Procedure**

EC-3 and VPK students must be escorted to their classrooms and signed in each morning. Parents should park in the North (rear) parking lot and may enter the building through the back doors of the school.

Students in grades K-8 must be dropped off in front of the auditorium beginning at 7:30 AM

**Please do not park in the front driveway for any reason.** If you must enter the school building, please park in the North parking lot.

#### **Dismissal Procedure**

Dismissal takes place for all students at 2:55 PM K-8<sup>th</sup> grade students will be dismissed to the pick-up area or to Angel Care/Extended Day program. Parents/pick-up persons are asked to wait in their cars for dismissal. Students in Angel Care go directly to Angel Care. Students participating in sports or clubs after school are to wait in the pick-up line for their coach or sponsors to be available.

Early Childhood students (3 & 4-year olds) must be signed out of the classroom by a parent/pick-up person. Parents/pick-up persons are asked to wait in their cars for dismissal.

Faculty members are on duty for the safety of the students. Therefore, this is not an appropriate time for a conference with your child's teacher.

Do not talk on cell phones, text or engage in otherwise distracting activities while driving on campus. The safety of our students is our foremost concern. Please exercise diligence in driving and parking at all times.

All students who have not been picked up by 3:10 PM will automatically be placed in Angel Care, and parents will be charged the drop-in rate of \$10.00 per day per child.

#### **Afternoon Pick-Up Procedure**

Please pull up to the front of the pick-up lane and your child(ren) will be brought to your car. Pick-up areas are as follows:

Grades K-5 are picked up in front of the main school building

Grades 6-8 are picked up in the driveway between the convent building and the main school building.

Parents of Early Childhood/EC3 & VPK students must park in the North parking lot and sign out the students from the classroom.

If someone other than the parent is picking up the student, please ensure that he/she is aware of the pick-up procedure **and has written permission on file to remove children from the school.**

If it is raining, ALL students in grades K-8 will be escorted to cars from the front of the building.

**There is NO PARKING in any part of the front drive including in the front of the library. For the safety of our students no cars are permitted to be left unattended in the front of the school. If parents need to come into the school, they should park in the North parking lot and enter the school from the back of the school.**

### **Acceptable Use Policy**

Students and their parents are required to read and sign the Diocese of St. Petersburg Student Internet Use Policy a copy of which is given to each student at the beginning of each school year. The signature page attached to the policy must be signed and returned to the student's homeroom teacher.

### **Asbestos Management Plan**

Sacred Heart Academy maintains an Asbestos Management Plan, which is available in the school office for review upon request.

### **Attendance & Tardiness**

#### **Attendance**

Punctuality and regular attendance are absolute necessities for progress in school. Students should only be absent in case of illness or a family emergency. Attendance regulations are as follows:

- When a student is absent the parent should call the school office before 9 AM for assignments. Teachers will prepare assignments for pick-up in the school office at the end of the school day.
  - Upon returning to school, a student must bring a dated, written note from the parent/guardian to the homeroom teacher confirming the reason for the absence. This note will be kept on file.
  - Absences in excess of ten (10) days per semester (without a doctor's note) may lead to retention in that grade. The principal, after consultation with the student's teachers/counselor, will make the final decision.
  - Students who will be leaving school early must have a written statement from the parent. If someone other than the parent/guardian is picking up the student, this also must be stated in the note. If a student is leaving early during the school day, the parent/guardian or person picking up the student must sign out the student in the school office. **PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM.**
  - Students in extra-curricular activities must be in school all day on the day of the event in order to participate in that day's event.

- Parents are encouraged to make doctor/dentist appointments outside of the regular school hours.
- Parents are asked to honor the school calendar and plan vacations to coincide with the school holidays. Teachers are not responsible to provide tutorial help for the time missed during a family vacation. It is the student's responsibility to make up work upon his return to school.

### **Tardiness**

Parents are expected to have their children at school on time and, in this way, reinforce the importance of responsibility.

**Students not in the auditorium at 7:55 A.M. are considered tardy. Students who are tardy must have their parents sign them in at the main school office.**

### **Birthdays**

A student may celebrate his birthday by bringing a treat to share with classmates at snack time or lunchtime provided prior arrangements have been made with the teacher. No outside entertainment may be brought into the school to celebrate the birthday (i.e., clowns, magicians, pirates, etc.) Goody bags, decorations, balloons, etc. are not permitted at school. Students and/or parents are permitted to distribute invitations at school only if all students in the class are to receive an invitation.

### **Cafeteria**

Students are expected to enter the lunchroom quietly and conduct themselves in an orderly manner, observing proper etiquette and politeness. Tables and seats are to be left clean after dining.

Meals are available for purchase daily. Parents/students should refer to the cafeteria page on the school's website for specific information from the caterer. The monthly menu is printed and sent home every month and/or posted on-line. Students may also bring their lunch from home. Lunch bags/boxes should be clearly marked with the student's name and grade. Please do not send foods that need to be heated; the microwave is not for student use. Drinks and cutlery are available to students who bring their own lunches at cost to students.

Classes may be assigned to specific tables. Students are responsible for cleaning at the end of their lunch period. Proper table manners are to be observed throughout lunch time.

Cafeteria rules are as follows:

- Proper use of cafeteria and restroom
- Conversational tone for talking
- Respectful table manners
- Clean your own area – table and floor
- Running NOT permitted

**Consequences for not following the cafeteria rules may include cafeteria clean up, silent lunch and/or assigned seats.**

### **Child Abuse Laws**

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

### **Child Custody Documents/Non-Custodial Parent/Legal Issues**

It is the responsibility of the custodial parent to make the school aware of any court order dealing with child custody. This assists the school in preventing any unauthorized visitation. If a court order does exist, a copy MUST be placed on file in the school office.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the student. **If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.**

Student's names will not be changed from what is stated on official records (birth certificate, Social Security, Baptism certificate) unless the school receives a court document changing the name.

### **Illness**

Parents should cooperate in assisting the school in the control of the spread of communicable diseases. If your child is ill, vomiting, running a fever, shows evidence of pink eye, has diarrhea, or head lice, please do not send him to school. If a student is sent to the school office with any of these symptoms, the parent will be called and asked to pickup their child.

### **Donations**

Sacred Heart Academy is always grateful for donations, but we request that a donor notify the office before donating so that arrangements may be made to disburse the materials according to the donor's intentions. Written acknowledgement of such donations will come from the school office.

### **Emergency Information**

#### **Emergency Card**

Parents are required to fill out the information on the emergency card. This card will contain the contact information of the persons that will be responsible in case of an emergency. The parent must also include who has authority to pickup the student from school.

**IT IS EXTREMELY IMPORTANT THAT THE SCHOOL BE ABLE TO CONTACT PARENTS WHEN NECESSARY! NOTIFY THE OFFICE IMMEDIATELY OF ANY CHANGES ON THE EMERGENCY CARD. THIS INCLUDES: PHONE NUMBERS, EMAIL, ADDRESS, AND CHANGES IN PICK-UP PERSONS!**

In emergencies, information may be released to appropriate persons if it is necessary in the judgment of the principal for the safety of the student or other persons. The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency.

#### **Emergency Plan**

Sacred Heart Academy follows the policies adopted by the School District of Hillsborough County regarding hurricanes or other disasters. Students and parents should consult local radio/television announcements for cancellation of school. In the event that school must be dismissed early parents may be notified by school staff to pick-up their children by signing them out in the school office. Students will not be permitted to walk or ride bicycles home during any emergency.

### **Evacuation Drills**

As required by law, evacuation drills are held monthly. Each student must know the specific directions for leaving each of the rooms in which he has classes. The directions are posted in each room. Students are asked to follow these procedures:

#### **Fire Drill**

- Respond instantly to the signal
- Leave everything in the classroom
- Close doors when leaving the room
- Exit the building silently
- Walk rapidly but DO NOT RUN
- Stay in line quietly while outside
- Return to class quietly when signal is given

#### **Tornado Drill**

- Respond instantly to the signal
- Leave everything in the classroom
- Students will assemble on the first floor
- Sit, face wall, and put hands over head, as directed
- Return to class quietly when signal is given

### **Extended Day / Angel Care**

Sacred Heart Academy provides extended day care at our Angel Care facility for an additional fee and is available to all students attending the school. A separate registration form should be completed for each child. Angel Care provides care, supervision, recreation, and study hall for students after regular school hours and most school holidays. Students are also provided a complimentary snack as a courtesy to you. Students may also bring their own snack. Parents should check with the Angel Care manager, Gayle Penn, for the specific Angel Care calendar.

Angel Care is available after regular school hours from 2:55 PM until 6:00 PM. A late fee is charged if your child is picked up after 6:00 PM.

No student can remain on campus unattended. Any students not picked up after 3:10 PM on regular school days or after 12:15 PM on half-days will be sent to Angel Care and parents will be responsible for extended day services for that day.

Fees for the extended day program are as follows:

After School Rates:	\$50.00 per week for one child \$73.00 per week for two children \$93.00 per week for three children
Drop In Rate:	\$10.00/day after school \$15.00/day half day school \$25.00/day full day
Holiday/Summer Fees:	\$110.00/week for one child \$160.00/week for two children \$190.00/week for three children
Late Pick-Up Fee:	\$10.00 from 6:00 to 6:30 PM \$20.00 from 6:00 to 7:00 PM

**DELINQUENCY:** Parents must keep their account with Angel Care current. Families with accounts more than 30 days delinquent will not be able to use this program's services until their account is brought current.

### **Field Trips**

Field trips of an educational or cultural nature are provided for the students at the discretion of the teacher. Parents MUST sign the appropriate permission form. The school will not accept any form other than the approved Diocesan form. **Students who fail to submit the proper form by the due date will not be allowed to participate in the field trip.** Telephone calls will not be accepted in lieu of proper forms. Parents may be asked to serve as field trip chaperones. Only those adults, who have completed the Diocesan required Safe Environment Program including fingerprinting through the Diocese and completion of the safe environment workshop (or certificate renewal), can be considered as field trip chaperones. No exceptions can be made to this policy. Siblings may not attend field trips. Students may be denied participation in a field trip if they have failed to meet behavioral requirements. Students are required to be transported to and from field trips by school transportation.

### **First Day Paperwork**

Numerous forms will be sent home with each student on the first day of class. These forms must be completed and returned to the homeroom teacher no later than the Monday following the first day of school.

### **Graduation**

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Catholic education just completed.

Eighth Grade Graduation Mass and Graduation Ceremony are both mandatory for all graduates. The dates for these events are set at the beginning of the school year. Please check the school calendar for the specific dates for these events.

Appropriate dress is required consisting of dress shirts and dress pants for boys; modest dress attire for girls. Students will not be allowed to participate if it is determined that they are dressed inappropriately.

All financial obligations to Sacred Heart Academy must be met prior to graduation. School records will be withheld until the family's school and financial obligations are met. These include, but are not limited to: tuition, fees, sport uniforms, library books, text books, and Angel Care account.

Students must meet Diocesan academic requirements (see Promotion and Retention Guidelines) and have paid the graduation fee by November 1<sup>st</sup> to graduate.

A graduation program may be held for Kindergarten at the end of the school year. Details of the program will be sent home in early Spring.

### **Guidance Counseling**

The Guidance Program is an integral part of the total school program and contributes actively to the mission and goals of Sacred Heart Academy. Using a developmental approach, Sacred Heart Academy's Guidance Program is designed to assist students in assuming responsibility for their own actions and choices as well as experiencing growth in their educational and personal-social development.

Hours that the Guidance Counselor is available will be posted at the beginning of the school year. Students who want to visit the counselor should use the Guidance Request form to arrange for an appointment. If there is a need to see the counselor more than twice, parents will be asked to sign a consent form. A teacher may refer a student to the counselor by using the Guidance Referral form. Parents are always welcome to call or to make an appointment to visit.

### **Hallway Behavior**

As a courtesy to other classes which may be in session, and in respect for the learning atmosphere present in the school building, all students will observe quiet in the hallways and other campus areas when moving from class to class, going to the rest rooms, Mass, lunchroom, during fire drills, and any other time that they leave their classroom. A teacher will accompany students as they move throughout the campus premises.

### **Health Information**

Any student who is sick or injured is sent to the school office and, if the condition warrants, parents will be notified. **STUDENTS ARE NOT PERMITTED TO HAVE ANY MEDICATIONS – PRESCRIBED OR OVER THE COUNTER, including cough drops and/or throat lozenges – IN THEIR POSSESSION WHILE AT SCHOOL.** Only authorized office personnel may administer prescription or over the counter medication. The office staff will keep a log detailing the name of the student, name of the medication, date and time administered and initialed by office/clinic personnel.

The following criteria must be met:

- **Parental permission forms for all medication** – prescription and over the counter – must be on file in the school office.
- Prescription medication in the original container must be delivered to school by parent/guardian. The label must indicate the student's name, name of medication, physician's name, dosage and frequency. This form requires a doctor's signature.
- Over the counter medication, including cough drops and/or throat lozenges, must be in the original package and labeled by the parent with the student's name, dosage, and frequency.

First aid may be given to a student if a situation warrants. Appropriate precautions will be taken to ensure the safety of the caregiver and the victim.

All students of Sacred Heart Academy entering Kindergarten, grade 7 and students transferring from out of state must comply with Hillsborough County regulations requiring a complete physical exam and obligatory immunizations. Failure to have current immunizations/vaccinations will result in the student not being permitted to attend school. Additional booster immunizations/vaccinations must be reported to the school in order to keep health records up to date.

**Parents should inform the school each year in writing about medical conditions and medications. Any changes to the student's medical condition or medication should be reported to the school throughout the school year. This information will be kept in the school office.**

### **Head Lice**

A child found to have head lice/nits must be picked up from school immediately and will not be permitted to return until the head is free from lice/nits. Parents will be notified when lice/nits have been found in their child's class. Children sent home with lice/nits must receive office clearance before they are allowed to return to class. We ask that the parent accompany the child to the school nurse for the recheck.

### **Insurance**

All students enrolled in a school operating within the Diocese of St. Petersburg, are insured through the Diocesan insurance plan. Coverage includes accidents that happen during school hours; while attending activities sponsored and supervised by Sacred Heart Academy, religious services and instruction, and travel to and from any afore-mentioned activities.

This insurance is mandatory for all students, and is collected as part of the material fee at the time of registration. Coverage serves to supplement all other insurance parents may have on the child. You can get more information by calling the Diocesan Insurance Office.

### Lockers

All middle school students will be assigned a locker at the beginning of the school year. These lockers are for school related materials only. Lockers are school property and as such students are not allowed to decorate or deface. In order to make maximum use of lockers students are required to have the fitted tall (12") shelf insert.

### Lost and Found

Every personal item such as clothing, lunch boxes/bags, books, etc., **MUST BE LABELED** with the student's name and grade. Lost items will be placed in the main office. Unclaimed items will be donated to charity periodically. Please return any items that come home by mistake.

### Media Center / Library

The Media Center has a variety of books, magazines, and audiovisual materials that faculty and students may use for study and recreational reading. Each class will have one scheduled library period per week. Students are responsible for lost or damaged books or materials and may be required to pay the replacement cost.

### Money

Parents should be cautious about how much cash their child carries to school. **Any money sent to school for field trips, etc., should be in check form IN AN ENVELOPE CLEARLY MARKED WITH THE STUDENT'S NAME, GRADE, AND EVENT. All money should be given to the homeroom teacher who will forward the payment to the appropriate school administrator.**

### Parent Concerns

Concerns about a student's academic progress and/or conduct should be discussed with and resolved with the faculty or staff member directly involved. If additional concerns remain, the next step is a conference with the faculty member and principal.

### Personal Items

Students are **prohibited** from possessing or carrying the following items at any time on campus. If found, the following items are subject to immediate confiscation and the student may be issued a detention, suspension, or expulsion:

#### **PROHIBITED ITEMS**

- Alcohol, tobacco, or other illegal substances
- Weapons of any kind
- Lighters or matches
- Pornography or other sexually-explicit materials – including viewing such materials on school computers or other equipment
- Laser pointers
- Cameras
- Beepers of any kind

The **use** of the following items is **prohibited during school hours** and will be collected from the student when noticed:

#### **PROHIBITED "USE" ITEMS**

- Music players of any kind
- Cellular telephones
- Electronic games or other electronic apparatus

- Cameras (NO photos may be taken at school of students at any time without permission of administration)
- Trading cards, game cards, toy weapons
- Any other item which disturbs or otherwise disrupts a class

The school does not assume liability for unauthorized personal items brought to school. Prohibited use items collected may be picked up by the parent in the school office **one week** after the infraction.

### **Phone Calls**

Students should not make or receive phone calls at school except in cases of emergency. All after school plans, activities and arrangements must be made before your child comes to school. The school office phone is not for the students' personal use.

### **Planners**

All students are given a student planner where they are required to write all assignments and other important classroom information. Students must have their planner with them in the classroom daily. The planner is used as a home-school communication tool where parents and teachers may write notes or comments to each other. **THE PLANNER MUST BE REVIEWED AND SIGNED BY PARENTS DAILY.** Lost planners will be replaced for a charge.

### **Playground**

Students will play only in assigned areas and observe safety rules on all playground equipment. Contact sports are not permitted. Unacceptable language or behavior or the improper use of the equipment will not be tolerated and appropriate action will be taken.

#### **Playground Rules**

- Play only on the designated playground area.
- Use the playground equipment in the manner in which it was intended (i.e., slide sitting down, feet first, no walking up the slide, no sliding backward or head first)
- Follow the rules of the games.
- Stop playing when instructed and prepare to go to the cafeteria or classrooms.
- Immediately notify adult supervisors of injuries or problems.
- Obtain permission from adult supervisors to leave the playground area

### **Right to Amend**

Sacred Heart Academy reserves the right to amend this Handbook at any time during the school year. Families will be notified in writing. These written notices would supersede information contained in the current handbook; the revisions will be incorporated in the following year's book.

### **Safe Environment**

We are taking the necessary steps to ensure that the students at Sacred Heart Academy are kept safe. All doors to the school will be closed and secured when classes commence. Visitors who enter the building must come first to the office to sign in and receive a visitor's badge.

### **Safe Environment Program**

All parents, guardians, relatives, faculty, staff, and clergy who volunteer with children in any capacity including driving for field trips and helping in the classroom must adhere to Diocesan Safe Environment Program regulations by being Safe Environment trained and fingerprinted. Training and fingerprinting are renewed every five years. Fingerprinting must be done through the Diocese. Fingerprint records from any other source will not be accepted.

Only parents who have received training and been fingerprinted will be allowed to work with our students.

Driving for field trips additionally requires copy of (1) current driver's license, (2) vehicle registration and (3) auto insurance on file with the school office.

## School Hours

### **Kindergarten – 8<sup>th</sup> grades**

School Arrival Time	7:30 AM - 7:55 AM
Students' School Day	
Full Day	7:55 AM - 2:55 PM
Half Day	7:55 AM - 12:00 PM
Faculty / School Office	7:30 AM.- 3:30 PM
Angel Care / Extended Day	
Full Day	2:55 PM - 6:00 PM
Half Day	12:00 PM - 6:00 PM

### **Early Childhood Programs**

School Arrival Time	7:30 AM - 7:55 AM
EC3 & VPK half day	7:50 AM. - 11:30 AM
EC3 full day	7:50 AM. - 2:55 PM
EC4 full day	7:50 AM - 2:55 PM

## School Calendar

An Official School Calendar is published at the beginning of the school year. Changes or updates will be sent home as necessary. A monthly calendar of activities as well as the monthly newsletter will be sent home and is posted on our website at [www.sacredheartfla.org/academy](http://www.sacredheartfla.org/academy).

## School Notices

In order to keep parents well informed, a monthly activities calendar and school newsletter will be sent home before the beginning of each month. Newsletters, notices, lunch menus, and field trip forms will be sent home weekly in the Thursday envelope and/or via e-mail. Parents are asked to read all paperwork and return the Thursday envelope with the student on Friday. All money should be sent to school in a white envelope labeled with the student's name, amount and purpose for the payment. **It is important to adhere to deadlines for any forms/money to be returned to the office or the homeroom teacher.**

## School Property

Defacing, damaging or destroying school property will lead to serious disciplinary action. Discipline will be handled at the discretion of the principal. This includes, but is not limited to, furniture, walls, doors, computers, textbooks, reference materials, sports equipment, bathroom fixtures, landscaping, playground equipment, cafeteria facilities, auditorium facilities, drama, and art supplies.

## Standardized Testing

Students in grades 3-8 take the standardized achievement test, The Iowa Test of Basic Skills (ITBS), in the fall. Students in grade 2 are given the ITBS achievement test each spring. The ITBS measures performance in various curriculum areas. The Assessment of Catechesis Religious Education (ACRE) test is given to students in grades 5 and 8 in the spring.

## Storage Space

Storage space will be provided for the students by their homeroom teacher. Students will be expected to use the space assigned to them and keep it clean and neat at all times. Students may not use any space that has not been assigned to them.

## Student Directory/Media Release

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, primary telephone numbers, and email addresses. The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. This directory should not be used or sold for other purposes. It is the responsibility of each family to notify the school office in writing if they do not want this information published or released.

Parents not wishing their child's photograph to be used in media publications of the school should notify the school in writing. **Non-receipt of such a note will be taken as permission to publish.**

### **Summer Reading and Math**

There are required summer reading and math assignments for students entering grades K-8. Summer assignments are due to the classroom teacher on the first full day of school.

### **Textbooks**

Hardbound textbooks belong to the school and are provided to the students for their use during the school year. Textbooks are to be kept clean and handled carefully. **All textbooks must be adequately and securely covered.** A discipline warning may be issued for the improper care and use of a textbook, including covering. Students are assigned numbered texts, and if the book assigned to the student is damaged or missing during the year or at the end of the school year, the student will be charged the full replacement cost of that book. Students are required to have a sturdy book bag for their books. Book bags or backpacks on wheels are not permitted, as they are a danger on the stairways. **If a backpack with wheels is medically necessary, a doctor's note is required.**

### **Verification and Compliance**

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. Please fill out and return the signature page located at the end of the handbook.

### **Visitors**

No one is allowed on campus at anytime without permission of the principal. Visitors including parents during school hours must go directly to the school office to sign in and receive a visitor's name tag.

### **Volunteers**

The assistance of parents as volunteers in many different areas of school is needed and appreciated. Parents who wish to help in the Media Center, classrooms, cafeteria, playground, and in other areas are encouraged to contact the school office for a volunteer application.

All volunteers must adhere to the Diocesan Safe Environment Program which includes a safe environment workshop and a Level 2 background screening. Homeroom parents and field trip chaperones must also comply with these regulations. All school volunteers must sign in and receive a Visitor's Badge in the school office. All volunteers are expected to dress appropriately.

## PARENT ORGANIZATIONS

### School Advisory Council (SAC)

The School Advisory Council (SAC) operates under a constitution and by-laws approved by Sacred Heart Church and reports directly to the Pastor of Sacred Heart Church. SAC is comprised of parents, faculty, alumni, and Pastor.

The School Advisory Council assists in the operation of Sacred Heart Academy in order to provide a strong educational program based on Catholic values and to provide a sound fiscal policy for the operation of the school. The SAC shall promote communications for the general welfare of the school in line with the religious, moral, cultural and educational purposes of Sacred Heart Academy and the Diocese of St. Petersburg Office of Catholic Schools and Centers.

The first part of each SAC meeting is an open meeting, at which time any interested person may bring a topic of discussion to the attention of the SAC. Then, if business of a confidential nature must be transacted, the SAC reserves the right to retire to executive session.

### Home and School Association (HEART Club)

The HEART Club is a parents' organization working for the benefit of the school and its students. The acronym stands for *H*ome, *E*ducation, *A*ttitude, *R*espect and *T*ogetherness. The HEART Club plans several adult and/or family events each year. These events will provide occasions for community building as well as fundraising. While the goal of these events is to help meet the school's financial responsibilities, their community-building goals are most important for the home and school connection. Participation in some manner, volunteer or financial, is essential to achieve success.

The HEART Club's primary purposes are as follows:

- To help parents and teachers work toward the ideals of Catholic education
- To promote clearer understanding of the mutual educational responsibilities of parents and teachers
- To be a financial support group for the betterment of the school

All families are automatically members of the HEART Club and are welcomed at all General Heart Club meetings.

**The Evening of Chance fundraising event is held each November by the HEART Club and is the largest fundraising event for Sacred Heart Academy. Each parent is required to purchase one ticket to this event.** These tickets may be used by the parent, donated to a faculty member or gifted to someone else to use for the event.

## **ACTIVE PARENT COMMITMENT**

### **(Parent Hours)**

The school cannot achieve success without active parent participation. Parents are encouraged to actively participate in volunteer opportunities through involvement in HEART Club, fundraising events, campus improvement, and support of club and sports events.

Parents are requested to complete service hours throughout the school year (July –May). Hours are reviewed and tracked throughout the school year. Statements are sent home with the oldest student's report card. Any discrepancies on the Parent Hours Statement should be brought to the attention of the HEART Club President immediately.

The school acknowledges that many parents have busy schedules which can make volunteering a challenge. Parents will find numerous opportunities to participate during the week day, on weekends, and in the evenings in an effort to afford all parents the possibility to participate within their personal schedules.

These service hours can be completed in various ways:

- Each two-parent household should fulfill an annual commitment of 40 hours.
- Each one-parent household should fulfill an annual commitment of 20 hours.
- Payment in lieu of hours at \$10/hour. Payment for full hours should be made no later than August 31<sup>st</sup> with a check made payable to Sacred Heart Academy Parent Association.
- Authorized purchases for HEART Club supplies can be used in lieu of a portion of the parent hour commitment. Prior authorization from the HEART Club President is required. In this instance, each \$10 spent will equal one parent hour. Receipts are required and should be attached to the parent hour form.
- As parents complete hours they should record the hours on a "Parent Hour" form located on the website or in the school office. Forms should be dropped off in the school office as often as hours are completed. Receipts should be attached to the form if authorized purchases are to count toward parent hours.
- Parents will be expected to pay for any hours they did not complete during the school year and will be billed at \$10/hour.

**PARENT-STUDENT SIGNATURE PAGE**

*This page is due to the homeroom teacher of the oldest/only child  
of the family by Monday, August 23, 2010.*

In order to realize the school's aim, parents and students must agree with and support the philosophy of the school. We ask parents and students to comply with the policies and regulations in the handbook. Failure to adhere to the policies in this handbook may be grounds for dismissal.

I have read the Parent-Student Handbook and agree to abide by the rules and regulations.

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Student Signature	Print Student's Name	Grade	Date
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Student Signature	Print Student's Name	Grade	Date
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Parent/Guardian Signature	Print Parent's Name	Date
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Parent/Guardian Signature	Print Parent's Name	Date
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