

Teach Us Wisdom ~ Teach Us Love



Sacred Heart Catholic School

Kindergarten – 8th Grade

Student/Parent Handbook

Shelly Cooper, Principal

131 N. Summit Prescott, Arizona 86301

Phone: (928) 445-2621

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Mission Statement:

Guided by the Sacred Heart of Jesus, we are a community of faith, dedicated to teaching the whole child by providing a Catholic education that promotes academic excellence, quality of character, social responsibility, and spiritual growth, becoming the living example of God's love to others.

2/28/2019

SCHOOL DIRECTORY

School Office: 131 North Summit Avenue
Prescott, AZ 86301

School Phone: 928-445-2621

Fax: 928-445-0966

E-mail: scooper@shcpsprescott.com

Website: www.sacredhearteducation.com

Church Office 150 Fleury Avenue
Prescott, AZ 86301

Church Phone..... 928-445-3141

Fr. Raj Britto, C.M.F., Pastor
Shelly Cooper, Principal

School Motto
Teach us Wisdom ~ Teach us Love

STUDENT LEARNING EXPECTATIONS (SLES)

A DISCIPLE OF JESUS:

- † Knows and practices Catholic teachings and traditions.
- † Actively participates in sacraments, liturgies and prayer.
- † Makes choices using Gospel values.
- † Shows respect for God, self, others, and all creation.
- † Respects and celebrates human diversity by practicing forgiveness, acceptance and tolerance.
- † Uses discernment leading to spiritual growth.
- † Builds Christian community by welcoming all.

A JUST PERSON:

- † Works for justice, peace, and care of creation.
- † Demonstrates social responsibility in service to all God's children.
- † Offers time, talent, and treasure to build God's Kingdom.
- † Respects the dignity and rights of others.

A LIFE-LONG LEARNER:

- † Strives for personal excellence in all areas: spiritual, academic, social.
- † Sets and evaluates priorities and goals for personal growth in academics.
- † Appreciates the visual, musical, cultural, and performing arts and information technology resources.
- † Uses *Discipline With Purpose* skills to build up our school community.

A COLLABORATIVE WORKER:

- † Works to achieve group goals.
- † Uses appropriate communication skills.
- † Demonstrates organizational skills, study habits, time management, and problem solving skills.
- † Learns how to accept self and others, including both talents and limitations.

2/28/2019

PURSUING ACADEMIC EXCELLENCE

As a part of a vibrant, Catholic School and Parish Community,
all parents are part of our vision and mission.
Diocesan and School policy requires
that community members embrace strong academics in a spiritual environment.
Students, or family members, who are not aligned with the procedures, and violate school policies,
will be asked to withdraw from the
Sacred Heart Catholic School Community.

ENROLLMENT/ADMISSIONS

Admissions Sacred Heart Catholic School (SHCS) is open to families who seek a Catholic education. Preference is given to Catholic students. Students will not be refused admission because of race, color, or national origin. A student entering school must be in compliance with the age requirements of the State of Arizona. A complete registration packet and fees are required before registration is secured. An interview with the Principal may be required.

Home School Students Parents seeking admission for children who have been home-schooled shall provide proper documentation to support evaluation and placement.

Contract Before attending classes, every family in the school must have on file a signed Admission/Tuition Contract, F.A.I.R. (or paid in full), be in good financial standing and met PAL Hour

minimums from prior year(s).

Transfer Students New students will be placed on a 30 day probationary status, and must meet all school admission requirements.

The following information needs to be considered for admission:

- Complete application form
- Submit copies of student records
- Submit recommendations from attending school
- Schedule a day to visit the school and interview with the Principal

Students who are transferring to Sacred Heart Catholic School will be considered on probation for 90 days.

Special Needs Students

If Sacred Heart Catholic School determines that it is not equipped to meet the learning needs of a student, or where a child's special educational or learning needs are beyond the necessary and available resources and/or the special professional training of the school personnel, the decision may be made not to admit the student.

International Students Sacred Heart School is authorized under Federal Law to enroll nonimmigrant alien students.

The student (parent/guardian if minor) grants permission to the school to access personal federal information for the sole purpose of complying with federal requirements for international students.

Updated: 11/15/2018

Withdrawal Policy Students may be transferred to another school at the request of their parent/guardian or upon recommendation of the administration. A withdrawal form is available in the school office.

ATTENDANCE

Arrival School opens at 7:30 a.m. Supervision is not provided before 7:30 a.m. Students will enter through the main entrance on Summit Avenue. Students are not allowed to wait unattended by the door, or elsewhere on school grounds. For the safety of the student, no playing of any kind is allowed outside or inside the gym. Students must be in the gym for prayer and announcements by 8:00 a.m. The gym doors are closed and late students must check in at the office. Being on time is a *Discipline with Purpose* (DWP) skill and very important for the school to run in an orderly and effective manner.

Attendance In accordance with state law, compulsory school attendance is required of all children between the ages of eight and sixteen. All children are expected to attend school every day that school is in session except for extreme circumstances. According to AZ Statute 15-803, "absences may be considered excessive when the number of absent days exceeds 10% of the number of required attendances days..." As the state currently requires 180 days, excessive would be absences exceeding 18 days. This includes excused and unexcused absences. According to state law, excessive absences (excused or unexcused) may result in failure, retention or grade placement.

Since regular attendance is vital to the student's academic progress and level of performance; and since frequent absence will adversely affect the student's ability to maintain the high academic standards of Sacred Heart, unnecessary absences should not occur. A parent or guardian must call the school office no later than 9:30am on the day of the absence with an explanation of the absence or tardiness. Valid reasons for an absence might include: personal illness, family emergency or crisis.

Whenever possible, routine appointments should be scheduled after school hours, on half days, or during vacations or holidays. Otherwise, important instructional time is missed and cannot be made up. Before being released for medical appointments, a student must present a signed note to the teacher and the office. Parents must pick up their student at the school office and sign them out. **The student(s) will not be released by a staff member until the parent(s) have signed the student(s) out.** Please do not call ahead

for your child to be released. A staff member will retrieve the student from their classroom. Parents are to wait at the front office for the student to come from class. Students must also check in at the school office when they return to school.

Students are expected to make up missed class work/homework upon their return to school. As a general rule the student will be allowed the number of days equal to their absences to complete all makeup work. Work is not given ahead of time by the teacher.

Students are not permitted to leave school grounds during the school day, unless a parent or guardian comes to pick them up.

Dismissal School hours for kindergarten through fifth grade are **8:00 A.M. to 3:00 P.M.**, sixth grade through eighth are **8:00 A.M. to 3:15 P.M.** All students are dismissed at this time and must be picked up by a parent or guardian from the north playground. For the safety of our students, all students should be picked up promptly at dismissal time unless they are involved in after school activities sponsored by the school. Parents are to park in the upper church parking lot and walk down to pick up their children in the school playground area. Children are allowed on the playground equipment with parent supervision only.

The school does not assume responsibility for students who remain on school grounds after 3:30 p.m. No student will be allowed to wait outside the main entrance. Students are not allowed to wander around school or church grounds unsupervised.

For all dismissals, children will be released only to the parent or guardian who signs the child out, unless there is prior written authorization to release children to another person(s).

SPIRITUAL GROWTH

In accordance with the philosophy of education of Sacred Heart Catholic School, our school exists to work with the home to educate young people to become more knowledgeable and faith-filled Catholics and to mature as individuals with Gospel values and Catholic ideals. Thus, Religious Studies are at the core of the school's curriculum, integrated within every subject. Our faculty views curriculum as the whole education process through which life skills and a living Catholic faith are experienced and developed.

Liturgy and Prayer All school liturgies are held Wednesday at 8:30 a.m. Classes rotate responsibility for these Masses. All parents and guardians are invited to join us. If a Holy day falls on a school day, we will attend liturgy in place of our weekly liturgy.

Sacramental Program The Sacramental program is designed to help parents prepare their children for the reception of Reconciliation in Gr. 2 and the reception of the Eucharist and Confirmation in Gr. 3. Changes continue to be made in compliance with the Diocese of Phoenix concerning the Restored Order for the Sacrament of Confirmation. It is a time of spiritual growth for both parents and child who **together** prepare for and are invited to receive the Sacraments.

Students not baptized in the Catholic Church may not participate in the sacraments of Reconciliation and Eucharist. It is not our policy to convert young children. Parents may choose to enroll their children in the Christian Initiation of Children (CIC) in their home parish. Once baptized, students may participate in the sacraments.

Service The principle of service, or Stewardship, is central to our faith life. We are a Catholic school dedicated to creating respectful, compassionate, active citizens of the world community. Our purpose is to work for justice and peace to build up the Kingdom of God. Christian service projects are integrated throughout our curriculum. School-wide activities involve food and clothing drives that foster service to the poor, as does our Wednesday Liturgy collection for programs agreed upon by staff and principal at the beginning of the school year. Service Projects are required for Confirmation. Middle school students are required to complete service hours on their own, outside of the school day.

Altar Servers Servers assist at the 7:00a.m. Mass each weekday. Students from grades 4-8 are invited to become an altar server.

ACADEMICS

Standardized Test The IOWA Test of Basic Skills is administered in Spring to children in Grades 1-8.

Evaluation of Student Work Whenever possible, students are included in their own evaluation process. Their honest assessment of their work is more apt to result in improved academic achievement than simply telling them.

Sacred Heart Catholic School uses the diocesan scale for grading. End of quarter grade averages are converted into letter grades in all major subjects for grades 3-8. Percentages are reported on the report card. The scale is as follows:

A.....	94-100
B.....	93-85
C.....	84-75
D.....	74-65
F.....	64 and below

Grades K – 2 use the following scale:

4.....	Distinguished
3.....	Capable
2.....	Developing
1.....	Emergent

Kindergarten also uses the following scale. In addition, these grades may be used for behavior and special classes for all grades.

O.....	Outstanding
S.....	Satisfactory
N.....	Needs improvement
U.....	Unsatisfactory

Homework The purpose of homework is to enrich and reinforce the daily learning experience at school and foster habits of independent study and creativity. Homework may also include practice of newly acquired skills, research, and study. Students are responsible for completing **all** home assignments **on time**. If for some **valid** reason a student is unable to do so, he or she must bring a note written and signed by a parent stating the reason.

The following is the recommended Diocesan policy for time spent on daily homework:

Grades K-2-----	15-30 minutes
Grades 3-5-----	30-60 minutes
Grades 6-8-----	60-120 minutes

These suggested time allotments do not take into account extra time that students must spend on long-term projects or differences in terms of work habits for which students must compensate.

OptionC The school implements the OptionC software program to track attendance, class schedules, assignments, lunch count, grades, and student information. At the beginning of the school year, all students and parents will be notified of their student's login name and password. Students are expected to check their progress on OptionC regularly. Parents/guardians are encouraged to check OptionC from home at least once a week to make sure all work is caught up and grades are satisfactory. All that is needed is an Internet connection and an Internet browser such as Windows Explorer. Please contact the school Technology Director for assistance.

Website is: www.optionc.com School code is: 1308
Your login & password can be obtained from the school Technology Director.

Make-up Work Make-up work is defined as work previously assigned and not turned in on time due to absence. Each teacher determines the exact requirements. As a general rule the student will be allowed the number of days equal to their absences to complete all makeup work. It is the student's responsibility to make up missed work.

Teachers will make every effort to have homework/missed class work prepared by the end of the day for students who are absent due to illness. It may be picked up by a sibling or parent/guardian.

Please schedule vacations during student vacation days and summer break. Taking a student out of school for an extended period of time will cause the student to get behind. Daily learning consists of interactive and hands-on experiences (i.e., labs, guided reading, literature circles, and cooperative learning in its many forms). This cannot be duplicated or adequately replaced by a short explanation and some worksheets.

Teachers will not give work in advance, but will try to accommodate the homework needs of their students. It is the student's and parent's responsibility to get missed work completed by the time specified by the teacher.

Honor Roll Three honor roll levels may be achieved at Sacred Heart Catholic School. Honor Roll recognition is for 6th – 8th grades:

1. **Principal's List** includes those students with no grade below 4.0 Grade Point Average
2. **First Honors** Those students with 3.5-3.99 Grade Point Average
3. **Second Honors** are students with 3.0-3.49 Grade Point Average.

No F's,U's, N's or unsatisfactory marks in any area including conduct and effort.

Progress Reports Interim reports are sent home midway in each quarter with each student. Reports may include students' own evaluation of themselves.

Report Cards Report cards are issued four times a year and sent home with the student. The final grade includes class work and participation, tests, projects and homework. The four quarter grades (percentage grades for 3rd through 8th) are averaged to establish the overall, end-of-year grade included on student permanent record.

Any subject failure for the year in grades 6, 7 or 8 must be remediated with the respective teacher during the summer in order to complete the academic requirements for the given grade level. Students who do not satisfactorily complete subject requirements during the three middle school years will not receive a certificate of completion/diploma.

8th Grade Promotion Plans for promotion include parents, students, teachers and the principal. Any eighth grader whose academic, financial or disciplinary obligations are not fully met cannot participate in promotion ceremonies. Inappropriate student behavior may also preclude their participation in promotion events or activities. Participation in promotion exercises is a privilege, not a right. Eighth graders will receive a certificate of promotion after academic requirements are met for all middle school years. Certificate/records may be withheld until students or their parents satisfy their educational, financial and disciplinary obligations to the school.

Promotion/Retention/Transfer/Probation Policy

Excessive absences may result in a child being required to repeat a grade or attend summer school. Eighteen or more absences are considered excessive.

Promotion to the next grade depends on successful completion of all subject areas.

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

Students who do not meet grade level standards may also be PLACED to the next grade. A student who is PLACED to another grade may not be allowed to continue as a student at Sacred Heart Catholic School.

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who can learn, but choose not to learn. Students on academic probation will be placed on an improvement plan, the success of which will determine their future in the school

If a student is clearly unable to benefit from the school because of academic or emotional difficulties, or if uncooperative/disruptive behavior by the student/parent/family inhibits the effective functioning of the school, the student may be required to withdrawal.

Educational Field Trip

Field trips of educational or cultural value are directly related to the curriculum. Students will wear their uniforms unless otherwise notified. Students may be denied participation in any field trip if they fail to meet behavioral requirements. Parents may refuse to allow their child to participate in a field trip. In either case an alternate assignment will be required to be completed by the student. **ONLY the standard permission slips will be accepted due to insurance considerations.**

Chaperones

Chaperones are necessary for supervising class trips, dances, and extra-curricular events. Chaperones must be adults, be approved by the school administrators, be willing to adhere to the school's philosophy, and enforce school rules and expectations. All chaperones must have completed a current ***Safe Environment Training*** class. Drivers need proof of current insurance (100-300 liability minimum coverage) copy of current driver's license and Safe Environment classes completed.

Not everyone who volunteers to chaperone may be selected to chaperone. Chaperones for dances and trips must follow the written guidelines provided by the moderator. Chaperones for over-night class trips must have completed the chaperone orientation.

DISCIPLINE

Reasons for Rules

In order to maintain an atmosphere that is both conducive to learning and faithful to the religious and moral values of Catholicism, a school discipline program must develop the student's sense of responsibility for his or her actions. The focus and ultimate goal of the discipline program at Sacred Heart Catholic School is the student's growth as a self-disciplined individual, mindful of the inherent dignity of each human being and respectful of self, others and the environment. A student who engages in conduct contrary to the school's rules and regulations may expect appropriate consequences.

Discipline with Purpose (DWP) Program

Sacred Heart Catholic School understands self-discipline in the light of the Gospels and Jesus' relationship with his disciples. Jesus empowered his disciples to reflect on their attitude, actions, behaviors, and feelings in such a way that they were able to change and grow in God's love.

In the same way, our style of discipline is an approach toward discipleship with Christ. Through self-discipline, we empower our students to reflect on their behaviors, attitudes, decisions and actions. Christian choices allow us to change, establish healthy boundaries and limits, grow in God's love and become productive citizens.

In order to infuse self-discipline in our school, Sacred Heart Catholic School has adopted the developmental process called Discipline With Purpose, an approach to self-discipline which is based on student growth in 15 particular skills. The 15 skills that are identified as fundamental elements of self-discipline are presented developmentally. The Discipline With Purpose Program hopes to enable students to become more knowledgeable, confident, and capable in self-discipline.

Discipline with Purpose Code of Conduct

The Big Three: As Children of God, students will:

- Respect themselves and others.
- Contribute to the learning environment.
- Follow school and classroom procedures.

The following is a general list of school procedures students are expected to know and follow throughout the day in any classroom, on the playground or in any other school activity. This list is not all-inclusive and the principal is the final recourse and reserves the right to amend this handbook. Notification of this will occur in the school newsletter.

Procedures

1. It is necessary to be on time for class.
2. Planners are brought to every class (grades 1-8)
3. All textbooks should be covered.
4. Proper dress code is to be followed on all school days.
5. Gum chewing is not permitted on school grounds.
6. Food and beverages (other than water) are to be consumed in the lunchroom or other assigned areas at assigned times.
7. Water bottles are not permitted in the computer lab.
8. Running and/or loud talking in the classroom, hall not permitted.
9. Only designated areas may be used during recess and before school.
10. Playground equipment may be used only during recess in designated areas.
11. Roller skates/blades, skateboards and motorized scooters are not permitted on school grounds.
12. Rough play and throwing objects at each other are not permitted (except as appropriate during PE or sports).
13. Areas for transportation drop-off and pickup are places of quiet waiting.
14. Students must get permission before leaving supervised areas.
15. Students sent to the nurse's office must go directly to that office. After being attended to, the student must immediately return to the classroom.

The following behaviors are considered seriously inappropriate (list not inclusive). Serious consequences, including suspension or expulsion will apply:

1. Not remaining on supervised areas of school grounds during school hours, or with school supervised activities after school hours (i.e. sports, cheer, clubs, etc.).
2. Taking any item from a classroom without the teacher's expressed permission.
3. Defacing or destroying property.
4. Engaging in inappropriate physical contact of any kind.
5. Engaging in harassment or bullying of any kind against students, teachers, or staff. Physical, sexual, emotional bullying or harassment will not be tolerated.
6. Academic dishonesty. This includes cheating, forgery, copying homework and plagiarism.
7. Making threats in speech, or writing or by the use of gestures or facial expressions.
8. Using inappropriate/obscene language or conduct.
9. Inappropriate use of electronic information - violation of Technology Use Policy.
10. The possession or use of the following items are not permitted on school property: knives, firearms, fireworks, matches, lighters, smoking materials, drugs, alcohol and obscene or offensive material.
11. Conduct unbecoming of a student in a Catholic school.
12. Lying.
13. Every student is a Sacred Heart Catholic School student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials

School Wide Discipline Plan

Students are expected to adhere to all classroom and school rules/regulations. If there are infractions that cannot be easily corrected, the following procedures will be used. If the infraction is serious, any step(s) may be skipped as deemed necessary.

Step One: Completion of the *Discipline With Purpose* plan within the classroom.

If a change in behavior does not take place, parents/guardians may be notified and a conference scheduled. If the behavior persists, Step Two follows.

Step Two: Thursday Detention

Detention in various forms may be used during the school year to give the student time out to reflect on his/her behavior. Students may be issued a detention, or assigned another appropriate consequence, as determined by the teacher. A detention session supersedes all extra-curricular activities including sports practice/games, appointments, clubs, etc. Detention may not be deferred to permit student participation in any activity. Parents will be notified of the consequence by a written form, which must be signed by the parent and returned to school the next day. During the detention session, students must work silently and independently on schoolwork or other work assigned by the teacher. Supplies must be brought to the session by the student. Parents will be required to pick up their child promptly at 4:00 p.m. at the assigned classroom. Students assigned to detention may not bring siblings, or other family members with them.

Any student receiving three detentions throughout the year will be issued an in-school suspension. Thereafter, each third detention also incurs either an in-school, or out-of-school suspension. *Some* reasons for detention include:

Lack of Respect

- Misbehaving at church, student assemblies, school sponsored events or activities, or emergency drills
- Discourteous behavior (ignoring, sarcasm, sassing, arguing)
- Violations of other's property
- Rough play/throwing objects at another

Not Contributing to the Learning Environment

- Failure to return signed detention forms, conduct cards, or other documents teachers require the next day
- Consistent failure to do assignments

Not following School or Classroom Procedures

- Consistent uniform violations
- Being in the classroom without adult supervision or permission
- Being out of class without a pass
- Unexcused absences from class or designated areas

Step Three: In or Out of School Suspension

Reasons for Suspension include:

- Three (or multiple of three) detentions
- Fighting/hitting/causing injury
- Lying (determined by teacher or principal)
- Cheating or plagiarism
- Stealing
- Vulgar language
- Profanity in word, gesture, writing, or drawing
- Forging signatures
- Verbal defiance of adults
- Leaving school grounds without permission once the student has arrived, or any time before being dismissed

Step Four: The Behavior Contract

The behavior contract may be used under any of the following circumstances:

- When previous steps appear to be ineffective
- When a student is unable to get himself/herself under control
- When a student has had two or more suspensions
- When determined by the principal

The behavior contract is usually the final step to allow the student to continue attending Sacred Heart

Catholic School. Violation of the contract may result in Step Five.

Step Five: Consideration for Required Withdrawal

Students who commit the following offenses while under the jurisdiction of the school risk expulsion, at the discretion of the principal:

1. Violation of the Step Four behavior contract
2. Actions gravely detrimental to the moral, physical, or spiritual welfare of other students (i.e. habitual profanity, vulgarity, or bullying)
3. Defamatory statements, assault or threats directed toward any school personnel or students
4. Continued willful disobedience or open defiance of authority
5. Possession, use, sale, or distribution of alcohol, tobacco, illegal or prescription drugs, or inhalants
6. Theft
7. Vandalism or willful defacing or destruction of school property, or personal property (Students and/or parents are required to pay for all damages)
8. Possession of weapons or harmful materials at school
9. Substantiated acts of harassment by a student or family member
10. Defiance of authority
11. Fighting
12. Continued attitudinal or behavioral problems
13. Conduct damaging the reputation of the school
14. Truancy
15. Offensive behavior not in line with that of a Catholic school student
16. Possessing school keys
14. Moral turpitude
15. Repeated improper use of electronic media
16. Making false fire alarms, false emergency calls, or improper use of emergency equipment
17. Tattoos or body piercing
18. Violation of civil law
19. Unauthorized use of the school name or logo
20. Internet/intranet/computer system misuse or abuse

Note: Steps Three through Five will involve the Discipline Coordinator and/or Principal, or Principal's designee. The Principal and the Pastor are the final recourse in all disciplinary situations and may waive any rule for just cause at their discretion.

Abuse of Teachers Under Arizona Law, "Any person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class three misdemeanor." (AZ SS 15-507)

Reasonable Contact The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, or escort or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do any of the following:

- a. Committing a criminal offense
- b. Causing personal injury to, or damage to the property of, any person(including the student him/herself)
- c. Significantly disrupting the maintenance of good order and discipline of the school or any school function, despite receiving reasonable instruction to cease such behavior.

Parental or Guardian Caused Required Withdrawal

The Catholic Church and Catholic school recognize parents as the primary educators of their children. Sacred Heart Catholic School provides a faith-centered education, and we believe the education of all children is the cooperative responsibility of everyone involved and can be best served if students, parents, and school officials work together. Under normal circumstances, any differences between individuals that arise can be resolved in a peaceful, Christian manner.

Parents/guardians of a student shall conform themselves to standards of conduct and behavior that are consistent with a Christian lifestyle and the principles of the school, as determined by the school in its discretion. These standards apply, but are not limited to any policies, principles, or procedures set forth in the student/parent handbook or any summary (written or verbal) of policies and expectations made by any school official.

These standards include, but are not limited to the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting academic, moral, and behavioral expectations of the school.
- Parents/Guardians may express their concerns about school operation and its personnel; however, they may not do so in a manner that is disrespectful, discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- These expectations for parents/guardians include but are not limited to all school-sponsored programs and events. (e.g. athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, actions that fall short of parent/guardian agreement with and meeting of the school's mission, philosophy, and school-wide learning expectations. Failure to follow these principles will normally result in a verbal or written warning to the parent/guardian, and will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of parent/guardian's privilege to come on the campus grounds, volunteer, participate in activities, etc.). Under normal circumstances, a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or negative attitude of the parents might so diminish the effectiveness of the school in acting "in loco parentis" that continuation of the child in the school might be morally impossible.

If, in the opinion of the administration, the partnership between parents and the school is irretrievably broken, the school, with the support of the parish pastor, in its discretion, reserves the right to require the parent to withdraw his or her child(ren).

Parental lack of cooperation with school/parish personnel and/or policy may be indicated by:

- Failure to cooperate with academic standards including homework completion and grading
- Lack of support of the code of student conduct and/or disciplinary actions taken by the school
- Unwillingness to comply in a timely manner with school's recommendation for tutoring, counseling, educational assessment, and/or follow-through in these areas. Public and consistently negative attitude and lack of support by the parent(s) for school and/or parish personnel or policies
- Verbal or physical harassment of school and/or parish personnel. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Locker Regulations Lockers and desks are the property of the school. Authorized personnel may make periodic checks of lockers, desks, and their contents.

If evidence warrants, backpacks or other personal possessions may be searched to ensure safety and protect the learning environment that each student deserves.

1. Student lockers are the property of Sacred Heart Catholic School. No permanent alterations or decorations may be added to the lockers inside or out.
2. Students are asked to report all locker damage immediately.
3. Students are responsible for damage to their assigned lockers. Students are also to keep the front of their locker clean. No items may be affixed to the windows of the lockers.
4. No food is to be left in a locker.
5. No student may enter another student's locker.
6. Books, notebooks, and school supplies should be kept in the student's locker. They should not be left on the floor or on top of the locker.
7. It is the responsibility of students to keep their lockers closed, clean and well organized.
8. There is to be no sharing of locks, locker combinations or lockers.

Breakfast & Lunch Services

Breakfast and lunch is provided by the Unified Prescott School District.

Breakfast

Breakfast may be purchased and is served from 7:30 to 7:50 a.m. each school day morning. Breakfast is provided by the Prescott Unified School District

No fast food or soda may be brought in at lunch (Fast food is against the school's wellness policy. (Wellness Policy can be found on p.16 under HEALTH AND WELLNESS POLICIES.)

Your child's lunch options include only: a) Lunch they bring with them in the morning, or b) Hot Lunch is provided by the Prescott Unified School District.

Cafeteria Regulations

During lunch periods, students are to:

1. Eat their lunch.
2. Sit at the table.
3. Use good table manners.
4. Walk.
5. Use an inside voice.
6. Keep their hands to themselves.
7. Raise hands to ask permission to leave their seat.
8. Wait quietly and patiently when done eating.

One consequence for not following the above regulations can be sitting by themselves for the lunch period.

Playground Rules

Students are to walk quietly and directly to the playground. They are to stay in the playground area unless they have permission from the playground supervisor.

During the morning and lunch recesses, students are to follow the rules given by the playground supervisor. They are not to interfere with other student games. They should not kick or touch a ball being used by someone else unless they are returning it. If a ball goes over the fence, a student must ask a playground supervisor to retrieve it.

Students must stay in a supervised area at morning and lunch recesses. Students are not allowed in a classroom during recess unless they have the signed permission of a supervising teacher. No student should ever be in a classroom unsupervised. At the end of recess, all activities should stop when the whistle is blown. Students should quietly line up and tuck in their shirts. The playground supervisor will dismiss the students to the classroom teachers.

Specific playground rules are as follows:

- 1) Students may play on either parking lot as directed by the supervisor, or on the wood chips around the equipment.
- 2) Students may not bring toys to recess (or to school).
- 3) Digging is allowed in the wood chips if holes are filled back in afterwards and the bottom padding is not reached.
- 4) Students can sit at the picnic tables or benches, but not play on them.
- 5) Students may not play tag games on the equipment or around the equipment in the wood chips area. Tag may be played on the black-top areas only.
- 6) Students may not jump off swings or spin them. Support poles may not be climbed. Swinging is to be done straight back and forth with bottoms in the seats. No double swinging.
- 7) Spinning Disk: Students must stand 1 or 2 at a time. Feet need to stay on the platform.
- 8) Slides: Go down on bottoms with feet first. Do not climb up the slide.
- 9) Rope Climbing Tunnel: Do not climb over the top of it or rough-house inside it.
- 10) Chin-up / Pull-up bars: for chin-ups and pull-ups only. Do not stand on top of bars. No hanging upside down or flipping.

- 11) Zip line: Hold on with hands, not feet. Feet must stay below the body. One person at a time.
- 12) Rock: Must be able to climb all the way up and down without help. No jumping off.
- 13) Teeter-totter: Only one person on the blue seats. No standing or sitting on poles.
- 14) Monkey Bars: Hand over hand across. No climbing on top or hanging upside down.

For their safety, children are not permitted to play on the playground at anytime without proper adult supervision.

Technology Use

The Sacred Heart Catholic School Computer Network requires that all resources be used for educational purposes by students and staff only. All use of the network and Internet will be consistent with Sacred Heart Catholic School's Mission, Philosophy and School Learning expectations. Student use of information systems is acknowledged to be a privilege, not a right. Students are responsible for following school behavior expectations just as in any classroom, the playground, or at any school activity. Any action by users deemed to be inappropriate by the administration will be subject to disciplinary action or suspension of the use of computer privileges. In addition, students are expected to follow the rules and guidelines stated below while using the network:

The user must:

- use the Computers for educational purposes only.
- agree not to submit, publish, display or retrieve any inappropriate material, including material that is: defamatory, inaccurate, obscene, profane, sexually-threatening, racially offensive, or illegal.
- notify a teacher if a password is stolen.
- have the *Technology Consent Form* signed by the family before using the network.
- abide by all copyright regulations
 - ✓ Plagiarism is using someone else's words as your own. Students who plagiarize will receive a zero for that assignment.
 - ✓ One copy of an item may be made for research or study purposes. It is not permissible to copy comics, comic strips or cartoon characters.
 - ✓ Video tapes/DVD's recorded at home are for home use only and may not be used at school.
 - ✓ Do not reproduce or download a recording from an album, CD, cassette or radio broadcast.
 - ✓ Do not copy computer software. Any software used on school computers must be approved by the administrator.

The user is prohibited from:

- using a computer to harm other people or their work.
- using the network in a way that would disrupt the use of the network by others.
- damaging the computer or network in any way.
- interfering with the operation of the network by installing illegal software, shareware or freeware.
- attempting to modify the system, gain unauthorized access or interfere with the security system.
- making any purchases using computers.
- revealing home addresses, personal phone numbers, real names or ages.
- sharing logins or passwords with other persons.

A vast amount of information is available on the Internet. You may think that it is **okay** to "break a rule" and not get caught. This is not really true because whenever you do something on a network you leave little "**electronic footprints.**" Your odds of getting caught are quite good. The fact that you can do something or think you can do something without being caught does not make it **right** to do so.

Social Media Guidelines for Students

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our school reputation, the standards for appropriate online communication at SHCS are necessarily high. While we respect the right of our students to utilize a variety of social media options we insist that the following standards be met by our students:

- a. Be aware what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents or teachers to see.
- b. Follow the schools code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom, is inappropriate online.
- c. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdays, and pictures. Do not share your password with anyone besides your teachers and parents.
- d. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- e. Students who do not abide by these terms and conditions may lose their opportunity to take part in the projects and/ or access to future use of online tools.

HEALTH AND WELLNESS POLICIES

Sacred Heart Catholic School Community is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and well-being.

- In compliance with the Diocesan Wellness Policy and in the spirit of its intent, students are asked to bring only healthy, nutritional snacks for their morning break.
- Parents should pack nutritional and substantial lunches for their child(ren). **NO fast foods**, candies or sweets are allowed. Students who bring their own lunch are not to bring soda or carbonated beverages.
- **All birthday treats(see pg 19) are to be healthy and nutritious.** Diocesan Wellness Policy allows three classroom parties a year where minimal nutritional-value foods may be served.

General Guidelines All children attending Sacred Heart Catholic School must have immunizations and booster shots as required by State law. A health record will be maintained on each child. The school offers screening programs for vision and hearing for students in grades K - 8 during the school year.

Health Records Health records are established and maintained for each student. The health record contains immunization status, screening results, health history, and other information.

If a child becomes ill during the school day, the school office will contact the parents. The parents can then make arrangements for the ill child to be taken home.

Minor injuries will be treated in the office. In case of serious injury and the parent cannot be reached, the child will be taken by proper authority to the hospital. Parents should inform the school office of injuries received on or off school grounds. A note must be given to the office regarding the type of injury, any limitations of student's mobility, or ability to participate in any activities. Students limited from P.E. for more than 3 consecutive periods must present a doctor's verification.

Children must be fever free for 24 hours, without fever reducing medications, before returning to school after an illness.

Medication Rules and Procedures

1. All medications (over the counter and prescription) must be provided by the parent or guardian. No "stock" medications will be available for student use (i.e. ibuprofen, Tylenol, Benadryl cough drops).
2. A permission slip must be signed by the parent or guardian for over the counter and prescription medications annually. Verbal permission is acceptable for one day, but signed permission must still be obtained.

3. All medication must be brought to school and returned home by a parent or legal guardian and checked in with the office staff.
4. Medications must be in their original containers, with all directions and warning labels intact, labeled with the students name, dose, and instructions for use. Medication label directions must match permission slip directions.
5. No medication brought to school in anything other than the original container and properly labeled will be administered even if accompanied by written permission.
6. No student is to have possession of any medication including cough drops in their personal belongings or to administer medication to another student. Possible exception – with doctor’s order and school’s agreement – epi pens or inhalers.
7. All medication sent to the school will be kept in a locked cabinet in the health room.
8. Only designated personnel will dispense prescription or non-prescription medication to a student.
9. A medication record will be kept on any student needing to take medication during school hours.
10. At the end of the school year, medication must be picked up by the parent or it will be destroyed.
11. No homeopathic medications will be given in school.

We appreciate your cooperation with these procedures and rules. Our goal is to insure the health and safety of all Sacred Heart students.

SAFETY AND SECURITY

Sacred Heart Catholic School has great interest in the safety of its students. The development of a safety plan to prevent dangerous or emergency situations is paramount, as well as having this plan implemented in such a way that it becomes second nature to; students and teachers alike.

Before School Drop Off

Students may be dropped off in front of the Summit Avenue entrance no earlier than 7:30a.m.

1. The doors to the school will not open until 7:30 a.m.
2. Students must report directly to the gym.
3. No child of any age group may be left unattended by parents or guardians in front of the school at any time before school doors are open.
4. Children in Kindergarten, 1st and 2nd grade must be escorted into the school gym by the parent or guardian. Children in these grades are not allowed to be released to the school at the curb.

After School Pick Up

Students must be promptly picked up at 3:00 p.m. for grades K-5 and 3:15 p.m. for grades 6-8. Please park in the upper church parking lot and walk down to receive your child(ren).

1. Parents/Guardians must come to the North school yard and pick their child up.
 - a. No child will be released to the parking lot unattended.
 - b. The supervising teacher must acknowledge the parent or designee before a child is dismissed.
 - c. The front of the church is off limits to all children upon exiting school.
 - d. No student will be released to the Summit Avenue exit unless riding a bike or walking.
 - e. Parking in front of the school driveway at the bottom of the school yard is prohibited.
 - f. No child will be released down the driveway to their parent(s) or designee.
 - g. A student shall never be released early or detained without the explicit knowledge of the parent/guardian.
 - h. A student shall not be released to anyone other than the parent/guardian without the express written permission of the parent/guardian.
2. Speed limit in the parking lot of the church should not exceed 15 mph.
3. Be aware of children in the parking lot who may not be attended by their parent/guardian.

Walking Students

Students who live near the school may walk with the following provisions.

1. Parents must give written permission to the office if their child is to walk to/from school.
2. Students who walk to school cannot arrive before 7:30 a.m.
3. Students who walk home from school must leave the school grounds promptly at 3:15 p.m. unless attending an extra-curricular function.
4. Students walking home must exit at the Summit Avenue door entrance.
5. Students walking to a destination, not specifically their home, must have written permission from their parent/guardian.

Volunteers

All volunteers of the school must:

- A. Sign in at the office, giving area of service before proceeding to that area.
- B. Obtain a visitor tag, which is to be worn visibly at all times.
- C. Sign out and return visitor tag before leaving the school.
- D. Have completed:
 1. Annual Safe Environment/Called to Protect training
 2. A volunteer application (and classroom agreement as appropriate)
 3. An interview with the principal, or designee.

Visitors

Parents are welcome to visit the school at any time. School and classroom visits must be cleared through the principal's office. In fairness to students and teachers, classroom interruptions are to be avoided as much as possible. In emergency situations, the office will deliver messages to students and teachers. Office personnel will also call students from class if they are leaving early.

- Parents and visitors **must** report to the school office and sign in. This applies to picking up students for any reason and for assisting with field trips.
- All Parent Assisted Learning (PAL) individuals, volunteers, and chaperones **must** have completed and be current with the Diocesan Safe Environment/Called to Protect training. All **must** check in at the office, sign in, and obtain a visitor tag **before** proceeding to area of service. Please keep visitor tag visible at all times.
- Parents must accompany students from other schools who wish to visit Sacred Heart Catholic School.

Emergency Response Plan

Sacred Heart Catholic School has coordinated with the Prescott Police and Fire Departments as well as PUSD, to develop an extensive Crisis Plan in the event an emergency should arise. A Crisis Team is in place and will direct and supervise in case of an emergency. The Emergency Response Plan is always in process as we strive to provide the utmost safety for your children. Copies of the plan are in each classroom and available in the office. Classrooms and ancillary rooms are equipped with 911 access.

Fire Drills, lock-down drills, and evacuation drills are held throughout the year. All parents who are on campus during one of these drills are expected to abide by and follow all rules and regulations during the entire time of the drill. If a drill is in progress, no parent or guardian will be allowed to enter the campus until the drill is complete. In addition, during an evacuation, no parent may remove a student until after they sign-out of school properly. Our evacuation site is Lincoln School or an alternative location.

SAFE ENVIRONMENT

Diocese of Phoenix Code of Ethics

The Diocese of Phoenix requires all paid staff members of the church and school, all volunteers, and all middle school students, to attend a class, annually, regarding diocesan policies and procedures for the

protection of minors. Classes are held throughout the year. Special classes are designed for the students. Times and dates are advertised in the parish bulletin and school newsletter.

PRESCHOOL

In conjunction with this handbook, preschool students and families have an additional handbook that identifies policies and procedures that are unique to the preschool. The preschool handbook may be obtained from your child's preschool teacher or the Preschool Director.

GENERAL

Agenda / Planning Book

Students in Gr.2 through Gr. 8 utilize the Good News Planner. The purpose of the planner is to teach DWP organizational and time management skills. At the beginning of the year, teachers instruct students in the use of the agenda book. In keeping with the school's philosophy of student responsibility, students are responsible for logging announcements, homework assignments, tests, projects and communications from school in their agenda book.

Parents are responsible for reviewing the agenda book each day with their child and checking to see that work is complete. If students are not fulfilling their responsibility to fill in the agenda book, parents are encouraged to have a consequence at home. It is not the teacher's responsibility to make sure items are recorded accurately and thoroughly in the agenda book; this is the student's responsibility. Teachers are willing to check and sign a student's agenda if the student brings the agenda to the teacher. Students can check OptionC to confirm assignments, but that should not be the primary organizational tool.

Students are to keep agenda books in good condition. Students are not to deface the agenda book in any manner, or they will be required to purchase another one at their cost. Calendar pages and behavior logs should not be torn out of the agenda.

Animals

Animals that are not part of the learning environment are **not** appropriate at school or at school functions, including the parking lot after school. Some people suffer allergic reactions and others may be afraid of various pets. Service animals are exempt from this policy.

Birthdays

Birthdays are recognized at the Tuesday morning gathering in the gym. For the classroom, please keep birthday treats simple and *healthy* in accord with the Diocesan Wellness Policy. Discuss bringing treats with the classroom teacher prior to your child's birthday. Do not assume there is refrigerator or freezer space available. **Balloons and flowers are not to be sent to the school for students.**

If you are planning a party, please be considerate of the feelings of others. Invitations must be distributed off school and church property unless **everyone in the class community** (all girls and/or boys in the class) is included. Students may not exchange personal gifts at school. Friends who want to share among themselves should do so outside of school where feelings of being left out are avoided.

Calendar

A yearly calendar is provided to every parent. Monthly updates may be found in the family newsletter and may supersede the yearly calendar. (Principal has the right to make changes).

Conferences

To maintain communication between home and school, conferences may be requested by a parent, teacher, or principal. These meetings must be scheduled outside the regular instructional time. Whenever possible, children should be included in these conferences about them.

In keeping with Church policy, problems should be solved at the lowest level whenever possible. Thus, persons having a problem with another individual should go directly to that person rather than their superior. (If a parent has a concern with a teacher they should see the teacher first. If it is not resolved, the next contact should be the principal.) An exception to this policy would be a non-staff member adult having

a concern about a student. **An adult should never approach a student who is not their own child regarding a problem.** The **Diocesan Safe Environment** regulations will take priority. In such a case, see the student's teacher or the principal. Finally, if there is a violation of Diocesan Policy, the Pastor may be consulted.

Newsletters

Every attempt is made to keep parents well informed on a timely basis. Newsletters are emailed or sent home once a week. In an effort to reduce cost and conserve paper and ink, we encourage each family to opt for email distribution. Please subscribe for this service at the school office. The newsletters are also available for viewing on the school website at sacredhearteducation.com. Anyone wishing to include any items in/with the newsletter must submit the needed information to the principal in writing by Monday of that week's issue. If you need double copies of the packet for two parents please let the office know.

Forgotten Materials

In the interest of maintaining a focused learning environment and avoiding distractions, forgotten homework, lunches, etc., may be left at the office with the child's name clearly marked on it. If students do not have lunches, a sandwich and milk will be provided. **Please do not deliver lunches directly students.** All items will be delivered by the office staff.

Inclement Weather

When you suspect weather may interfere with school, please listen to one of the following radio stations: KNOT 1450 AM, or KTMG 99.1 FM. You may also access the PUSD website at www.prescottschools.com, or the Sacred Heart Catholic School website to determine whether school will be in session.

When Prescott Unified closes, Sacred Heart Catholic School will also close. When Prescott Unified has a late start, Sacred Heart Catholic School also has a late start. If a two-hour delay is called on Mondays thru Thursdays, students should be dropped off at 10 a.m. Faculty and staff are not in the building until that time. School will begin at 10:15 a.m. and dismiss at the regular time. If Prescott Unified has early dismissal, Sacred Heart Catholic School will also have early dismissal. If Prescott Unified has a two hour delay on a Friday, or other noon dismissal day, Sacred Heart Catholic School is then canceled completely.

Please, DO NOT CALL SCHOOL regarding school closings or delayed starts. Stay tuned to the radio or check the school website at sacredhearteducation.com.

Lost and Found

Found articles will be in a box in the school gym. If items are not claimed, they will be donated to St. Vincent de Paul.

Personal Property

Each student's name should be clearly marked on all personal belongings. This includes clothing and school supplies. The school is not responsible for lost or stolen articles.

School Pictures

Individual and class photographs are taken by a professional photographer who visits the school twice a year. Students wear uniforms for pictures in August. Students wear appropriate free dress for spring pictures. A notice is sent home announcing the date and price of the pictures. Parents are under no obligation to purchase these pictures.

School Property

Students are expected to take pride in their school and show good stewardship by helping to keep classrooms and grounds clean. Students are expected to keep all work areas orderly and free of litter. Books, desks, and other school property should be treated with respect and care. Willful destruction of books, or damage/defacing of school property will result in severe disciplinary consequences and the student/family will be liable for the cost of any damages incurred.

Student/Parent Handbook

Students review the handbook with their teachers and parents during the first week of school. It is important that students understand the content since the directives are enforced.

Student Records

A cumulative record is kept on each student while enrolled at Sacred Heart Catholic School.

Student of the Month

The tri-city conferences of the Knights of Columbus co-sponsor our Student of the Month recognition program. This is to acknowledge students who are outstanding role models of Sacred Heart Catholic School's Student Learning Expectations, Discipline with Purpose Skills, Christian values, as well as academic excellence. A student is chosen from each classroom as an example of these ideals. One student is then chosen from all nominees as *Student of the Month*. Knights of Columbus donates \$50 to the student's class for materials.

Telephone Calls

Each classroom is equipped with a telephone to communicate with the office or for emergency situations. They are **not** for general usage. In general, students **DO NOT** have phone privileges. Any child needing to call home for a significant reason may do so from the school office with the written permission from his/her teacher. Students must keep cell phones in their locker/backpack and only use after school.

It is our policy **not** to give out teachers' home telephone numbers or personal e-mail addresses. If a teacher's number is listed in the directory, please do not call it unless you have been given specific permission by that teacher.

CO-CURRICULAR ACTIVITIES

Enrichment Activities

- Altar servers
- Middle school retreat
- Christian service
- Scouting
- Children's choir
- Geography Bee
- Theater
- Middle School Science Trip
- Spelling Bee
- Science Fair/Engineering Fair
- Student Council (plan/implement social, religious and service events for all students)
- Yearbook
- Robotics (Cyber Panthers)
- National Junior Honor Society
- Sacred Service

After School Sports and Other Activities

Students may not have a failing grade in any subject in order to qualify for participation in sports, or other extracurricular activities (games, practice, student council, cheer/spirit squad, theater, etc.). Requirements for participation:

- No F's. All homework must be current and students must have weekly approval from every teacher to participate in that week's competition, practice/rehearsal, or event. (ARS R7-208 "No Pass-No Play")
- Attend all practices, rehearsals, team meetings and games, etc.
- Have a yearly sports physical on file in the school office
- Follow the regulations regarding behavior and attendance at all events
- Parents must pick up students promptly after practices and games, etc.
- Volunteer coaches must undergo FBI criminal history and background check, attend Safe Environment training, and provide a completed volunteer application to the school office.
- Students who receive detention or suspension will be ineligible to participate in games, practices/rehearsals, or any extracurricular events for at least one week following the

offense. Deferring discipline to allow participation is not permitted.

- A student who receives a grade of “Incomplete” will be ineligible until the work has been made up.
- Students who are absent for any portion of the school day will not be allowed to play/participate/attend events that day.

Student Council

Sacred Heart Catholic School has an active functioning student council, consisting of 8 officers: President, Vice President, Secretary, Treasurer, Religious Director, Sports Director, Social Director, Justice, Peace and the Integrity of creation, and Publicity Director. The president must be an 8th grader. The Vice President must be either a 7th or 8th grade student. Other positions may be 6th, 7th or 8th graders. Elections are held in the spring prior to the new school year with only returning students being allowed to vote.

The Student Council serves to promote harmony and school spirit while sponsoring school-wide activities, service projects and religious events throughout the school year. Officers will be expected to attend scheduled meetings and serve as needed for other tasks requested by the Faculty Advisor(s). Student Council officers will be ineligible if they receive a “D” or lower grade in any subject, during any reporting period, until they receive written approval from the teacher verifying that they have pulled up their grade to passing. They will also be ineligible for poor or inappropriate conduct as described in the student council constitution.

SCHOOL UNIFORMS/GROOMING CODE

Uniform Rationale

After consultation with parent(s)/guardian(s), faculty and administration, the following uniform rationale has been adopted:

- The uniform helps to promote school spirit and school pride.
- The uniform creates an orderly environment and frees students from social pressure so they are better able to concentrate on their studies.
- The uniform should be both practical and affordable.
- The uniform code should be easily enforceable so as to free teachers’ time for instruction.
- It is the responsibility of parent(s)/guardian(s) to send their children to school in the proper uniform.
- It is the responsibility of the principal and all school employees to enforce the uniform code.

Remember...

- Used uniforms are available during the school year through the school office.
- Uniforms may be purchased from Educational Outfitters. Educational Outfitters is located at 1628-J E. Southern Avenue, Tempe, AZ, phone 480-429-5136, or www.educationaloutfitters.com.
- Assistance is available for uniform purchases, for families with a demonstrated financial need.
- Articles of clothing should be labeled with the student’s full name.
- Unidentified and unclaimed clothing is donated to the school uniform closet.
- Mass uniforms must be worn on Mass days.
- On modified free dress days, students are to be appropriately dressed (i.e. no spaghetti straps, no distracting, obscene, profane or offensive designs on T-shirts or clothes). Blue or Black jeans are allowed.

Consequences for uniform code non-compliance, may result in the student being sent to the office to call the parent(s)/guardian(s) to bring the necessary items to make the correction. The student will not be allowed to return to class until the correction is made. Other consequences for disregard of uniform code include, but are not limited to, issuing a detention and/or loss of non-uniform day privileges. The school principal reserves the right to be the final authority on all uniform issues. The principal will determine what is appropriate, modest, and safe. Regular uniform checks will be performed.

Grooming Code

- No make-up, or fingernail polish are to be worn or brought to school. No artificial nails are allowed in school.
- Girls' hair must be neat, well groomed and out of eyes. Only hair accessories that are complementary to the uniform (red, white, and black) are permitted.
- Boys' hair must be neat and well groomed at all times. Hair may not extend beyond the collar of the shirt, below the eyebrows, or over the ears. No facial hair.
- No distracting hairstyles (i.e. spiked, Mohawk)
- No markings on the skin are permitted; this includes writing, tattoos and body piercing (exception, see jewelry below)
- Dyed, colored, or bleached hair is not permitted.

Note: The school principal has the final authority in determining the appropriateness of grooming.

Uniform Code

- Students are required to attend class in correct uniform.
- The uniform is to be neat, clean, without holes, and of the appropriate size to fit correctly at all times.
- Shorts: Boys and girls grades K-8 may wear khaki shorts. Shorts must be no higher than 4" above the mid-knee and may not extend below the middle of the knee. No hip hugging or sagging shorts are allowed. Shorts must be fitted at the waist. Shorts worn during P.E. or sports must conform to the length regulations herein.
- Jumper/Skirts/Skort: Girls in grades K-5 may wear the plaid uniform jumper or plaid or khaki skort. Girls in grades 6-8 may wear the SH uniform plaid skirt. The length must not be shorter than 4" from the middle of the knee, front and back.



- **Shirts/Oxfords/Peter Pan:**
Grades K-5: Red or white polo cotton uniform shirt with approved Sacred Heart logo is to be worn.
Grades 6-8: White or black polo shirts may be worn with approved Sacred Heart MS logo.
All grades: Shirts must be neatly tucked in at all times. Oversized or tight fitting shirts are not allowed.
- **T-shirts/Turtlenecks:** White plain short sleeve t-shirts/turtlenecks may be worn under uniform shirts. T-shirt sleeves may not exceed the length of the uniform shirtsleeves.
- **Socks/Tights:** White socks are to be worn, **and must be visible at all times**. Socks are to be free of logos or decorations. For girls: only solid black, red, or white footed tights may be worn under, skirts, skorts, or jumpers. Solid black, red, or white knee-high socks may be worn with, shorts, skirts, skorts, or jumpers. Black leggings to the ankle may be worn under skirts. Modesty shorts, sold for the purpose of wearing under skirts and jumpers, are appropriate. Modesty shorts should not extend beyond the length of the skirt/jumper.
- **Belts:** Belts are required for boys and girls (if attire has belt loops) in grades 1-8. Belts must be black or brown leather, or cloth, with no large buckles, logos or decorations, and may not exceed 1 inch in width. Belts are to be worn with uniform pants/shorts.
- **Shoes:** School shoes are to be an athletic type sneaker with shoelaces that match the shoe or dress shoes. Shoes must be all black, white or brown. No dangling shoelaces are allowed. No wide skater shoes or boots are permitted. No high-top shoes allowed.
- **Pants:** Boys and girls in grades K-8 may wear khaki uniform pants. No patch pockets allowed. Pants must be fitted at the waist. Oversized, sagging, or tight fitting pants are not permitted.
- **Jackets/Coats/Blazers:** All jackets/coats must be removed upon entering the classroom. Exception: red (K-5) or black (middle school) fleece uniform jackets with logo are available from Educational Outfitters, and may be worn in the classroom. Middle school may wear their Panther Pride sports jackets or logo blazer.

- Sweatshirts: Must be red or black with the approved school logo. Sweatshirts must not be oversized.
- Jewelry: The wearing of jewelry is discouraged for safety reasons. The rule of one applies: one ring, one watch, and one religious medal necklace on a chain. Pierced jewelry - earrings (girls only) must be one pair of stud-type earrings in the ear lobes only.
- Hats: No baseball caps or hats may be worn indoors. Hats may be worn outside for protection during PE and recess.

Non-Uniform Code

Modified dress days are a privilege. Students are expected to choose appropriate school wear. As always, modesty is mandatory. The principal reserves the right to judge what is appropriate and safe. If non-uniform dress is considered inappropriate, infractions may result in loss of the non-uniform privilege for a specified period of time and parent(s)/guardian(s) will be called to bring in a uniform. The student will not be allowed in class until they are in compliance with code. Other consequences for disregard of non-uniform code include, but are not limited to, issuing a Noncompliance Notice along with detention. The following are non-uniform day reminders:

- Hats are not to be worn indoors.
- Blue jeans, slacks, shorts, capri pants, and dresses must be clean and with no holes. Pants must be the appropriate size for the person wearing – no oversized, baggy or tight fitting clothes.
- All shorts and dresses must conform to the uniform length, 4’’ or less above the middle of the knee. Boys shorts must be within one to two inches above the knee and not extend below the middle of the knee.
- Shirts may be un-tucked on non-uniform days. Shirt length will not extend beyond the top of the thigh.
- Shirts must have sleeves
No spandex, stretch pants, or tight pants/shorts
- No boots
- For safety, sandals are not allowed.
- Socks or footed tights must be worn
- All writing and logos on t-shirts must be appropriate

On the campus after school hours, and at off-campus school events, the non-uniform dress code still applies. Shirts with logos that portray material that is considered unacceptable by the principal are not allowed.

Boy/Girl Scout Uniforms: Scouts are allowed to wear their uniforms to school on meeting days. Shirts are to be tucked-in.

Mass Days - Girls: Students must be in a clean white uniform shirt with approved school logo and plaid skirt, skort, or jumper. Middle School Mass uniform is white oxford shirt with black tie and logo blazer. NO shorts allowed.

Mass Day - Boys: Students must wear neat khaki uniform pants and a clean white oxford shirt, or white polo shirt with school logo. Middle School Mass uniform is white oxford shirt with a black tie and logo blazer. NO shorts allowed.

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TECHNOLOGY CONSENT FORM

The following form must be *read* and *signed* by students and their parent(s) or legal guardian(s).

Sacred Heart Catholic School believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Ultimately, the **parent(s)** or **guardian(s)** of minors are responsible for ensuring that students comply with technology guidelines set by the school.

By signing this form I (we) agree to the following terms:

- * The student may have access to the Internet.
- * The student's use of the Internet will be consistent with the school's *Technology Use Policy*
- * The student's may have access to e-mail.
- * The student's written work, artwork, and projects may be used on a school web site.

Consequences of violation of the *Technology Use Policy* include but are not limited to:

- Suspension of Internet access
- Suspension of network privileges
- Suspension of computer access
- School suspension and/or legal action and prosecution by authorities.

Student(s) Name(s)_____	Grade_____
_____	Grade_____
_____	Grade_____
_____	Grade_____

Parent or Guardian Name: _____

Parent or Guardian Signature: _____

DATE _____