



Parent-Student Handbook

Sacred Heart Parish School
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Fully accredited by
Western Association of Schools and Colleges
Western Catholic Education Association

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Our Mission

Through a dedicated clergy, faculty, staff, and parent community, Sacred Heart Parish School strives to create a warm and welcoming educational environment that is permeated by Christ's love, concerned about development of the whole child, and devoted to Catholic teachings and ideals.

There is a rich diversity of cultures, races, languages, abilities, and life experiences in our school community. Having the life of Jesus Christ as our model, we strive to be open, understanding, and respectful of the dignity of every person. We are united in our uniqueness by our faith in God and Jesus, His Son, whose life exemplifies love of all people.

Our Mission as a Catholic school calls us to embrace an attitude of acceptance and respect for one another, thereby giving everyone the opportunity to be enriched.

Our Philosophy

Sacred Heart Parish School is a child-centered community in which each member is encouraged to acquire knowledge, skills, and Christ-like values in order to serve God, family, and society. In a world that is characterized by mobility, constant technological changes, competitiveness, complex family relationships, global issues, and diverse cultures, we commit ourselves to making Christian love the unifying goal and pervading tone of our school.

The Sacred Heart Parish School community holds as fundamental: belief in God, Christ, and Church, the value of all people, and commitment to service. We believe that parents have the primary responsibility for the education of their children and that our school and church—along with community support—enhance and complement this role.

We believe the central task of our school is to foster each child's self-image as a creation of our loving God with unique abilities and gifts which must be expressed responsibly. The primary role of our teachers and staff is to facilitate learning by creating opportunities for each child to discover, reflect, learn, and create in preparation for taking his or her place in the family, and the civic, national, and global communities. We believe every person has equal dignity and an unalienable right to be educated.

Schoolwide Learning Expectations (SLEs)

Sacred Heart Parish School students are:

1. Faith filled Christians who demonstrate the Catholic faith by:
 - a. knowing it
 - b. praying it
 - c. living it
 - d. serving it
2. Engaged learners who exhibit:
 - a. knowledge
 - b. communication
 - c. skills
 - d. ability to work in groups and as individuals
 - e. Problem solving strategies
3. Effective Communicators who:
 - a. express thoughts clearly
 - b. listen attentively
 - c. respond respectfully
 - d. use technology effectively and appropriately

- e. Respect different points of views
4. Responsible citizens who:
- a. promote peace and social justice
 - b. respect self and others
 - c. share time, talent and treasure
 - d. practice compassion for people of all cultures and abilities

Accreditation

Sacred Heart Parish School is accredited by the Western Catholic Educational Association (W.C.E.A.) and the Western Association of Schools and Colleges (W.A.S.C.) every six years. The W.A.S.C/W.C.E.A. visiting committee makes both commendations and recommendations pertaining to the school's total program. The school staff continuously addresses recommendations; both the evaluation from the visiting committee and the subsequent completion of goals based upon recommendations are submitted to the Diocesan Education Office for final review.

Accredited through 2024.

General Information

A. Non-Discrimination Statement

Sacred Heart Parish School is, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color and national and/ or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at school. SHPS does not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of the educational policies, scholarships and loan programs, and athletic and other school-administered programs.

Likewise, SHPS does not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and national and/ or ethnic origin.

B. Admission Procedures/General Admission Policy

Admission to Grades 1-8: Incoming students entering grades 1-8 may be tested and will upon satisfactory performance be admitted in the following priorities:

Priority 1a: Students with siblings presently enrolled at Sacred Heart.

Priority 1b: Students whose families are registered and active parishioners of Sacred Heart Parish and who regularly attend Mass at Sacred Heart as verified by the use of church offertory envelopes and whose families submit their registration forms by the required dates. Parish envelope usage is recorded weekly by Parish staff and evaluated semi-annually by our parish Business Manager who, in turn, directs re-classification if necessary.

Priority 2: If space is available, students of active duty military families transferring to the San Diego, Coronado area.

Priority 3: If space is available, Catholic students from outside of the parish whose families will support the school.

Priority 4: If space is available, other students who by their behavior and attitude demonstrate an acceptance of the Sacred Heart Parish School philosophy will be admitted.

1. Admissions to Transitional Kindergarten (TK)

A child who is four years of age by September 1st of the academic year must be developmentally and academically ready, as determined by data compiled as a result of a combination of both a readiness and academic screening conducted by Sacred Heart staff, may be admitted to Transitional Kindergarten.

2. Admission to Kindergarten

A child who is five years of age by September 1st of the academic year must be developmentally and academically ready, as determined by data compiled as a result of a combination of both a readiness and academic screening conducted by Sacred Heart staff, may be admitted to Kindergarten.

3. Admission to First Grade

A child who is six years of age by September 1st of the academic year must be developmentally and academically ready, as determined by data compiled as a result of a combination of both a readiness and academic screening conducted by Sacred Heart staff, may be admitted to First Grade.

4. Continued Enrollment

It is of utmost importance that parents consistently demonstrate their support of the school, especially in regard to prompt payment of tuition and a willingness to volunteer in school events and projects. This is both a pre-requisite to re-registration and a condition for continued enrollment in the school. The school reserves the right to deny re-admission to any family delinquent in tuition or who has not met the P.T.G. “voluntary service hours” expectation of at least forty hours per year. In addition, failure to support the philosophy, expectations, and policies of the school may also result in denial of re-admission.

5. Probation Period

All new students will be placed on academic and conduct probation for at least one grading period. Probationary students must earn at least average grades in all subjects and conduct areas to remain enrolled beyond the probationary period.

6. Learning Center

Sacred Heart Parish School offers a Learning Center, where students who struggle in the areas of Reading, Writing or Math can be accommodated. We administer informal and formal assessments to evaluate our student’s academic level and therefore be able to provide the services they need. The Learning Center seeks to provide the best academic atmosphere by allowing students to test in a separate setting, with no time limit, helping students avoid classroom distractions. Our services include push-in, going into the classroom during instruction with the student, and pull-out, students coming into our office for decoding, writing, reading fluency and comprehension programs. Additional services are also provided; these include Speech Therapy and Occupational Therapy which are administered by an external provider and require an additional fee. We also coordinate with the public school district for further IEP testing if needed. The administration and faculty of Sacred Heart Parish School recognize that we may not be able to accommodate students who demonstrated severe learning disabilities.

B. Health Requirements

Sacred Heart Parish School follows Federal and State guidelines regarding immunization requirements for all students. Please turn to Appendix VII for a list of grade level immunization requirements.

C. Tuition, Fees and Tuition Assistance

1. Registration Fee

The Registration Fee is \$140.00 per family at time of initial registration in Sacred Heart Parish School. Please note that this fee is a onetime, non-refundable fee.

2. Student Fee

The Student Fee is \$250.00 per student per year. Use of non-consumable, consumable textbooks and student insurance are included in this fee. Please note that this fee is also non-refundable. There are additional student fees charged at different grade levels for supplemental reading materials, field trips, labs, retreats, etc. Such fees are outlined for you in our summer mailings and Registration Day, which is held annually each August.

3. Tuition

The school's tuition is determined by the Pastor, Business Office and Principal and lists distinction between students of active, financially supporting Sacred Heart Parish families and those families who are not registered, not financially supportive, not active, and/or not Catholic. Tuition rates are distributed to parents each spring for the upcoming school year.

In order to qualify for the Supporting Family rate, a family must be a registered and active member of Sacred Heart Parish School for at least a year and attend Mass at Sacred Heart regularly (regularly attendance is defined as three out of four Sundays each month) using the Sunday Collection envelope or Blue Mass Attendance card when attending.

School families are invited to contact the school's Business Office to determine their status. The school will forward notification of a change in status to the families who are re-classified by the business office during the school year and/or at time of re-registration.

The Fran Harpst Military Tuition Grant is available to active duty military families who meet eligibility requirements. Eligibility for the grant is one parent must be active duty military, Catholic, reside in Coronado (Zip Code of 92118) and be a parishioner of Sacred Heart Church. The grant offers ½ tuition based on the parishioner rate for the number of children enrolled and applies to new and current families. Current admissions policies for Sacred Heart School will apply to interested families that meet the Military Tuition Rate requirements. Academic and behavior grades need to be at a "C" or better. The Fran Harpst Military Tuition Grant will be reviewed annually and renewed based on the program's availability of funds.

4. Tuition Policy

Every parent or guardian of a student in Sacred Heart Parish School must sign a written agreement agreeing to pay specified tuition and fees and to comply with all the school policies and regulations, including those governing tuition delinquencies.

5. Tuition Assistance

Sacred Heart Parish School is committed to providing tuition assistance to families who demonstrate financial need. The need of each family shall be reviewed individually each academic year by the Principal. In most cases, a grant totaling fifteen percent of a child's annual tuition is the maximum amount available. No student will be given a full tuition grant, as each family must make contribution towards the cost of education. All information provided in connection with applications for tuition assistance is kept confidential. Interested families are asked to submit a completed Grant & Aid Application to FACTS Tuition Management. FACTS will compile a report that the Principal will use as a tool in determining each family's level of assistance. Applications are available in the Business Office.

Tuition Payment Procedures

- i. All families are expected to make tuition payments according to one of three payment options: FACTS ACH-Automated Withdrawal Plan, FACTS Monthly Invoice Plan, or Annual Single Payment.
- ii. Each academic year, those families that decided on a FACTS plan will choose a monthly tuition “due date” of the fifth or twentieth. Payments are due July through April for families selecting the ten-pay option, or July through June, for those selecting the twelve-pay option. For those families that decided on the Annual Single payment, payment will be due July 1st and includes a percentage discount.
- iii. With any check returned from the bank or other financial institution, FACTS will assess a \$30.00 fee for any returned checks it receives and Sacred Heart Parish School will assess a return fee based on the bank fees for any returned checks it receives. (If more than two checks are returned by the bank, all subsequent payments will only be accepted by cash, cashier’s check, or money order.)
- iv. Unless prior arrangements have been made with the school’s business office, FACTS Automatic Withdrawal Plan will attempt a withdrawal on the designated date. If the payment is returned by the bank, it will be attempted one more time on the 5th or the 20th whichever date is closer. FACTS will send out a notification letter and assess a return fee of \$30.00. FACTS Invoice Plan will assess a late fee of \$25.00 if payment is not made by the 10th of each month.

6. Non-Payment of Tuition

Parents who find they have a temporary problem meeting their financial obligations to the school should contact the Principal immediately. Every attempt is made to work with families experiencing financial difficulty. Chronic or ongoing delinquencies may result in:

- i. Temporary or permanent suspension from school.
- ii. No family will be allowed to complete re-registration or be considered as re-registered if any delinquent tuition or fees remain unpaid on July 1st.
- iii. No eighth grader will be allowed to participate in graduation activities or ceremonies if tuition and fees are not current by June 1st. Diplomas will be issued when all delinquencies are paid in full.
- iv. A notice will be sent to the student’s Catholic high school of acceptance, identifying delinquent tuition or fees. Such notice may result in a denial of enrollment by the student’s high school acceptance.
- v. When a family transfers from Sacred Heart with an outstanding balance, transcripts and final grades will not be forwarded to their next school until all delinquencies have been paid in full. As this handbook represents the understanding between both parents and the school, attendance at school is therefore to be viewed as acceptance to the terms and conditions stated in this document.
- vi. At the discretion of the Principal and/or pastor, delinquent accounts may be forwarded to a collection agency or pursued through legal channels.
- vii. At the time of Registration Day (each August) all tuition and fees uncollected from the previous year must be paid in full. If there is a delinquent account, re-registration will be denied to the family.

7. Refund Policy

Registration and Student Fees are non-refundable. Tuition is refunded based upon months of attendance. When a student terminates attendance at Sacred Heart School all unpaid fees or school charges become due and must be paid immediately.

D. Family Commitment Agreement

In accord with SHPS policy, the Parent-Teacher Group (P.T.G.) is organized to:

- i. Promote a broader appreciation of the Catholic education
- ii. Enlist the spiritual, educational, and social resources of home and school to provide the best Catholic education possible.
- iii. Provide an advisory function to the school administration and a forum of exchange for parents and teachers.
- iv. Provide a solid organization to improve the school's fundraising efforts.
- v. Bolster the integration of families into the life of Sacred Heart Parish and School.

Each school year, every family is expected to volunteer service to the school and parish. The family expectation is forty hours annually, to be completed during the school year. This requirement is considered an integral part of the enrollment agreement between family and the school. Families who do not meet this requirement may be denied the opportunity to re-enroll for subsequent school years.

Volunteer hours may be entered by the donation of, "time, talent, and treasure." The P.T.G. will report hourly totals on a half-yearly basis to school families. Communication regarding the status of your voluntary service hours should be directed to the P.T.G. Volunteer Coordinator or the Principal.

E. School Hours

7:00 a.m.	Extended Day Care (EDC)
7:45 a.m.	TK reports to classroom via side classroom entrance Grades K-5 line up on playground in assigned areas Grades 6-8 report to their classrooms
8:00 a.m.	Assembly (Monday) or Classes (Tuesday) begin
10:00 a.m.	Recess K-5
10:20 a.m.	Recess 6-8
11:55 a.m.	Lunch/Recess Grades K -8
2:45 p.m.	Dismissal (Minimum Day dismissal is at 12:00 p.m.)
3:00-6:00 p.m.	Extended Day Care (EDC)

School office hours 7:30 a.m. - 3:30 p.m. (Monday-Friday)

Minimum Day dismissals are scheduled for noon with no lunch period. EDC is normally provided on these days (please check the annual school calendar or weekly Heart to Heart newsletter for exceptions). If your child is staying at EDC for a minimum day, he/she is required to bring a lunch.

F. Security Policy

Sacred Heart Parish School takes the importance of student safety seriously. For safety and insurance reasons we ask that no student arrive to school before 7:00 a.m. The school does not accept liability for the student on the school or parish grounds before 7:00 a.m. Students arriving prior to 7:45 a.m. must sign in with morning Extended Day Care (EDC) unless they are attending a teacher-supervised study group that morning. If students arrive after 7:00 a.m. but do not report to EDC as required, a fee will be charged to their families even though no direct supervision has been provided for them. Parent cooperation in this matter of supervision is of the utmost importance. The EDC staff

provides supervision from 7:00 – 7:45 a.m. and a fee is charged for this time. Parents who do not wish to be charged must make alternate arrangements for their children’s supervision before 7:45 a.m. This policy applies after 3:00 p.m. Students who are still on campus at 3:00 p.m., or who have not departed campus and do not have teacher-supervised, school-sponsored activities, must report to afternoon EDC at 3:00 p.m. A fee will be charged for the time that they are present until they are signed out by their parent or guardian. Students who have a sibling attending an after-school activity, such as practice for a sports team, may not remain on the grounds unsupervised, therefore they are required to report to EDC. Students attending an after-school activity or sport practice must wait at the lunch tables. Students who are waiting for carpool must wait at designated areas. Students who bike or walk home must leave at 2:45 p.m.

G. School Visitors

All parents and visitors must check-in the school’s front office before proceeding onto school grounds as required by the California Ed. Code. Parents are requested to not disturb classes while they are in session. Parents should leave items their child needs, or has forgotten, in the front office for pick-up at recess or during lunch. Class observations may be scheduled directly with the teacher or Principal. In the case of an appointment to observe a class, parents and visitors are required to check-in at the front office before proceeding to the classroom.

H. Student Records

Each student has an Emergency Card on file in the school’s front office and it must be updated with current phone numbers and availability of parents/other “responsible caretakers” (in case the parents cannot be reached). Please notify the office immediately of any change in address or phone numbers.

Each student has a Health Record on file in the health office, which must be updated at all times. During the school year, the parents should send all new developments concerning their child’s health, vision, hearing, allergies, physical limitations, etc., to the office in written form.

Each student also has a permanent Academic Record on file in the school’s front office.

I. Child Abuse Reporting Obligations

In accordance with California law, all school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The clear intent of the law, based on the seriousness of the crimes listed, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. In this very serious and legally narrow area, school personnel are not required to contact parents in advance for making a report to legal authorities. Questions regarding this policy may be directed to the school counselor or Principal.

J. Federal Asbestos Management Compliance

Asbestos regulations for schools found in the Asbestos Hazard Emergency Response Act (AHERA) and as promulgated by the Environmental Protection Agency are followed and monitored through Sacred Heart Parish School.

In accordance with the E.P.A. and AHERA regulations, notice is hereby given to the Sacred Heart community that an inspection was previously conducted of the entire campus located at 706 C Avenue, Coronado, including the EDC building. No asbestos or asbestos-containing building materials were used in the building of our K/1 Library building. Asbestos-containing building materials (A.C.B.M.) and “assumed” A.C.B.M. needing periodic attention were identified in the main buildings first floor attic area and in the basement utility room which contains our

furnace. Neither area is accessible to students. A copy of our management plan is on file at the school and is available for review by appointment.

K. Student Insurance

Sacred Heart students are extended insurance coverage through a SHPS approved plan. Most medical benefits and services are paid as secondary to all other insurance plans the student or parent may have. An explanation brochure is available to parents at their request. It is the responsibility of the parent to request an Insurance Claim/Accident Form from the school's front office and submit it to the appropriate claims office when necessary.

Academic and Student Activity Information

A. Curriculum

Curriculum may be defined by CORE standards. It includes the content of courses study; it also embraces the development of the whole child insofar as this is within the scope of the school. Sacred Heart affirms the rights and responsibilities of parents as the primary educators of their children and recognizes the Catholic school as the most effective means of assisting parents in their educational task. The school will assist the child in forming the right understanding, attitudes, and habits—not only in connection with subject matter areas, but also in each and every school experience. The following courses are taught to all students in Kindergarten through Eighth Grade: Religion, Family Life (Grades 4-6), Language Arts, Mathematics, Social Studies, Health, Physical Education, Spanish (Grades 1-8), Music, Art, and Computer Science. Grades K through 5 are predominantly self-contained classrooms. Academic subjects are departmentalized grades 6 through 8.

B. Religion

Our formal religion program is given a privileged place in the school's curriculum. Its themes are carried over into the total atmosphere and practical daily living of the class and school community. As such, non-Catholic students also participate in the religion program at Sacred Heart.

1. Liturgies and Prayer

We celebrate All-School liturgies, prepared by the staff and students, typically one Friday each month, on Holy Days of Obligation and for important school events. We schedule class Masses, attend daily Mass at least once each week, and participate in penance services at least twice yearly.

Students of each class (Grades K-8) begin one school day each week with attendance at daily Mass in Sacred Heart Church beginning at 8:00 a.m. On Mass days students are expected to arrive prior to 7:50 a.m. to leave for the church with the class. The following schedule is observed:

Mondays	None
Tuesdays	Grades 2, 3, and 7
Wednesdays	Grades 1, 4 and 5
Thursdays	Grades K, 6 and 8
Fridays	None

In order to respect the solemnity of the Eucharist celebration and not disturb other participants, we ask that students must be present on the main schoolyard (Grades 1-3) or in their classrooms (Grades 4-8) by 7:50 a.m. on their scheduled day of attendance. Students who are late to school on their Mass day are to sit in the back of the church and join the class after communion. Students who arrive after 8:05 a.m. are to report to the front office. They will be supervised outside the front office's waiting area until their class returns from Mass and will be considered thirty minutes tardy for the day.

As a school community, we recognize the importance of both formal and informal prayer and constantly ask for God's blessing in our work throughout the day. Prayer opportunities in the classrooms help develop familiarity with personal and shared prayer.

2. Family Life

Sacred Heart affirms the right and responsibilities of parents as the primary educators of their children and recognizes the Catholic school as the most effective means of assisting parents with this task. In the area of Family Life, the school seeks to provide a family life educational program as mandated and approved by the Pastor. Our teachers, qualified parent volunteers, and visiting professionals teach Family Life. Basic concepts of Family Life are integrated into many subject areas and taught throughout the year. However, there is formalized instruction of

Family Life in Grades 4-8. Curriculum (books and materials) can be reviewed in the classroom, and permission slips are presented for parent approval at the beginning of the school year. A reminder will go home prior to the beginning of the program. Parents may inform the school, in writing, that they would prefer to teach this subject area at home and the student will be sent to another class for an independent study period during the formal teaching of Family Life during the day. Fifth Grade will be receiving age appropriate supplemental information that is available for viewing in the classroom, and parents will also be sent a permission slip prior to the beginning of the supplemental program.

3. Sacramental Preparation

Parents of students in Second Grade, whose children are preparing for Reconciliation and First Eucharist, must be willing to participate in the Sacred Heart Parish Sacramental Preparation Program. This is the condition for their child receiving these sacraments.

Students in Grades 3-8 in need of sacramental preparation are also required to attend religious education classes offered by the school and/or parish before receiving the Sacraments.

All students must provide a copy of their Baptismal Certificate at the time of registration.

New students in Grades 3-8 must also provide certificates for all other sacraments they have received.

4. Mission Program

Throughout the school year, students are given the opportunity to demonstrate their concern for the poor and needy children of the world through our involvement in the Missionary Childhood Association (MCA). Collections are held once each month at All-School Masses. In addition, mission activities are sponsored to raise money for the MCA by each classroom throughout the year.

C. EdTech

EdTech classes are offered during the school day through our Mobile Lab with additional computers present in the classroom for student use. Our Mobile Lab consists of a classroom cart of Chromebooks and a classroom cart of iPads. Students receive instruction using both of these devices. All students in K-8 are scheduled for EdTech twice a week. Parents are required to sign an AUP (Acceptable Use Policy). Misuse of a school devices on the school grounds constitutes computer abuse. The consequences of misuse are: a notice sent home to parents, loss of technology use privileges and suspension for an amount of time to be determined by the Principal. Misuse or abuse of a computer that results in computer breakage may also result in a repair fee charged to the student responsible. Parents are urged to monitor and oversee computer usage both at school and at home.

The use of social networking websites (i.e., Facebook, Instagram, Snapchat, Twitter, etc.) on campus is prohibited. The nature of most social networking sites is contrary to the mission and philosophy of Sacred Heart Parish School, "Our Mission as a Catholic school calls us to embrace an attitude of acceptance and respect for one another, thereby giving each of us the opportunity to be enriched." The use of home computers is to be overseen by parents and all activities related to computer use are in the jurisdiction of the home. "We believe that parents have the primary responsibility for the education of their children, and that our school, the Church, and the civic community support, enhance, and complement this role." Students who dismiss this mandate, misrepresent, or malign the integrity of the students or staff of Sacred Heart Parish School (whether in school or at home) will be reported to the Principal where appropriate consequences will be determined, including—but not limited to—suspension and even expulsion.

D. Physical Education

Physical Education (P.E.) classes for TK-8 are scheduled for two class periods each week. The emphasis is on learning skills, promoting physical fitness and healthy habits, demonstrating the ability to work as a team member, establishing positive attitudes towards success and failure, and enjoying wholesome recreation. Students in TK-8 are

required to wear the school-approved P.E. uniform along with all black, rubber-soled athletic shoes for all P.E. classes.

E. Extended Day Care (EDC)

Supervised play, arts and crafts, fun activities, snacks, and homework time are available for any Sacred Heart student on campus from 7:00 a.m. to 7:45 a.m. and from 3:00 p.m. to 6:00 p.m. at a nominal additional cost. On-site staff coordinates this school program as an extension of the school day and billing is handled separately through the school's business office.

Extended Day Care Reminders:

- The study time provided is not a guarantee that all homework will be completed. Parents must check their child's work nightly (even if it has been completed) and realize that not every child will be able to finish his/ her homework at school.
- The parent or guardian who picks up the child in the afternoon is legally required to sign the child out from EDC. Students cannot sign themselves out, nor may a sibling or a person under the age of 18.
- If your child attends an after school activity and is not picked up on time, a charge for day care will be imposed.
- If a child has a sibling that is attending an after-school program and is not picked up, he/she is to check-in EDC unless a parent is present.
- When a child is not picked up by 6:00 p.m., a \$25 fee will be charged.
- Phone use is typically limited to EDC staff. Students may only use the phone with the staff's permission.
- Conduct expectations are consistent with general school rules—any additional expectations will be identified at the beginning of the school year for students who are enrolled in EDC. Failure to adhere to the expectations may result in loss of enrollment in this program. Cases involving a serious violation of school rules or persistent and willful violation of rules set out by the staff will result in loss of enrollment in this program.
- Billing is on a monthly cycle and separate from tuition. Payment is expected at the time the bill is received.
- When a student is at day care after minimum days, even if only for the first half hour, he/she must bring a lunch.
- Children will only be released to the people listed on official forms from the office. If someone else needs to be added to the list, this must be done through the office. If you are having someone pick up a child (even if it is only one time) the name needs to be recorded at the office and EDC notified beforehand.

F. Homework Policy

Daily homework is planned to meet the needs of the students and is important in our academic program. Its purpose is to reinforce concepts and skills that have been presented in class, foster the student's creativity and self-discipline through enrichment projects or research, train the student to work independently to develop his study skills and habits, and prepare and motivate the student to learn a new concept or skill.

The time spent on homework should be quiet, uninterrupted, and is not intended to exceed the following:

Kindergarten	(Optional) not to exceed 15 minutes a night
Grades 1-2	typically 30 minutes a night

Grades 3-4	typically 45-60 minutes a night
Grade 5	typically 60-90 minutes a night
Grades 6-8 (Jr. High)	typically 90-120 minutes a night

In exceptional cases, parents may send a written note with an appropriate explanation if a student cannot finish his/her homework in the time frame given. Students who occasionally have a legitimate reason for not completing an assignment will be excused if a note is received from their parents. In special needs cases, please contact your child's classroom teacher if you feel that modifications may be needed.

Long-range projects/research assignments should be carefully planned with adequate time for completion so as to avoid last minute efforts and unnecessary anxiety.

For any student, homework can be considered as preparation for the type of work required in successive years. We urge all parents to take an active interest in their child's homework. It is the responsibility of the student to properly record all assignments, complete recorded assignment on time, and turn in homework when it is due. All students are expected to communicate with their teacher if problems arise and parents are asked to monitor their child's efforts in this regard. Concerns related to homework should be immediately addressed to the teacher who assigned the homework. Besides a possible grade drop, students may have to make-up missing/late homework in addition to completing current homework. Missing work due to absence will be accepted the next day with no drop in grade. Individual teachers will address missing homework due to other circumstances and—at their discretion—assign a necessary consequence. In some cases, students may be asked to inform his/her parent that he/she will be required to stay after school to make up missing assignments.

G. Grading Policy, Report Cards, and Progress Reports

Total student performance is measured through class work, homework, quizzes, tests, class participation, and (when appropriate) work on special projects. Written grades are given quarterly in order to keep students and parents aware of progress and performance. Grades have been calculated over the course of the quarter and no work will be accepted after the marking period is closed. It is important that parents and teachers recognize the necessity of proper communication. Parental discussions involving a student's work or behavior should be held with the child's teacher first. All conferences must be held before or after school hours, or during a teacher's preparation period by appointment. Phone conferences may also be arranged based on teacher availability.

The grading system utilized at Sacred Heart is as follows:

Grades K- 2:

*O	93-100 Outstanding
*VG	90-92 Very Good
*G+	87-89 Good
*G	83-86
*G-	80-82
*S+	77-79 Satisfactory
*S	73-79
*S-	70-72
*NI	67 and below Needs Improvement
*NE	Not Evaluated at this time

Grades 5-8

*A	93-100
*A-	90-92
*B+	87-89
*B	83-86
*B-	80-82
*C+	77-79
*C	73-76
*C-	70-72
*D+	67-69
*D	63-66 (lowest passing grade/grade concern should be noted)

*D-	60-62
*F	59-0 (failing)
*NE	Not Evaluated at this time

Parents and/or teachers may request a conference at any time, particularly at the end of any quarter and/or at progress report times, which are available online mid-way through each quarter. Parent-teacher conferences are recommended any time a parent or teacher recognizes a need. Informal contacts by notes, phone calls, or emails are welcome.

Progress Reports are available at the mid-term of each quarter or at any time thereafter to students who have grade of "C-" or below or have dropped a full grade since the previous report card. Progress Reports must be signed and returned to the classroom teacher(s) within three days. It shall be the responsibility of the student and parent to inquire at the time as to steps that may be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card but rather an indication of a student's performance in a specific area, up to date.

At the end of each grading period, report cards will be distributed. A formal parent-teacher conference will accompany the distribution of the first report card. Report cards are to be signed and returned to school within a week after they are distributed.

H. Late Work

Work will be accepted one day late but for only 50% of the total grade and will not be reviewed by the teacher. After one day, the assignment will be considered a zero and parents notified. It is in the student's best interest to heed due dates and prioritize a work schedule to accommodate assignment deadlines.

I. Cheating, Copying, and Plagiarism

Using the work of another student and claiming it as his/her own or using resources online without citation is considered plagiarism and is contrary to the Mission Statement of Sacred Heart Parish School. Making this choice will have serious consequences:

- A failing grade for the assignment
- Between 5-20 check marks will be assigned (Middle School)
- Parent notification
- Discontinuation of ASC affiliation (if applicable).

Additionally, the circumstances may merit student suspension. This consequence will be determined by the Principal and affected teachers.

Use of RenWeb is required. This tool is the depository of class assignments, permission slips, grades, and official notifications for K-8. ID numbers will be distributed on Back to School Night and it is the duty of each family to register. If you should lose the ID please contact the school office.

J. Honor Roll and Awards

Sacred Heart Parish School gives recognition to students who excel by recognizing individual growth and achievement throughout the school year. The purpose of this recognition is not to promote competition, but to emphasize values of academic responsibility and sincere efforts to learn, which our families and the school hold as priorities. Certificates are awarded at assemblies following each reporting period.

1. Principal's List

Each quarter, students in Middle School (Grades 6-8) who have achieved all A's in all major subjects are recognized with a special certificate and placed on the Principal's List.

2. Honor Roll

Each quarter, students in Middle School (Grades 6-8) who have achieved an “A” or “B” in each academic subject, an “S” or better in Art, and at least a “B” in Behavior, are included on the Honor Roll.

3. Personal Achievement

Beginning with the second quarter of each school year, students in K-8 whose report card grades improve in at least one major subject without receiving a lower grade in any other subject—and do not earn less than a C in any area of that report card for the entire quarter—receive a Personal Achievement award.

4. Awards

Qualifying students are recognized each quarter for:

- Overall Excellence in their grade level (K-5)
- Greatest Effort or Most Improved in a particular subject area (K-8)
- Christian Citizenship (K-8) who give evidence of whole-hearted cooperation in school and class activities, good observance of school regulations, punctuality, and Christ-like behavior. This award is designed to go to a limited number of outstanding students who clearly and consistently do much more than the basic requirements for behavior.

5. Weekly Recognition Awards

Recognition Awards are given at morning assemblies to students (K-8) for their individual achievements.

6. Recommendations

Teachers and staff are happy to prepare recommendations for outgoing eighth graders or those transferring to another school. Please notify teachers in a timely manner and allow at least two weeks for this to be accomplished.

K. Promotion/Retention

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade. Teacher evaluation and report card grades form the basis of this decision.

For some students, promotion or acceptance into the next grade may be conditional upon completion of professional tutoring or an approved summer school program, as well as at least average performance during the first nine weeks of the new school year.

Failure of eighth grade students will follow these guidelines: if the final, cumulative grade average for the year is an “F” in two or more academic subjects, no diploma is given and non-promotion will be noted on the student’s transcript until the student has brought his grade up to the school’s minimum graduation requirement. The student and his parents are responsible to take the necessary means to achieve this (i.e. hiring a private tutor, attendance at an accredited summer school program, etc.) within the time frame specified by the school. Teachers will contact the parents through reports and conferences. Social promotions may occur when a student has not completed the grade level proficiency due to diagnosed learning disabilities or other appropriate reasons. Students may then be given a social promotion rather than an academic promotion from eighth grade.

L. High School Placement

Admission into a Catholic high school is a two-year process. While Sacred Heart Parish School, its administration, faculty and staff is a strong supporter of the individual student, admission is dependent on the students themselves and these factors:

- Academic evaluations from Grades 7 -8

- Behavior evaluations from Grades 7-8
- Absent and tardy tally from Grades 7-8
- Catholic School Placement Test score and essay
- Teacher recommendations
- Personal interview

M. After-School Activities

Students at various grade levels are invited to participate in after-school sports, the Associated Student Council (ASC), Student Choir, Drama, Art, and a variety of special events.

Respect and cooperation with all coaches, staff, and parent volunteers is mandatory for continued enrollment in extra-curricular activities. Students wishing to participate must maintain at least an average conduct grade. Scholastic grades will be reviewed as necessary and involvement may be limited for those students not performing to the best of their abilities in academic areas.

Students involved in extra-curricular activities may not leave the school campus between the time of dismissal and the beginning of the school sponsored activity without their parent or guardian.

N. Associated Student Council

Students from Middle School (Grades 6-8) are elected by the student body to serve as Student Council officers for the school year. Under the direction of a teacher-moderator, these students plan and organize special activities for students, staff and manage a "Student Store." Student Council officers assist teachers, staff and the PTG as requested.

Those running for Associated Student Council office are required to have above average grades and earn at least a "B" in Behavior *each quarter*.

School Policies

A. Absences and Tardiness

Consistent attendance and punctuality are very important to academic success and the development of positive, lifelong habits.

If ill, please remain at home. If your child is absent from school, please call the office by 8:30 a.m. on the day of the absence. Upon returning to school, a written note stating the reason for the child's absence must be presented to the teacher (as per State of Calif. Ed. Code). If a child has been diagnosed with a contagious disease (i.e. Chicken Pox, Streptococcus, etc.) please notify the office immediately so that precautions can be taken and the appropriate notifications sent home. If your child is not well prior to the beginning of the school day, you are requested to make arrangements for the child's care outside of school. Please notify the Principal or homeroom teacher of a long-term illness, doctor requests, or medical problems that your child may have.

Taking students out of school for extended vacations is strongly discouraged. The annual school calendar and scheduled vacation days should help you plan your vacations around the academic year. In the case of long-term absence due to anything other than illness, parents must notify the Principal and all of their child's teachers at least two weeks prior to departure.

Students who are absent or tardy are responsible for any class work missed while not at school. Excessive absences or tardiness may result in a reduction in grade based on the fact that the student was not present at school during the course of instruction and class assignments. Extended absences may also result in non-promotion or denial of re-enrollment.

Overall, it is the parents' responsibility to ensure that the student arrives before 8 a.m. A child is considered tardy at the 8:00 a.m. bell if they are not in line (K-3) or present in their classroom (Grades 4-8). Persistent tardiness may—at the discretion of the Principal—result in dismissal from school. Students who are tardy for school must check in at the office and receive a tardy slip for entrance into class. Please be aware that all high schools review student absences and tardiness prior to acceptance.

B. Absences from School Premises

Students are not permitted to leave the school grounds at any time during school hours unless "signed out" and accompanied by their parent or guardian. In the case of an emergency where the parent cannot be contacted, the "responsible person" listed on the emergency card will be notified. Parents are required to come to the school office to pick up their child for any early dismissal. Staff will go to the classroom to retrieve the student after the parent or guardian comes into the front office and signs the student out. Staff will not pull students out of class before the parent or guardian arrives on campus.

At no time during the daily sessions are pupils allowed to leave the school grounds, even during the recess or lunch period, except by previous arrangements. If arrangements have been made and the child is to be picked up, the parent or legal guardian must check in with the office before the child is released. If someone other than the parent or guardian is picking up a child, he/she must present a signed note from the parent or guardian stating permission has been given before the student can be released.

A child who re-enters school on the same day must first report to the front office for an admittance slip to return to class. The school assumes no liability in cases where students leave the premises in violation of the above policy.

Please note: Students may not leave the school grounds after school hours and then return for a school-sponsored activity without immediate supervision of a parent or guardian.

C. Dismissal for Medical or Dental Appointments

Whenever possible, we ask that all doctor and dental appointments be made before or after regular school hours. Excused absences are allowed for medical and dental appointments when official verification is received from the doctor or dentist. Parents should request this from the child's medical or dental office at the time of appointment. While excused, frequent absences of this type are detrimental to the student's class work and should be kept to a minimum; such appointments should not conflict with our annual dates for standardized testing in October.

D. Change in Address or Telephone Number

Parents are required to notify the school office when there is a change in address or phone numbers (work, home, or cellular). It is extremely important that we keep our emergency contact information current and are able to contact you when necessary.

E. Bicycles, Skateboards, Scooters, and Roller Skates

Bicycles, skateboards, scooters, and roller skates are to be walked on and off the school grounds (and on all adjacent sidewalks along both the school and church properties). Students who violate this rule will lose the privilege of riding bicycles or bringing their skateboards, scooters, or roller skates to school for a designated time. It is necessary that your child's bike has a lock and that it be locked to the school's bike rack. All bike riders should wear a helmet. The school accepts no liability for bicycle damage, theft, or injury to a child riding any of these pieces of equipment.

Children who ride bicycles should be carefully instructed regarding traffic rules and safety precautions. Bicycles must be placed and locked in the racks adjacent to the K/1 building.

Bicycles, scooters, skateboards, and roller skates may not be used on school grounds before, during, or after school hours.

F. Birthday Parties

Invitations to student birthday parties may only be distributed in the classroom if all students in the classroom are to be invited. Parents and/or students wishing to invite a limited number of students must do so via their own methods (i.e. email, mail, phone, etc.)

G. School Property and Personal Property

Books should be protected with durable non-adhesive covers. All books are numbered and assigned to individual students. Parents and/or students are required to pay for any damage or loss.

All students are encouraged to keep the school building and grounds in beautiful condition. If any school property, furniture, or equipment is destroyed or damaged, the responsible student will be fined according to the extent of the damage. Parents are liable for any and all damage caused by their children to school equipment or property.

Personal athletic equipment or other personal property (including toys, play equipment, mp3 players, etc.) not specifically requested or approved by your child's teacher are not allowed on campus at any time. The school accepts no responsibility for personal belongings brought to school without the prior permission of a school official.

All student cell phones must be off during the school day. If students need to use the phone during school hours, they must ask the classroom teacher for use of the class phone. After school, cell phones may be used with the permission of the teacher.

Texting at school is expressly prohibited and severe consequences will result.

No calls may be made to parents to bring in late/forgotten assignments or uniform/P.E. attire.

H. Discipline

1. Discipline Policy

Discipline enables us to be “disciples” or followers of our Lord. External discipline is meant to help us grow in “inner” or self-discipline, teaching us to take responsibility for our actions, thereby leading us to maturity. Our school-wide discipline policies are designed to help us establish and maintain a supportive and positive school community.

The staff of Sacred Heart Parish School commits themselves to the belief that all students have the right to learn in a distraction-free environment. No student has a right to disrupt the learning environment of any student and teachers have a right to insist distraction-free environment in which to teach.

With this goal in mind, the staff develops a set of expectations for student conduct and makes those expectations known to the students and available to parents. The staff also establishes a set of positive rewards that may include verbal and written praise, recognition, special privileges, attendance at special assemblies, and special classroom celebrations. A list of consequences has also been developed for any student who chooses to break these rules. Appropriate explanation of the classroom procedures and expectations are presented during our annual Back to School Night. Parent questions may be directed to the teachers at any time during the year.

In the case of a severe violation of the rules, particularly those listed in the following sections, the Principal may invoke a suspension or expulsion in accordance with the procedures described.

Middle School

Behavior checks will determine the behavior grades as exhibited on the quarterly report card, which will be copied and sent in the cumulative files to high schools.

- 40% Conduct
- 20% Uniform
- 20% Back to Class
- 20% Tardies

We invite, encourage, and need your support in assisting us to guide your children to consistently make appropriate choices and we pledge our support to your efforts for fellowship at home.

2. Incomplete or Missing Work

In addition to a probable grade drop, students may be required to complete their delinquent homework either after school or at home. Individual teachers at their discretion will address this issue.

3. General Student Rules

Our governing school rule is to love as Jesus loves (John 13:34). All other rules help fulfill this all-important ideal thereby allowing us to study and work together in a positive school community.

In addition to the individual rules and consequences posted in every classroom, the following school-wide rules are recognized:

- i. All Sacred Heart students are expected to show respect and courtesy at all times. Students are expected to greet and converse with the Pastor, Principal, teacher, staff, helpers, visitors and each other in an appropriate, courteous manner. Students are expected to stand in greeting the

Principal or other staff members to their classrooms, as well as when answering the celebrant at Mass.

- ii. Students are required to be in their assigned play areas during recess and lunchtime.
- iii. Students are not allowed in the classroom at any time unless a teacher or other adult is present (as per the Calif. Ed Code).
- iv. All students are responsible for the preservation of school property.
- v. Students are subject to disciplinary sanctions if they create an unsafe environment for others.
- vi. Fighting or “play-fighting” is prohibited and subject to suspension.
- vii. Commission of an obscene act or engagement in profanity or vulgarity is subject to suspension.
- viii. Crosswalks at 7th St. & C Avenue should be used at all times when crossing the street.
- ix. Public displays of affection between genders are prohibited on campus.
- x. Actions occurring off campus but related to school may be dealt with as if they occurred at school.
- xi. Students may not use the restrooms located in Spreckles Park.
- xii. Gum, candy, and sunflower seeds are not acceptable in the classroom or on the school grounds at any time.
- xiii. All Dress Code policies, as found in Appendix II, are to be followed.

In the case of severe violation of the rules, the Principal may invoke a suspension or expulsion in accord with the procedures described.

4. Probation, Suspension, and Expulsion

General Guidelines

A student may be placed on probation for a serious offense, for continuing serious academic deficiency, or for continued behavioral misconduct.

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed, or a serious offense has been committed. When a student is suspended, the parent will be notified of the suspension and the reason for this disciplinary measure. In additions to the rules previously listed, the following quotations, taken from the Calif. Ed. Code, help form the criteria used at Sacred Heart Parish School for suspension or expulsion.

Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel, or assault and battery upon a student while on school premises or while under the authority of school personnel, or any threat of force or violation directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school...

Smoking or having tobacco on school premises constitutes just causes for suspension of a pupil...

The school may suspend or expel pupils for misconduct when other means of correction fail to bring back proper conduct...

Any minor who willfully cuts, defaces, or otherwise vandalizes property in any way, real or personal, belonging to a school is liable for all damages so caused by the minor...

Students are forbidden to use or possess intoxicating liquor while on the school grounds or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.

Specific Guidelines

A student may be placed on suspension for serious misconduct, on campus, or off campus during school related activities, or for continued misconduct after having been placed on probation. Official suspension may assume various forms depending upon the circumstances. The student may be suspended from a particular class and required to report to a specific place on campus during that time. This will be in a place where a teacher or staff member is present and able to direct the student (possibly, but not limited to another classroom, Principal's office, etc.). In most cases, the suspended student is not allowed to attend school for the entire period of suspension. He or she will be assigned appropriate academic work to make up for loss of class work.

Please see Appendix VI for details regarding our school's Policy and Procedures regarding any and all student threats.

Expulsion-Specific Guidelines

The final decision to expel a student rests with the Principal, with the knowledge and consent of the Pastor. Full credit shall be given for all work accomplished by the student prior to the time of expulsion.

Transfer on Grounds of Parental Behavior

Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in rare instances, parents may so persistently and overtly refuse to cooperate with school staff, policies, regulations or programs, or may so seriously interfere in matters of school administration or discipline as to reduce significantly the school's ability to serve their own or other children. All procedures in the matter must follow the guidelines in the Diocese of San Diego Handbook for Catholic Schools, sections #547, 548 and 549.

Withdrawal for Academic Reasons

Certain students who are unable to benefit from schoolwork by reason of ability or emotional instability or behavior problems may be given a recommended transfer on grounds other than discipline.

I. Drop-off/Pick-up Policy

The practice of "double parking" to drop off or pick up students in front of or on the side of the school yard is both unsafe and illegal. School staff will not knowingly allow a student to enter a car that is double-parked. Please see Appendix IV for Sacred Heart's "student pick-up procedures."

J. Emergency Procedures

Parents are notified immediately of serious injuries or sudden illnesses that occur during school hours. For this reason, you must notify the school office when there is a change of phone number or persons to be contacted (on emergency card) when you cannot be reached. It is understood that enrollment at Sacred Heart Parish School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents and that no liability would attach to such a decision in the events that the parents cannot be reached.

Emergency Dismissals

The Principal or his representative may decide on an emergency dismissal at any time when a serious condition (i.e. sickness, accident, emergency home conditions, etc.) warrant it.

In the event of a natural disaster we will ordinarily follow the direction of the Coronado Unified School District as to the opening or closing of the school.

If an emergency or natural disaster does occur, please listen to local radio stations for instruction on school closures and/or directions about school plans. As a general rule, Sacred Heart Parish School will follow the same procedure as the public schools of the Coronado Unified School District. Sacred Heart has an earthquake/natural disaster plan that includes the procedures for students and staff in the event of an emergency. Like a fire drill, these plans are practiced. In the event of a natural disaster, we will release students only when the parent and or authorized adult sign the child into their custody.

K. Family Presence at Mass

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than presence for Saturday evening/Sunday Mass. As a Parish School, it is understood that weekly Mass attendance provides tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents for the Catholic education of children that families attend Mass together on a regular basis. As the primary religious educators of their children, parents are encouraged to consistently follow through on this serious obligation.

L. Field Trip Policy

No child is allowed to go on any field trips unless an official signed permission form has been returned to the school. Telephone permission cannot be accepted. Parent drivers may be used on school field trips. Drivers must have one working seat belt for every child he/she is transporting and must require its usage. Volunteer drivers must complete the Drive Information Sheet and return it to the front office. All drivers and chaperones have to be Live-scanned before they are allowed to go on field trips or help in the classrooms.

M. Miscellaneous Policies (Forgotten Lunches, Books, Homework, Cell phones, etc.)

To minimize classroom interruptions, items brought to school for students during class time must be left at the front office. All items will be delivered to the appropriate student by a school staff member. Parents may not visit classrooms during school hours unless prior arrangements have been made through the school office.

If a student has forgotten their lunch, an attempt to call the parent will be made. In the event that a parent cannot be reached, a nutritious lunch will be provided from Ki's School Lunches for a fee.

Cell phone use is not allowed during school hours. All phones must be turned off and students must have permission from a teacher to use the phone between 2:45 p.m. and 3:00 p.m. for pick up information from parents. If a student does not follow our Cell Phone Policy, the phone will be confiscated and parents will have to pick it up from the Principal.

N. Immunizations/ Medical Records/ Medications

Sacred Heart Parish School follows Federal and State guidelines on immunization requirements for all students. Please turn to Appendix VII for a list of grade level immunization requirements.

Students who attended Sacred Heart the prior year only need to have their health cards updated for the new year. If your child has received any immunization during the summer, or there is any additional information that should be listed on the health card, please bring dates and/or information with you when you re-register your child /children.

Prescribed medications must be sent in its original container and marked with the student's name, directions for use, and accompanied by a signed physician's form in order for school personnel to supervise your child's taking of the medication. This procedure must be followed for every day that your child may need the prescribed medication. If medications have to be refrigerated, the parents must clearly mark it as such. The school may not supervise the taking of any medication without the aforementioned procedure.

All medications sent to school must be stored in the health room. No students will be permitted to carry medications on their person or backpacks, including over-the-counter medications. Minor first aid will be administered through the office and/ or health room personnel (see Medical Treatment/ Emergency Consent Form).

Students, who have any contagious disease, fevers, etc., may not be present at school. If they come to school and are considered contagious, they will be required to return home with a parent or guardian. All other contagious illnesses must have a doctor's note to re-enter school.

Guidelines for Exclusion and Re-admission of Students with Pediculosis (Head Lice)

When an active case of pediculosis (head lice) is identified, health office personnel will check all students in the class and the student's siblings. The school requires the parents to pick up the child from school, informs the parents regarding appropriate procedures to treat the pediculosis, and sends a communicable disease information sheet home with the affected classroom(s).

O. Lost and Found

Please mark all uniform items and lunch boxes. All items left in unattended areas are collected and placed in the Lost and Found. Lost articles may be claimed after school from the Lost and Found box. The Lost and Found box is located under the stairs. Items not claimed after appropriate notice, will be given to local charities.

P. Uniform Policy **(Please see Appendix II for further details)**

Sacred Heart Parish School endeavors to create an environment in which time and energy can be focused on "acquiring knowledge, skills, and values in order to serve God, family, and society." To promote school unity with great pride, our school complies with a strict dress code. All children must be in regular uniforms unless the school schedules a "free dress" day. In an emergency situation when your child cannot be in uniform, an explanatory note must be sent to the teacher.

Homeroom teachers will designate what is required of students regarding uniforms while attending field trips away from school.

Free Dress Days

Free Dress days are specific days when students can wear non-uniform clothing. We expect the students to "dress-up" rather than "dress-down." Some restrictions include but are not limited to:

- No camouflage pants or fatigue type outfits
- No tube tops, spaghetti strap tops or outfits that allow the straps to be exposed
- No exposed mid-drift tops, shorts or mini-skirts (shorts and skirts must be of a length that is equal to uniform shorts and skirts, a maximum of two inches above the knee).
- No muscle shirts, tank tops, or halter-tops
- No sweat suits, athletic team uniforms or warm up outfits
- No clothing with holes, rips, shreds, provocative messages or designs will be permitted.

- Tee shirts and collared shirts without offensive or salacious messages are acceptable but if deemed unacceptable, parents will be informed, and the next free dress opportunity will be denied
- No “jeggings” or excessively form-fitting pants

Denim is acceptable without holes, cuts, or shreds.

For Health Code reasons, students must wear closed toe shoes.

Failure to comply with these restrictions may result in parents being contacted, admission to class denied, issuance of a uniform violation report, and/or loss of subsequent “free dress” days.

Students in middle school act as mentors for students in grades TK-5 and reflect school standards for both decorum and dress. Uniform compliance is part of this responsibility and non-observance of these standards has repercussions: issuance of a Uniform Violation slip, three of which in one quarter result in a “C” in behavior.

“Free Dress” Birthday Privilege

Students may wear Free Dress on their birthday. Those whose birthdays fall on weekends may enjoy this privilege on the Monday or Friday nearest their birthday with the approval from their teacher. Students celebrating birthdays during the summer vacation time will be given a Free Dress day in June before the last day of school.

Q. Park Rules and Dismissal

Students are prohibited from using the public restrooms located in Spreckels Park during regular school hours, which includes the fifteen minute period immediately prior and after regular school days (7:45 a.m. -3:00 p.m.) due to safety and supervision issues.

Students may not loiter in Spreckels Park after school dismissal. Students are expected to be picked up promptly from school between the hours of 2:45 and 3:00 p.m., or if instructed by their parent or guardian, to proceed directly home. Students not picked up and not expected to get themselves home are required to report to EDC by 3 p.m. Student waiting for a school sanctioned after-school activity, starting after 3 p.m. (or 12 noon on Minimum Days) are required to report to EDC until the activity’s sponsor, coach, or supervisor is present at school.

Appendix I Liability Release

Permission to participate in school activities and to receive emergency medical care as granted by the parent's enrollment of the child(ren) Sacred Heart Parish School:

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school.

I hereby grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks or walking field trips within the city of Coronado.

I hereby grant permission for my child to be included in evaluation and pictures connected with the school program and/or SHPS public relations efforts.

I hereby grant permission to the school and/or the agent of the school to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact you through any of the persons listed on the emergency information you completed for us.
4. If we cannot contact you or your child's physician we will do any or all of the following:
 - (a) Call another physician or paramedics
 - (b) Call an ambulance
 - (c) Have the child taken to an emergency hospital in the company of a staff member.
5. Any expenses incurred in the aforementioned, above will be the responsibility of the child's family.
6. The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment.
7. It is understood that every parent who assists as a driver must have a valid Calif. Drivers' License and possess evidence of the legal minimum for insurance and that applicable seat belt regulations will apply. You must also be Live Scanned before you are allowed to volunteer in the classroom or be a chaperone for field trips. Live Scan information can be obtained in the school office.

Appendix II Uniform Requirements

For all students:

The Sacred Heart red cardigan sweater or the red cardigan vest may be worn as outer garments in class. All other sweatshirts, sweaters, or outer garments must be removed during class.

Coats or jackets may be worn to school as an outer garment for cold weather. They may be worn before school, during recess and lunch, and after school—they may not be worn in the classroom or at P.E. time.

Sacred Heart has hats available for purchase through the office. They may be worn before school, during recess and lunch, and after school. Sacred Heart hats may also be worn during P.E.

The school considers hair to be a matter of parental responsibility and urges all parents to keep their children’s hair well groomed and not to follow “fads” in haircuts. In exceptional cases, the Principal will inform the student and parent as to the necessity of proper hairstyle or length for Sacred Heart Parish School. Extreme fad haircuts, either above or below the collar, will not be acceptable at school. This shall include, but not limited to: “tails,” boys’ hair longer than the shirt collar, shaved designs or patches or lines on patches or parts of the scalp (including Mohawk type cuts) or hair that is tinted, bleached, or dyed.

Students should arrive in the morning with clean clothes and proper hygiene. Those who are not may be denied continued attendance.

Uniform referrals will be issued for lack of compliance. Students who receive three uniform violations will not earn above a “C” in Behavior for the particular grading period.

A. Girls

	STYLE	COLOR
Grade TK-3	Jumper (<i>no shorter than the top of the kneecap</i>)	Red & blue plaid
Grades 4-8	Skirt (<i>no shorter than 2 in. above the kneecap</i>)	Red & blue plaid
Grades 4-8	Skort (<i>no shorter than 2 in. above the kneecap</i>)	Combination short/skirt in red & blue plaid
All Grades	Walking Shorts	Navy blue
All Grades	Slacks	Navy blue
All Grades	Blouse (<i>Classic, pressed, pointed collar with short sleeves with SHPS in red letters</i>)	White
All Grades	Traditional “polo” knit	White or red polo with Sacred Heart logo
All Grades	<i>During cold weather, white turtle-neck shirts/long-sleeves may be worn under or in place of uniform blouses or shirts.</i>	White with Sacred Heart logo
All Grades	Socks (Ankle length or knee-high)	White or Navy blue
All Grades	Tights (optional)	White or Navy blue
All Grades	Sweater (Cardigan or V-neck or vest)	Red

All Grades	P.E. Shorts/Tees	Red shorts/grey tee with Sacred Heart logo
All Grades	Shoes (leather, canvas, tennis, or rubber-soled) Athletic shoes are permitted—rubber soles are required for P.E. Plastic shoes, sandals, boots, or athletic shoes with heels are not allowed.	Black Only
All Grades	Make-up	No make-up is allowed
All Grades	Accessories/Jewelry	Girls may wear a pair of small, inconspicuous earrings only. The only other jewelry allowed is a religious medal on a simple chain necklace. All other jewelry will be considered a violation of the official Dress Code.

Please note: Socks must be of such length that they can be folded over. Low-cut and “no-show” socks, which end at the ankle or just above the top of the athletic shoe, violate our uniform policy and are not allowed.

Athletic shoes are permitted—rubber soles are required for P.E. Plastic shoes, sandals, boots, or shoes with heels are not allowed.

B. Boys

	STYLE	COLOR
All grades	Slacks - Poplin	Navy blue
All grades	Walking shorts	Navy blue
All grades	Belt - Required with pants & shorts	Navy blue or black
All grades	Shirt - Traditional “polo” knit	White or red polo with Sacred Heart logo
All grades	<i>During cold weather, white turtle-neck shirts/long-sleeves may be worn under or in place of uniform blouses or shirts</i>	White with Sacred Heart logo
All grades	Socks - Crew or basic trouser socks	White
All grades	Sweater (Cardigan or V-neck or vest)	Red.
All grades	P.E. Shorts/Tees	Red shorts/grey tee with Sacred Heart logo
All grades	Shoes (leather, canvas, tennis, or rubber-soled) Athletic shoes are permitted—rubber soles are required for P.E. Plastic shoes, sandals, boots, or athletic shoes with heels are not allowed.	Black Only

Please note: Socks must be of such length that they can be folded over. Low-cut and “no-show” socks, which end at the ankle or just above the top of the athletic shoe, violate our uniform policy and are not allowed.

Athletic shoes are permitted—rubber soles are required for P.E. Plastic shoes, sandals, or boots are not allowed.

Boys may not wear earrings or other fashion accessories such as chains or fancy belt buckles. The only jewelry allowed is a religious medal on a simple chain necklace. All other jewelry will be considered a violation of our Dress Code.

Summary of Dress Code

Girl's Daily Uniform*

Skirt or walking shorts, no shorter than two inches above the floor when kneeling
Cardigan (M, W, F)
Red, or white polo shirt, tucked in
Solid black (only) athletic or dress shoe
Socks, navy or white, ankle or knee length, or tights
No jewelry, except for a watch, a simple chain with a religious symbol, or post earrings.
No make-up or nail polish

Boy's Daily Uniform*

Walking shorts with belt
Red cardigan (M, W, F)
Red, white or blue polo shirt, tucked in
Solid black (only) athletic or dress shoe
White crew or trouser length socks that must cover the ankle
Hair must not go below the collar or interfere with sight
No jewelry other than a watch or simple chain with a cross

*All hair must be in its natural state and not augmented with dyes, coloring, or unnecessary accessories of any sort (i.e. hair wraps, feather extensions, etc.).

Appendix III Explanation of the School Calendar

A. All School and Class Liturgies

Parents are always invited to attend our All-School and Class liturgies when their schedules permit it. All-School liturgies are normally scheduled for Fridays and Holy Days of obligation. All-School Masses will typically begin at 9:00 a.m. and Class liturgies are usually in conjunction with Sacred Heart Parish and begin at 8:00 a.m. Please consult our annual school calendar for details.

B. Minimum Days

Minimum days are usually observed on the first Friday and the third Wednesday of each month. Dismissal is at 12:00 p.m. from the classrooms. Minimum days may also be observed on the day before a vacation or a long holiday. EDC is available on minimum days, from 12 noon to 6 p.m. Please check the calendar for any exceptions.

C. "Back to School" Night

"Back to School" Night is an opportunity for families to meet their child's teacher(s) in the beginning of the year. We will begin the evening in the Parish Hall at 6:00 p.m. with a brief presentation by the Principal. Following the general meeting, parents/guardians will be asked to report to the classrooms for a twenty-minute presentation given by the teacher. Afterwards, parents/guardians will move to the class of their next child (if applicable). There will only be three twenty-minute presentations. If you have more than three children enrolled at Sacred Heart, we ask that two parents attend and split up to cover all of your child's teachers. The evening will end at approximately 8:45 p.m.

D. Loaves & Fish, Mission Projects, and Missionary Childhood Collections

The students and families of Sacred Heart Parish School have traditionally been very generous in helping the poor of San Diego, Tijuana, and the other Third World countries. Each month (except for Dec. and June), usually on the last Wednesday of the month, we collect lunches for the poor of San Diego through our observance of "Loaves & Fish." Based upon the Gospel story of Jesus multiplying a meager supply of fish and bread to feed thousands who gathered to hear him preach, our "Loaves and Fish" helps feed a number of hungry people who come each month to Catholic Charities in downtown San Diego. We ask that each of your children bring an extra sack lunch containing a sandwich, a boxed drink, and chips (or whatever you might normally put in lunch box). Please do not include anything microwaveable, canned, or soups. It is best if your child helps to prepare the lunch and perhaps decorate the bag or include a note of encouragement.

Each month a classroom undertakes a Mission Project to raise money for various organizations including Missionary Childhood Association (MCA.) These projects include activities such as bake sales, food/clothing/toy drives, raffles, etc. Your help is essential to the success of these projects and appreciated by all of the school staff. Your child's teacher will let you know which month their classroom is responsible for and the plans for the project.

E. New Students Lunch (Grades 1-8)

All students in grades 1-8 who are new to Sacred Heart this school year will be treated to a special lunch on a Friday during September by our ASC officers and Principal. Please check the school calendar and Heart to Heart for details.

F. School Pictures

Photographers will be coming to Sacred Heart in September to take our annual school photographs. You will be given the opportunity to purchase a set of pictures. Please see the information flyer that will be e-mailed or sent home. You are under no obligation to purchase any of the packages offered. We do ask that each child be photographed for the school yearbook and classroom picture. There is no charge for this sitting. All students must be in an approved school uniform for school pictures.

G. Progress Reports

All students will receive a Progress Report 4 to 5 weeks into each quarter. This report will let you know how well your child is adapting to his/ her new grade level. Please do not hesitate to contact your child's teacher if you have any questions regarding his or her progress.

H. STAR Testing (Standardized Testing)

All students in grades 2-8 will be tested with the Iowa Test of Basic Skills during a two-week time during the month of October. Please look for details in our weekly newsletter, Heart to Heart. Please do not plan any out-of-town trips or doctor/dentist appointments for your children during this two-week period. This applies particularly between the hours of 8:00 a.m. and 10:00 a.m.

I. Blessing of the Animals

Sacred Heart Parish School observes the Feast of St. Francis by sponsoring a "Blessing of the Animals." Note in the school calendar the date when students and parents bring their pets to the school blacktop for a blessing. This lasts approximately a half hour and the pets are taken home immediately afterwards.

J. Annual Golf Tournament

Our annual Golf Tournament to benefit the children of Sacred Heart Parish School is scheduled for the first Friday of October. No EDC is provided for this day. There will be several opportunities for parents to volunteer during the golf tournament.

K. Halloween Pumpkin Parade

TK, Kindergarten and 1st grade will "dress up" for a parade through the school with their costumes. While we do not "dress up" as a school for Halloween, the ASC does sponsor an annual "Pumpkin Carving and Decorating Parade." The students are asked to bring a carved or decorated pumpkin to school on the morning of October 31st (or the closest Friday.) This is a wonderful family activity so feel free to help your child with his or her pumpkin. Watch for details in our weekly newsletter.

L. All Saints Day

Join us for our 9:00 a.m. liturgy celebrating the Feast of All Saints Day on November 1st. Many of the children will be selected to dress in Saints' costumes (provided by the school) for this special event. Details will be announced during the month of October.

M. Parent-Teacher Conferences (Re: Report Cards)

All parents are required to come to a Parent-Teacher Conference to receive their child's first report card of the school year. Times are available throughout the second week of November. Conferences are available after school, in the afternoon, and early evening.

N. Reconciliation

Group Reconciliation with individual confessions is scheduled for Grades 3-8 during the season of Advent and grades 2-8 during the season of Lent. In addition to our school's Reconciliation, there are Parish Penance Services for families during these times as well. These dates are included on your annual school calendar.

O. Our Lady of Guadalupe Liturgy & Fiesta

Each year we celebrate a special liturgy and fiesta to honor Our Lady of Guadalupe. The Mass, beginning at 9:00 a.m. in the church, will feature Mariachi music and students are encouraged to dress in authentic Mexican attire. If the Mass and OLG Fiesta are scheduled on the same day the students may change for the OLG Fiesta after Mass. If the Mass and OLG Fiesta are not scheduled on the same day, the students may change back into their school uniform after the Mass. On the day of the OLG Fiesta, all students will be dismissed at 12:00 p.m. The OLG Fiesta

will be held on the school's playground from 12:00 p.m. to 5:00 p.m. The date (s) will be listed on the annual school calendar.

P. Grandparents' Luncheon

All of our children perform annually at our Grandparents' Luncheon. Let your child's grandparents know so they may plan to attend. The luncheon begins at 11 a.m. in Church, with a "preview presentation" of our Christmas Program. The luncheon will continue with a soup and salad bar lunch served in the Parish Hall. Due to the small size of our Parish Hall, this event is for grandparents or adopted grandparents only. The date will be listed on the annual school calendar. *Parents are welcome to volunteer and help with lunch if they wish to participate.*

Q. Christmas Program

Our annual Christmas Program, the students' gift to their parents, is scheduled in December beginning at 7 p.m. in the Church. The date will be listed on the annual school calendar.

R. Christmas Vacation

The dates will be listed on the annual school calendar. No Extended Day Care will be available on the last day before Christmas vacation. School will resume at 8:00 a.m. in January. Please make your vacation travel plans around these dates.

S. Catholic Schools' Week

We celebrate Catholic Schools' Week during the last week of January. The dates and activities will be listed on the annual school calendar.

T. P.T.G. Ice Cream Social and Bingo

To conclude Catholic Schools' Week, our P.T.G. sponsors a fun filled evening of ice cream and bingo on the last Friday of January. The activities begin at 6:30 p.m. in the Parish Hall.

U. Easter Vacation

School will dismiss for Easter Vacation at 12:00 p.m. on Holy Thursday. No EDC will be available for this date. The dates will be listed on the school calendar. Please make your spring travel plans around these dates.

V. May Crowning

Check the current calendar for the exact date. Beginning at 7 p.m. in the church, this is an annual event involving all of the children of Sacred Heart Parish School. Students in grades K-7 will participate by singing Marian hymns while students from the eighth grade present a "Living Rosary." The girls of the eighth grade will be responsible for the "Crowning of Mary" at this beautiful celebration honoring Mary.

W. Fun Days at Tidelands Park

In June Grades 2-5 in one group and Grades 6-8 in another will walk down to Tidelands Park at 11:00 a.m. for an afternoon of fun, games, and recreation celebrating the end of the school year. Parents are invited to join us and help with the organization of games, snacks, and good times! K-1 will go to Spreckels Park or Pomona Park. Check the current calendar for the exact date.

X. Court of Awards

Please check current calendar for the exact date. At 11:00 a.m., the students in eighth grade will be in the church for this awards ceremony. Grades 5-7 are invited to attend and support their graduating schoolmates.

Y. Graduation Liturgy

At Sacred Heart Church, parents, staff, and students are invited to join the Eight Grade Class in the liturgy celebrating their graduation from Sacred Heart Parish School. There will be a reception at the Parish Hall immediately following.

Z. Last Day of School

Please check the current calendar for the exact date. The students will celebrate their successful year of school with a liturgy beginning at 9:00 a.m. in the church, and Fourth Quarter Awards for K-7 will follow the liturgy at 10:00 a.m. All students will be dismissed for the summer at 10:45 a.m. Please note: there is no EDC available on this date.

Appendix IV Student Drop-off and Pick-up Policy

A. Drop-off

- Parking adjacent to the school on both 7th St. and C Avenue for more than 3 minutes is illegal and subject to a parking ticket from the Coronado Police Department. If you need to come into the school building in the morning after dropping off your children, please park adjacent to Spreckels Park or across the street from the church. Please note the posted signs which read:

NO PARKING FROM 7:30 A.M.-8:30 P.M.
MONDAY-FRIDAY
3 MINUTE LOADING ZONE ONLY

B. Pick-up

- Safety cones are set up at 2 p.m. to close off street parking adjacent to the school property on 7th St. and C Avenue. Please note the posted signs which read:

NO PARKING FROM 7:30 A.M.-8:30 P.M.
MONDAY-FRIDAY
3 MINUTE LOADING ZONE ONLY

- Cars may enter the “Cone Zone” *only if the driver remains in the vehicle at all times* between the hours of 2:00 p.m. and 3:00 p.m.
- When the “Cone Zone” is full of cars waiting to pick up students, please park your car adjacent to Spreckels Park or across the street from the Church and walk over to the school to meet your child for pick up.
- Pick up of students will be allowed only along the C Avenue curbside (adjacent to the school’s playground) at the direction of the teachers and staff. Students may not enter cars that are in line in front of the school on 7th St.
- Our pick up procedures have been designed with the safety of your children in mind. School staff, parent volunteers, and officers of the Coronado Police Dept. (as necessary) will strictly enforce these procedures.
- While no official “Cone Zone” is set up on Minimum Days, parents and carpool drivers are asked to follow the “spirit” of the system to maintain a safe environment for all our children.

Appendix V School Policy

A. Student Harassment

SHPS affirm the Christian dignity of every student. It is the policy of the SHPS to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct. This policy addresses harassment occurring in a school environment when an individual is subjected to treatment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, gender or other personal characteristics.

A charge of harassment shall not, in and of itself, create presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to—and including—expulsion. In addition, students who are found to have filed knowingly false or frivolous charges will also be subject to disciplinary action. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the parents of the alleged harasser will be called to take the student home pending the conclusion of the investigation by the school.

B. Student Threats

This SHPS Policy will be reviewed periodically or as needed to accommodate changes, as the mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

- 1.** Any and all student threats to inflict any harm to self or other must be taken seriously.
- 2.** Whoever hears the threat should report it to the Principal immediately.
- 3.** Police should be notified immediately.
- 4.** The student should be kept in the Principal's office under supervision until the police arrive.
- 5.** The parent/guardian of the student who has made the threat should be notified immediately.
- 6.** Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims should be notified immediately.
- 7.** The student should be suspended and not be considered for re-admission to school unless (and until) the following steps have been completed. Please note that parent permission and cooperation will be necessary.
- 8.** A comprehensive mental health evaluation/ risk assessment must be conducted by a psychiatrist or psychologist (Ph. D.). If a psychiatrist performs the primary evaluation he/ she shall be determined the necessity to utilize a psychologist (Ph. D.) for psychological consultation or testing. If a psychologist performs the primary evaluation, he/ she shall determine the need for psychiatric consultation.
- 9.** The Principal shall receive a written comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professionals stating the basis (factual and risk factors and test results) upon which he/ she determined that the student is/ does not pose a danger to self or others. The report shall also address the concerns raised by the Principal to the mental health care professional. The evaluation and report shall be made available to the Principal who will share them with legal and/ or mental health care consultants and administration assisting the Principal in his/ her education regarding of the student to the school.

- 10.**The mental health care professional shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the Principal with a copy of the follow-up assessment and/ or evaluation and shall inform the Principal of therapy, counseling and/ or treatment will be needed.
- 11.**Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior, if it is determined that such counseling is needed and parental permission is granted.
- 12.**Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/ disciplinary file with access only by the Principal and/ or pastor. Parent/ guardian, graduation or non-readmission may keep this documentation for a period of one year beyond that time when the child leaves the school as a result of expulsion, withdrawal before being destroyed.

As our Sacred Heart Parish School *Parent-Student Handbook* represents the understanding of both parents and the school, registration and attendance at school is therefore viewed as agreement to the terms and conditions stated in this document.

Appendix VII Immunization/Medical Records

Kindergarten: A copy of your child's complete immunization record listing the month, day and year when received must be submitted to the school office prior to the first day of enrollment. Please note that a booster shot is usually needed prior to kindergarten. Law also requires a Hepatitis B vaccination for all incoming kindergarten students. A completed physical examination by a physician within the previous twelve months is also required.

Transfer students in Grades 1-8 must submit a copy of their complete immunization record and a complete physical examination by a physician and a complete dental examination by a dentist prior to his/her first day of enrollment. Medical and dental exams completed within the previous twelve months are acceptable for these requirements.