

Family Handbook 2019-2020



*“Be it known to all who enter here—that Jesus
is the reason for this school.”*

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**Sacred Heart Cathedral School
Family Handbook 2016-2017**

MOTTO

“Educating Minds and Hearts for God”

LOGO



MASCOT

Gator

COLORS

Red, White, Black

Accredited by the Florida Catholic Conference

Member of the National Catholic Education Association

Bishop Wack

Diocese of Pensacola-Tallahassee

Rev. James Valenzuela

**Rector of the Cathedral of the Sacred Heart
Sacred Heart Cathedral School Pastor**

Mr. Michael Juhas

Superintendent of Catholic Schools

Mrs. Elizabeth Snow

Principal

Mrs. Mary Adams

Assistant Principal

Mr. David Kimbell

Assistant Principal

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Additional revisions made to this Handbook throughout the course of the school year will be added as an addendum and distributed to the community.

Mission, Philosophy, Beliefs and Protection of children

MISSION STATEMENT

OUR MISSION AT SACRED HEART CATHEDRAL SCHOOL IS TO EDUCATE HEARTS AND MINDS FOR GOD.

AS MISSIONARIES, WE ARE GUIDED BY THE SACRAMENTS, VIRTUES AND SACRED TRADITIONS OF THE CATHOLIC CHURCH. LIVING AS DISCIPLES OF THE SACRED HEART OF JESUS, WE STRIVE FOR ACADEMIC EXCELLENCE AND HUMBLE SERVICE TO ALL.

PHILOSOPHY

The purpose of Sacred Heart Cathedral School is to form Christian persons according to the Gospel message, community worship and service to neighbor. We are to nurture the inquiring young Christians who are capable of developing a way of life, based on the ideals and values of our Catholic faith community. We endeavor to enrich the lives of our school community, to be aware of God, Church and neighbor, to show gratitude for God's gifts, which we cherish and to share His gifts with love. We achieve this purpose through an ongoing cooperative relationship between students, parents and teachers as role models. Gospel values are blended across all areas of our curriculum in order to guide students to responsible decision-making, life-long learning and conscientious citizenship.

Learning is a process. Teachers recognize and respond to the individual differences of each student. These differences include personality patterns, academic talents, phases of moral and social awareness and varied maturity levels. Teachers are aware of the impact of various family and life situations, which affect student performance. The dignity and self-worth of each individual are respected and supported.

BELIEFS

We believe:

- Each student should be recognized and valued as a unique child of God;
- Parents are the primary educators of their children;
- It is the responsibility of SHCS to provide a safe, healthy, educational environment in order to promote successful learning;
- The school's programs should reflect the integration of Catholic faith and values in everyday life;
- Catholic education is a fundamental part of the Church's mission to worship God, proclaim the gospel message of Jesus, build faith communities and serve others.

THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

The Diocese of Pensacola-Tallahassee is committed to healing the hurting hearts of sexual abuse victims and has established Victims Assistance Coordinators who are experienced and trained counselors available to help persons who have been sexually abused.

GENERAL OVERVIEW

ACCREDITATION

This is concerned with the academic program, staff and facilities. Only certified teachers are hired who instruct a course of study that meets all the requirements of the State of Florida Department of Education and the Diocesan Catholic Department of Education. The administration and faculty adhere to all state and diocesan guidelines and policies. Sacred Heart Cathedral School was re-accredited in April 2014.

CHRISTIAN ENVIRONMENT

Sacred Heart Cathedral School is committed to the goal of excellence in education. The school prides itself on the quality of its faculty and its academic and physical education programs.

Sacred Heart Cathedral provides the facility, financial support, guidance and spiritual home for the school. The priests provide weekly Mass, seasonal Reconciliation Services and visits to the classrooms.

FUNDRAISERS

All families are expected to participate in the fundraisers sponsored and promoted by Sacred Heart Cathedral School. These include but are not limited to:

Great Pumpkin Run

Originated in 1984, our race is one of the top family races held in the Pensacola area.

Trivia Night

This is a great evening of fun and friendship as families and friends of the Cathedral gather to raise funds to support the school.

Lucky Hearts Club

Each family is asked to sell ten membership tickets at a value of \$20 each. *Each raffle ticket will then be available to be randomly chosen 52 times throughout the year!* (Way better than the casinos in Biloxi!) The drawing held on the first Monday of the month will generate a \$100 prize and subsequent drawings in that month will generate a \$50 prize. As this is a raffle, SHCS PTO abides by the State of Florida Rules and Regulations for raffles.

Golf Classic

Our first Golf Classic was held in March of 2007. Participants enjoyed a great day of golf and a wonderful lunch at the end of the day!

PARENT INVOLVEMENT

The parents of our students help to improve the quality of education by serving on the School Advisory Council, as a member of the Parent Teacher Organization (PTO), as a Room Parent, coach, classroom or office volunteer, and/or on committees that involve fundraising or help with community projects. All volunteers must meet the requirements set forth in the Diocese of Pensacola-Tallahassee Charter Requirements for the Protection of Children, Young People and Vulnerable Adults. Volunteers are required to complete a Level-2 Background Check, which includes fingerprinting. In addition, volunteers must complete an on-line safety education program through a diocesan program. A packet of information is available in the school office.

COMPONENT LANGUAGE ARTS PROGRAM

A Component Language Arts Program is utilized in the elementary classrooms (K-5). This encompasses phonics, spelling, English, handwriting, grammar and reading.

MIDDLE SCHOOL PROGRAM

Our middle school program provides our 6th, 7th, and 8th grade students with the opportunity to become independent learners with the ability to live and work cooperatively and collaboratively. Humanities encompasses the fusion of religion, English and literature and is taught to the middle school. Science, math, social studies, Spanish, technology and fine arts are separate classes. All middle school students are 1:1 on the MacBook Air.

MORNING STAR PROGRAM

In addition to the ten classrooms for grades Pre-K – 8th, Sacred Heart Cathedral School oversees one classroom for children who are identified to have developmental and/or educational disabilities. The Morning Star Program's goals are to help each student develop a sense of self-worth, respect for others, a recognition of God as One who loves and values them. Morning Star also provides a sound academic foundation, occupational competencies, social skills, cultural appreciation and recreational outlets.

The ultimate goal is the formation of individuals who can serve as valued members of society. The program, which opened in August 1990, has limited enrollment and accepts students regardless of creed, race, gender or national origin.

Instruction in reading, spelling, language arts, mathematics, science and social studies are incorporated into a functional life skill program.

Admission requirements before registration to the school program require that each child have a complete professional evaluation, to be obtained by the parent, which should include:

- Psychological testing
- Medical history
- Process testing
- Achievement testing
- Current immunizations
- Annual physical
- Social history

When the child is accepted into the program, the parent(s) / guardian(s) will complete a questionnaire, as well as cooperation and permission forms. The size of the Morning Star class is dependent on the disability and ability to meet the needs of each student. Sacred Heart students may be included in the Morning Star Program on a resource basis.

ADMISSION AND REGISTRATION

PROBATIONARY ADMISSION STATUS

All newly-enrolled students will be accepted on a probationary basis for one or two nine-week grading period(s). The purpose of this policy is to determine the student's ability to adjust to the school's philosophy and curriculum and to insure that the child is a "fit" for the school and that the school is a "fit" for the child.

GENERAL ADMISSION POLICY

Sacred Heart Cathedral School does not discriminate on the basis of race, color, gender, national or ethnic origin in selecting students, faculty or staff. Admission is based on the availability of space in each class and adherence to the requirements listed below.

Admission priority to Sacred Heart Cathedral School is based on the following:

1. Children with a sibling currently enrolled in the school
2. Children of the Cathedral Parish
3. Children of Catholic families from other parishes
4. Children of non-Catholic or non-participating Catholic families

Every effort will be made to limit class size to:

- 20 students in Pre-Kindergarten with an aide
- 25 students in Kindergarten with a full time aide
- 30 students in Grades 1-5
- 20-24 students in Grades 6-8 – 2 classes each
- 18-20 students in Morning Star with two full time aides

Age entry requirements:

Pre-Kindergarten — Must be 4 years of age on or before September 1st

Kindergarten — Must be 5 years of age on or before September 1st

1st Grade — Must be 6 years of age on or before September 1st (***Must have successfully completed a Kindergarten Program***).

Parents registering children for the first time must provide the following documentation:

1. Birth Certificate
2. Baptismal Certificate
3. Social Security Card
4. Florida Immunization Certificate (HRS Form 680)
5. Florida School Entry Health Exam (HRS Form 3040)
6. Non-Refundable registration fee per child:
 - Current Students—\$105.00
 - New Lower School Students—\$155.00
 - New Middle School Students—\$205.00

Voluntary Pre-Kindergarten Program (VPK)

Parents seeking to enroll their child in the Pre-K Program need to present their Certificate of Eligibility issued by the Early Learning Coalition Office of Escambia County.

As a private school, you are requesting that your child be enrolled. Therefore, if you wish for your child to remain enrolled at our school, you must accept our philosophy and the discipline policies that we have in place. We reserve the right to request that your child continue his/her education elsewhere if our rules and regulations are not supported and adhered to.

FINANCIAL POLICIES

TUITION

Tuition shall be charged for students attending the school to meet the current operating expenses and to provide for the long-term viability of the school. Special fees are charged to defray the expenses of specific activities. Those who claim to be participating Catholic parishioners must have a signed Parish Participation Form on file to receive the Catholic tuition rates. Tuition is collected through FACTS. All parents are expected to enroll in this program.

Tuition is non-refundable. If a student withdraws from school prior to the beginning of the school year, **two months** of tuition is non-refundable. If a student withdraws from school once classes have started, **tuition up to and including the quarter in which the student withdraws is non-refundable.**

REGISTRATION FEE

Please see page 7 for the current fee structure. This fee is non-refundable and is due at registration.

BOOK FEE AND TECHNOLOGY FEE

These fees are non-refundable and cover textbooks, workbooks, manipulatives, computer and technology necessities and enhancements including site licenses, hardware and software.

CAPITAL IMPROVEMENT FEE (CIF)

This fee is used to pay for renovations and upgrades to the school building and facilities.

GRADUATION / PROMOTION FEE

The 8th grade and Kindergarten Graduation/Promotion fee is used for the programs, gifts and other expenses related to the end-of-program celebrations.

MACBOOK AIR

This fee is used to cover insurance, site licenses, hardware and software for the 6th, 7th and 8th grade MacBooks.

WITHDRAWAL FEE

There will be a \$100 withdrawal fee applied to each account for withdrawal of students before the end of the school year for processing the withdrawal.

RETURNED CHECK OR LATE PAYMENT FEE

A fee, per check, will be charged for returned checks. A late fee of \$15 will be charged for payments made after the 10th of the month and a \$30 charge will be applied to accounts where there is a returned check.

ATHLETIC FEES

These fees are determined by the Athletic Director and Principal, in conjunction with sports seasons. Students will be required to maintain a "C" average to participate in the sports program. Grades are checked weekly. If a student has to withdraw from the sport for that season for any reason, there is NO refund of fees.

EXTENDED CARE PROGRAM

See Appendix E on pages 43-44.

ALL FINANCIAL OBLIGATIONS MUST REMAIN CURRENT FOR STUDENTS TO TAKE FALL SEMESTER EXAMS, SPRING SEMESTER EXAMS, RECEIVE THEIR REPORT CARDS OR GRADUATE. IN ADDITION, DIPLOMAS WILL BE HELD AND PERMANENT RECORDS WILL NOT BE MAILED UNTIL THE ACCOUNT IS PAID IN FULL AND ALL OTHER OBLIGATIONS HAVE BEEN MET.

Tuition and Fees 2018-2019

See Appendix F on pages 45-46 for current tuition and fee information.

TUITION PAYMENT

The payment of tuition on time is very important since the school depends upon these funds for its financial operation. Tuition is automatically taken out of FACTS. All families are required to register with FACTS. Failure to pay tuition by the end of the month will result in notification to the pastor and principal. You may be asked to remove your child from the school if your payment is in arrears for three months.

As members of a Christian community we are willing to reach out to those members who experience extenuating circumstances. However, it is your responsibility to contact the bookkeeper or principal to make them aware of your particular situation.

Families requesting financial assistance above and beyond the Parish Participation Grant or Education Foundation Grant must see the principal to request additional help. Families seeking financial assistance will be required to complete the FACTS Grant and Aid Assessment Application to verify need. In addition a brief application requesting additional funding will also have to be completed. Based on the results of the applications and available funding, additional assistance may be granted.

TUITION PAYMENT PLANS

Tuition payments will be made over a 12-month payment period. Tuition payments are due the first of the month beginning in the month of May and are considered late on the 11th of each month. If the 10th falls on a weekend a small adjustment may be made. If it falls on a vacation period, an adjustment will be made to the due date before a late fee is applied.

If a student withdraws from school prior to the beginning of the school year, two months of tuition is non-refundable. If a student withdraws from school once classes have started, tuition up to and including the quarter in which the student withdraws is non-refundable.

FINANCIAL ASSISTANCE

Sacred Heart Cathedral School has a budget of more than \$1.45 million with a per-pupil-cost in excess of \$5,000. Like almost everything, the cost of education continues to rise—increased teacher salaries and benefits, and the cost of textbooks and consumable materials rise yearly. Sacred Heart offers you an affordable Catholic Tuition Rate to educate your child—the difference is made up from other income including the Lucky Hearts Club, Golf Classic and the Great Pumpkin Race. Families who have attended SHCS for one full year may apply for tuition assistance depending upon their financial needs.

CATHOLIC PARISH PARTICIPATION GRANT

To contribute financial assistance in the operation of schools, local Catholic parishes provide a grant of \$800 per child to those parishioners who are registered and participating in that parish. In addition to living up to some basic Catholic responsibilities, your stewardship (giving of your time, talent and treasure—the support of your parish through reportable income—is seen as participation in the parish. Review your commitment to, and participation in, your parish. If you feel as though your family will qualify, complete and submit the Catholic Parish Participation Grant Application to your parish office for your pastor to sign. Until the signed form is received in the Business Office, you will be charged the Non-Catholic / Non-affiliated Tuition Rate. Once the signed form is received, the rate will be adjusted. If the grant is not awarded, you are responsible for the Full Tuition Rate.

GEORGE AND MARY KREMER FOUNDATION GRANT

This is a private foundation for needy children enrolled in elementary Catholic schools. Sacred Heart Cathedral School is notified in March if we will be eligible to participate in this program. Please contact the school office for an application. The deadline for applying for this grant is usually in May of each year. This grant money is not distributed until after September 1st. You must pay the full, monthly tuition amount until your grant is approved and then the school office will reduce your payments accordingly. Students in Pre-K and Kindergarten are not eligible for these funds.

BLACK & INDIAN GRANT

This grant may be offered if money becomes available through the Diocese. This grant money is not a guarantee, but distributed by the diocese.

STEP UP FOR STUDENTS—CORPORATE SCHOLARSHIP (WWW.STEPUFORSTUDENTS.ORG)

This scholarship is one of the Corporate Tax Scholarships available in Florida. It is based upon income eligibility. The State will determine how much money is to be distributed. If you were on this scholarship last year, you **MUST** go online to renew beginning mid-February. New applications will be available beginning March 1st of each year. If you need help applying for this scholarship, please call the school office.

AAA Family Empowerment Scholarship

Similar to Step-Up, based on income. Please call the school office for details.

McKAY SCHOLARSHIP/GARDINER SCHOLARSHIP

This scholarship is for special needs students. They must have attended the entire previous year in a Florida public school and have been eligible for services to get this scholarship. Scholarship notification comes from the Escambia County School District. At Sacred Heart, McKay Scholarship students may attend our Morning Star Program but are not eligible to register in the regular classroom setting unless the disability is solely related to speech. The Diocese will automatically re-new your child if they are currently enrolled in the Morning Star Program or Sacred Heart School and plan to re-enroll next year.

OTHER SCHOLARSHIPS OR GRANTS

For families showing financial need, or should a change in economic status occur during the year (i.e. business closing due to oil spill, etc.), help with tuition may be available. Please request a Scholarship Application from the Principal. When completed please return to the school office.

FAITH FORMATION

Our school community gathers every Friday for the celebration of the Eucharistic Liturgy. Weekly participation in the Liturgy by every family in the school community is necessary if the spiritual formation of the child is a priority. Student body liturgies are celebrated every Friday and Holy Days of Obligation at 8:00am. Parents and friends are welcome to attend these liturgies.

SACRAMENTAL PREPARATION

The initial reception of the Sacrament of Reconciliation (Penance) and Holy Eucharist are an integral part of the 2nd grade religion curriculum. Students will receive these sacraments for the first time in their respective parishes. A list of the students is sent to the pastors who will then be in contact with the parents.

The Sacrament of Confirmation is a one-year program in the Diocese. All preparation for this sacrament is done through the parish religious education program and takes place in high school.

RECONCILIATION SERVICES

The Sacrament of Reconciliation is made available to students at intervals throughout the year. It is recommended that parents/guardians encourage their child(ren) to receive the Sacrament of Reconciliation regularly.

DEVOTION TO THE SACRED HEART

Devotion to the Sacred Heart has a special place in the spiritual life of the teachers, staff and families of Sacred Heart Cathedral School. The Enthronement of the Sacred Heart is celebrated each year within a Eucharistic liturgy or within a para-liturgy.

MAY CROWNING

A special May Crowning is celebrated each year honoring the Blessed Mother.

ALTAR SERVERS

Students in 3rd through 8th grades are eligible to become Altar Servers. These individuals go through a training session at the beginning of the school year. They are expected to dress and act appropriately in order to have the privilege of serving.

PRAYING THE ROSARY

Students in 2nd through 8th lead a full five-decade rosary once a month as a community. Student Council officers and representatives say the first part of each prayer with the student body completing each prayer. Student Council will lead a Living Rosary in October.

RIBBON CEREMONY

The week prior to graduation, 8th grade students participate in a Ribbon Ceremony, which is a culmination of their faith development at Sacred Heart Cathedral School.

STATIONS OF THE CROSS

During the Lenten Season students in grades 1--8 attend the Stations of the Cross in the Cathedral with the parish community. When students are in attendance they lead the prayers and the song between each station. Toward the end of the Lenten Season, the second graders perform a Living Stations for the school and parish community.

DAILY PRAYER

Students have the opportunity to pray together as a school community in the morning. Students will gather in the gymnasium every morning as we will begin our day in prayer. Announcements will be made as needed during the day. Students will also pray before lunch, after lunch and at the end of each day. In addition, they are certainly allowed and encouraged to pray at any other time during their day.

POWERSCHOOL

Sacred Heart Cathedral School assumes a shared responsibility between faculty and parents/guardians in monitoring student academic progress. In addition to formal notification of student progress via report cards, parents/guardians are expected to review their child's daily course work and test results on PowerSchool. PowerSchool enables parents to check their child(ren)'s work and attendance on a daily basis. It is the responsibility of the parent to initiate communication with the child's teacher(s) regarding academic progress or lack thereof. Pre-K thru 4th grades will receive daily, weekly or monthly reports from their teachers.

The PowerSchool Web Portal offers parents the ability to access and review their students' grades and attendance online. At the beginning of each school year, parents of new students are given a Confidential ID and Password. You will need these to associate your child's information to a login and password that you will create to access the web portal and see your child's information. Please keep them confidential to protect your child's information.

If you do not have Internet access, you may bring your child's login information to the school and use one of our computers. If this is not feasible due to work or transportation issues, and if you have no other means of logging into PowerSchool, you may send a written request for a paper report to the office.

USING POWERSCHOOL

To log into the web portal go to this Internet address: <https://ptdioceseschools.powerschool.com/public/>

If you have previously created a login name and password, enter them in the User Name and Password boxes and click Submit.

If you have not done this, click the Create Account button.

Login

User Name

Password

[Having trouble logging in?](#)

Create an Account

Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more.](#)

The screen below will appear:

Create Parent/Guardian Account

| | |
|-------------------|---|
| First Name | <input type="text" value="Joshua"/> |
| Last Name | <input type="text" value="Toll"/> |
| Email | <input type="text" value="jtoll@mail.com"/> |
| Desired User Name | <input type="text" value="jtoll"/> |
| Password | <input type="password" value="....."/> Strong |
| Re-enter Password | <input type="password" value="....."/> |

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent/Guardian Account

| Student Name | Access ID | Access Password | Relationship |
|--------------|-----------|-----------------|--------------------------|
| 1. Alex Toll | 2884 | | Father, natural/adoptive |
| 2. | | | -- Choose |
| 3. | | | -- Choose |
| 4. | | | -- Choose |
| 5. | | | -- Choose |
| 6. | | | -- Choose |
| 7. | | | -- Choose |

This is where you will setup access to ALL of your children.

- Enter an e-mail address (The e-mail address MUST be unique. If Parents/Guardians share the same e-mail address, you should only set up one parent access account).
- Create a User Name (No apostrophes(') allowed).
- Create a Password (No apostrophes and it must be at least six characters).
- Enter the name of each of your children.
- Enter the Access ID and Access Password for each child.
- Select your relationship with each child.

Access IDs and passwords will be distributed in a Parent Letter during the first quarter. Accounts for SHCS students will be disabled at the end of each quarter and then re-enabled after report cards are distributed.

Once you have finished entering ALL of your children, click Enter.

NOTE: Should you enter something incorrectly, when you hit Enter, the *edit checks* will catch the error; but unfortunately, also blank out many of the fields you have entered. You must re-enter the information.

If you forgot your Password:

- Fill in your User Name
- Fill in your E-Mail Address
- Click on Enter

The system will verify your information and send you a Security Token with instructions on how to reset your Password to the E-Mail address listed. **It is important to note that the Security Token sent is only good for 30 minutes. If the Parent/Guardian fails to reset the password in that allotted time, you will need to repeat the process.**

If you forgot your User Name:

- Click on the Forgot User Name tab
- Enter your E-Mail Address
- Click on Enter

The system **User Names and Passwords are case sensitive!**

GRADES AND ATTENDANCE

When a category or assignment is listed in blue, you may click on it to get more information. Click on a grade to see a list of assignments and tests that make up that grade. Click on the number of tardy days or absences to see a list of dates that make up that total number.

When viewing assignments, you may see some of the following special grading characters:

L – Late Assignment was handed in late. Student’s grade may have been penalized.

M – Missing Grade of zero for work that was not handed in.

Ex– Exempt Student was exempt from this assignment.

✓ – Collected Assignment was collected, but has not yet been graded.

Both an attendance summary and daily attendance to the most recent two weeks are available on this screen.

GRADES HISTORY

This screen allows you to see final grades from previous quarters, but individual assignments from previous quarters are not available.

ATTENDANCE HISTORY

This screen allows you to view attendance for the entire quarter. A legend at the bottom of the window explains the attendance codes that are used.

E-MAIL NOTIFICATION

This option allows you to elect to have a copy of your child’s grades or attendance sent to you via e-mail. You can select how often these e-mails are sent.

Please note these considerations about e-mail notification:

- E-mails are generated by the PowerSchool server and are not as “reader friendly” as using the web portal.
- Enter your e-mail address properly to prevent undeliverable mail.
- If you elect to be sent a detailed report showing all assignment scores for each class, and you elect to receive them daily, you could be sent up to 14 separate e-mails every day.
- If you use a web mail account (i.e. Yahoo or Hotmail), please check and empty your mailbox regularly so that you have room for PowerSchool messages. If your mailbox is full, your PowerSchool mail will be undeliverable.
- E-mail reports are sent from an unmonitored e-mail address. If you wish to discuss something on the report with your child(ren)’s teacher(s), you should click Forward (not Reply) and enter the teacher’s e-mail address and your comments/questions.

TEACHER COMMENTS

Teachers will update and enter comments before every report card. At other times, comments will be used as needed.

NOTES ABOUT YOUR LOGIN

Logins may be disabled during the week prior to the ending of the quarter, but will reopen the week following report card distribution. Logins may also be disabled due to financial delinquencies.

COMMUNICATING WITH TEACHERS

Clicking on a teacher's name will allow you to send an e-mail to that teacher. Urgent messages should be communicated by telephone or note via the office. Parents must include a relevant subject line in all e-mails. Please keep e-mail communications brief and to the point—teachers are busy teaching and planning class and have little time to read and answer multiple e-mails.

Do not forward jokes or chain-letter type e-mails to teachers!

ACADEMIC POLICIES AND PRACTICES

REPORT CARDS

The dates of Report Card distribution are listed in the school calendar and are noted in the “E-Red Envelope”. Parents will receive the report cards either by attending a required meeting, US mail or hand-carried by their child(ren). The principal will determine which method is appropriate each marking period.

All financial obligations must be satisfied for the release of the report card, student records or to access Power School for viewing.

THE FOLLOWING GRADING SCALE IS USED FOR KINDERGARTEN:

-- NOT ASSESSED this nine weeks

X INTRODUCED/NOT READY FOR ASSESSMENT this nine weeks

NOT EVIDENT—The student has not demonstrated an understanding of the skills, concepts, or behaviors taught this nine weeks

✓ DEVELOPING—The student is working toward an understanding of the skills, concepts, or behaviors, taught this nine weeks.

+ CONSISTENTLY DISPLAYED —The student is independently and successfully applying the skills, concepts or behaviors taught this nine weeks.

THE FOLLOWING GRADING SCALE IS USED FOR GRADE 1:

E Excellent

G+ / G Good

S+ / S Satisfactory

N Needs improvement

P Poor

THE FOLLOWING GRADING SCALE IS USED FOR GRADES 2 THROUGH 8

100-90 – A

89-80- B

79-70 – C

69-60 – D

59 and Below - F

Grades are not merely an average of test scores. They reflect the student’s daily work, class participation, test scores and independent work.

CONDUCT GRADES

1 Above Average

2 Satisfactory

3 Needs Improvement

4 Unsatisfactory

HONOR ROLL

To recognize academic achievement in Grades 5 – 8, the Honor Roll will contain the names of those students who attain academic excellence. All subjects will be included in the calculation of the Honor Roll. Students on the Honor Roll receive a certificate each quarter.

Principal’s List As High Honor Roll As & Bs

Students must have earned 1s or 2s in conduct. 3s or 4s disqualify students from Principal’s List and Honor Roll. Academic dishonesty immediately disqualifies students from the Principal’s List and Honor Roll for that Quarter.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society of Sacred Heart Cathedral School is a duly affiliated chapter of this prestigious organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, citizenship and character. The national office of NJHS selects the standards for evaluation. The local school may raise the standard but may not lower the standard. Final candidates are selected by a five-member council, which bestows this honor upon the qualified students of Sacred Heart.

Students in the second semester of 7th and 8th grades are eligible for membership. The student must have a 90% or higher average in all core subjects and a combination of all enrichment courses. The members who meet these criteria are invited to complete a student activity form. This provides the faculty council with information regarding the candidate's leadership and service abilities.

In order to evaluate the student's character, the faculty uses two forms of input. First, the school disciplinary records are reviewed. Second, the members of the faculty who teach the student are solicited for input regarding their professional reflections on the candidate's service, activities, character, citizenship and leadership. Faculty carefully reviews this information and the student's activity information forms to determine membership. A majority vote is necessary for selection. Once this process is completed, candidates are notified regarding selection.

TESTING

Students in grades 2-8 take the Terra Nova as required by the Diocese of Pensacola-Tallahassee. The results of these tests are placed in the student's cumulative file and a copy is given to the parents. These tests denote specific skills mastered by students, which should aid teachers in setting up individual programs for students. These tests are also used to evaluate the strengths and weaknesses of the curriculum.

HOMEWORK GUIDELINES

Homework is a valuable extension of the teaching program. It can serve to reinforce concepts taught in a given lesson, or extend the lesson through creative thought or expression. To train students in necessary study skills, teachers will clarify the use of the agenda book, as well as check their use.

Homework is assigned for the purpose of extending classroom lessons, to extend the curriculum beyond school hours, and to foster and promote habits of independent study. Homework is usually given on weeknights. Weekend homework may be given for enrichment purposes, for the purpose of making up work missed through absence or to reinforce concepts. The AVERAGE time spent per day on homework may vary according to the academic abilities of each child. Some need less time and some need more time. The following gives an approximate average time:

| | | | |
|---------------|-------------|----------------|--------------|
| Grades 1 & 2: | 20 – 45 min | Grade 5: | 60 – 90 min |
| Grades 3 & 4: | 45 – 60 min | Middle School: | 90 – 150 min |

LATE ASSIGNMENTS

In 4th through 8th grades and 3rd grade during the second semester, all assignments that are not turned in on time (day and hour) will earn a zero. If the student turns in the late assignment the following day, he/she will earn 50% of the potential grade earned. However, if the student fails to turn in the late assignment the day after the assignment was due, he/she will retain the zero—no exceptions.

REQUESTS FOR HOMEWORK ASSIGNMENTS

Refer to your student's homeroom website for specific information concerning homework. All of the teachers are using Haiku to display assignments and use as their official webpage. Middle school is using Haiku to submit most assignments. Middle school is using Haiku to submit most assignments. If you need to request homework the old-fashioned way, please call the school office before 9:30am. A message will be placed in the homeroom teacher's mailbox and the parent or guardian may pick-up the work at the front office between 3:00–3:15pm that same day. If you know in advance that you will be out of town, please send a note to your child's teachers at least one week in advance. This will give them a chance to gather class work and homework that may be picked up prior to your trip. The teacher will work out an agreeable due date. If your child has an extended illness, keep in contact with the teacher in order to pick up class work and homework as necessary. Absences of one day do not require a request for homework, as the student will have one day for each day of absence to make up missed work. Please remember, if you request homework to be left in the office, please remember to pick it up.

TEXTBOOKS

Textbooks are the property of the school, not the student. They must be covered at all times. (Covers for hardcover books must be removable ie: not contact paper.) Each student must have his/her name written inside each textbook. Payment will be required for books that are damaged or destroyed. Students are required to have textbooks in class every day. Consistent failure to have the textbook in class will result in disciplinary action. Textbooks are provided for the current school year only. Parents who would like their children to work ahead over the summer months may request the ISBN numbers and publisher names for the textbooks needed and may purchase them through outside sources. The school will not provide the actual textbooks for work-ahead.

P.A.T.S. PROGRAM

This is an enrichment program for which students have to be tested. It is the parents' responsibility to see that children are brought to and from the P.A.T.S. Center each week. These students are responsible for all material taught and all homework from their regular class. Students involved in the PATS program must maintain a B grade in each class and fulfill the expectations of their teachers.

EXTRA-CURRICULAR ACTIVITIES

| | |
|------------------|-------------------------------|
| Altar Servers | National Junior Honor Society |
| Basketball | Safety Patrol |
| Chess | Science Olympiad |
| Choir | Scouts |
| Football | Soccer |
| Math tutoring | Student Council |
| Spanish tutoring | Track |
| | Volleyball |

Any club or organization sponsoring activities and wanting to use the Parish Hall must contact the Parish Office at 438-3131, ext. 11.

For use of the school gym, contact the School Office at 436-6440. There are no exceptions to this rule and it is expected that requests for use be made a minimum of 7 - 14 days before the activity.

When using either venue, it is expected that the venue will be returned to its original condition upon the conclusion of the event(s). If the venue is not returned to its original expected condition, the organization will be called to send a representative to the facility to bring it to the expected condition. Diocesan, church and school organizations are not usually charged for the use of facilities.

RETENTION

Realizing each child's individuality, the initial consideration in deciding pupil retention is what will be in the best interest of the student. The basis for retention should include: teacher judgment, attendance, academic progress, standardized test results, successful and timely completion of class assignments and daily observations. The final decision regarding retention rests with the Principal. A student who earns more than one final F in a core subject will automatically be retained. A student who earns one F in a core subject must attend summer school and retake a final exam to be promoted to the next grade.

A recommendation may be made for tutoring by a certified teacher in place of a formal summer school program. A student who fails one or more core subjects, or accumulates more than 10 absences in a semester, or 20 absences during the academic year, may be retained. A conference will take place between the teacher and parents when performance indicates the possibility of retention. The possibility of retention for academic reasons should be made known to the parents in writing after the issuance of the third report card. Students who accumulate more than the allowed number of absences and are in danger of repeating due to this reason will be notified during the last quarter.

SUMMER READING

Summer reading information will be sent home, and posted on the school website, each year in late May or the beginning of June. Students will be required to read a minimum number of books and complete a book report or project as set by the individual teacher.

BEHAVIOR MANAGEMENT POLICIES

*See Appendix A on pages 35-36 of this handbook for the current Diocesan Discipline Policy.
See Appendix I on page 50 for the Technology Fine Acknowledgement.*

Discipline in a Catholic school is another aspect of moral guidance. The purpose of discipline is to promote character formation and a school climate conducive to learning. The goal is to produce self-disciplined young men and women. Educational theory has proven that reinforcement of positive behavior is much more effective than the punishment of negative behavior. Thus, approaching behavior problems from a positive viewpoint and allowing the students to assume responsibility for their own actions are the methods of discipline most effective in achieving this goal.

SCHOOL PHILOSOPHY

Treat others as you would like to be treated.

Keep your hands, feet and all other objects to yourself.

At the discretion of the teacher, consequences for the violation of any school and/or classroom rules shall be given the same day. Typical consequences include a warning, detention, work detail and/or loss of certain privileges.

- Leave your gum at home, chewing gum is never allowed at school or during school events. Chewing gum will result in detention and a \$5 fine.
- Mac Books are to be fully charged each night—A \$5 fine will be assessed for uncharged Mac Books.
- Chargers are not allowed at school—A \$5 fine will be assessed for any chargers brought to school.
- Students who are unprepared (i.e. lack of pens, pencils, textbooks, etc.) for class may incur a classroom fine.
- Walk while on school grounds. Use of skateboards, scooters, roller skates and roller blades is not allowed on school property.
- Hitting will result in the student being sent home for the rest of the day.
- Throw trash in the proper receptacle—no littering.
- Play is reserved for outside on the playground or inside the gymnasium (both supervised)—not on any other area of the campus.
- All sales must be authorized—students may not offer any items for sale at school.
- Electronic devices are not allowed on the school campus during school hours. Electronic devices will be confiscated and held in the principal's office.
- Students need written permission from a legal guardian before leaving school grounds.
- Violation of the Internet Acceptable Use Policy may result in the loss of technology privileges for the remainder of that school year, detention, suspension or expulsion.
- Academic Dishonesty (cheating) is a serious offense. Academic Dishonesty will result in a zero on the quiz, test or assignment. Students caught cheating will be placed on suspension.
- Threats against students, teachers and administrators, whether verbal or written, are always taken seriously. At the discretion of the Principal, the police may be notified. A written report of the incident will be kept in the student's file and may be forwarded to another school. The parents of the students involved will be notified.
- The use, sale, distribution, or possession of pornographic materials, drugs or drug paraphernalia, alcohol or tobacco products is not allowed.
- The use, sale, distribution or possession of firearms or weapons is not allowed.
- Wall ball is permitted in the designated area.
- Vaping is not allowed.

HARASSMENT / SEXUAL HARASSMENT

Any form of harassment will not be tolerated at Sacred Heart Cathedral School. Harassment is defined as communication or conduct designed to reduce the dignity of the individual in the form of requests for favors, unwelcome teasing and other verbal or physical contact (can be written, physical, visual or verbal). Sexual harassment is any unwelcome advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature.

DISCIPLINARY REPORT (DR)

See Appendix H on page 49.

A Disciplinary Report (DR) will be sent home for conduct violations. These must be signed by a parent/guardian and the student and returned to the office the next school day. ***Failure to return the DR will result in an automatic Detention.***

DETENTION Monday and/or Thursday 3:15pm—4:00 pm

Step 1 Disciplinary Report indicating detention is sent home with the student.

Step 2 Student to serve the next available detention after school.

Step 3 If the student fails to bring the DR back signed, or if the student fails to serve his or her detention, a 2nd detention will be given, which could result in a Suspension. If a student has a reoccurring detention for the same infraction, the Principal is notified.

Detention takes priority over other after school activities. Parents must rearrange after school activities for another time to allow the student to serve his or her Detention. Students not picked up at 4:00pm will be checked into the Extended Care Program.

Students serving Detention will be notified in writing via the Disciplinary Report, their parents will be contacted, and on the day the Detention is to be served, the student will be reminded where to report through afternoon announcements. Students serving Detention should report to that classroom/teacher at 3:15pm.

Students earning a Detention may not participate in any school-sponsored events (ie: sports, cheerleading, chorus or dances) during the week the DR was issued.

IF A STUDENT RECEIVES THREE DISCIPLINARY REPORTS FOR DETENTION ITEMS BY ANY FACULTY, STAFF OR THE PRINCIPAL DURING THE MARKING PERIOD, THE STUDENT WILL BE SUSPENDED.

PROBATION POLICY

All first year and new, transferring students will be accepted on a probationary basis for a nine-week period. The purpose of this policy is to determine the student's ability to adjust to the school's philosophy and curriculum. All currently enrolled, returning students may be placed on probation for relatively serious or continued misconduct, or for academic reasons.

A student may be placed on probation for continued and/or relatively serious misconduct and/or for academic reasons. Probation gives a student a specified period of time in which to demonstrate that he/she can and will obey the school's disciplinary and academic policies. Probation is a trial period in which a student's behavior and/or academic progress is closely monitored. Behavior and/or academic progress will be monitored weekly.

If a student's behavior has not shown noticeable improvement during the Probation period, then a conference will be called to determine what course of action is in the best interest of the child(ren).

GENERAL POLICIES

ARRIVAL/DISMISSAL PROCEDURES/MAPS

See Appendix C on pages 40-41

ATTENDANCE

If a student will be absent or tardy, the parent or guardian must call or e-mail the school office before 9:00am. Please note that a student may never leave the campus alone during the school day, they must be checked out at the office by an adult indicated on the authorized pick-up list.

| | | | |
|-----------|---------------------|---------------|-----|
| Arrive | By 9:00am | Tardy | "T" |
| Arrive | Medical Appointment | Excused Tardy | "Y" |
| Arrive | After 9:00am | Half Day | "M" |
| Arrive | By 11:00am | Remain Absent | "A" |
| Check Out | By 11:00am | Absent | "D" |
| Check Out | Before 1:30pm | Half Day | "M" |

Upon returning to school after being absent, the absentee must provide the teacher with a written excuse. The excuse should include the following: student's name, date of absence, reason for absence, date excuse was written and parent signature. Absences in excess of ten (10) days per semester or twenty (20) days per year may lead to retention in that grade. The Principal will make the final decision.

Parents/guardians are urged to schedule routine appointments (e.g., medical and dental) for their children AFTER SCHOOL HOURS or during the summer months so as not to disrupt the instructional program. Extended vacations are strongly discouraged. If vacations are taken during school, tests and missed assignments are the STUDENT'S responsibility. Teachers should not be expected to provide tutorial help for the time missed. Teachers will provide assignments if requested in a timely manner (at least five school days before the absence will begin).

BICYCLES

Students are to walk, never ride, their bikes on school property. Students are required to adhere to all state laws relating to bike riding. All bikes must be locked individually inside the bike rack. The school is not responsible for bicycles that are damaged or stolen from the school grounds.

BIRTHDAY INVITATIONS AND TREATS

Birthday invitations may not be given out at school. If a parent wishes to celebrate a child's birthday with a treat for the class, please contact the teacher. Treats should be simple, and there should be an individual item for each child. Since some of our students have allergies, you may bake treats, but PLEASE check with the teacher concerning students with food allergies. Please keep it healthy and address all the needs in the class.

CALENDAR

See Appendix G on pages 47-48

The School Calendar, issued at the beginning of each school year, gives the schedule of minimum days, special activities, holidays, and vacations for the entire year. Notification of any necessary changes will appear in the weekly e-mail and/or E-Red Envelope.

CHILD ABUSE AND NEGLECT

Any teacher, school official or personnel who knows, or has reasonable cause to suspect, that a child is abused, abandoned or neglected by a parent, legal custodian, care giver, or other person responsible for the child's welfare shall report such knowledge or suspicion to the Department of Children and Family Service's pursuant to Florida Statutes 39.201 – 39.206 (2001) as well as to the diocese.

COMMUNICATION

A parent newsletter (e-red envelope) is e-mailed weekly. This newsletter contains calendar information, classroom information, and other important announcements. Your e-mail address is needed for you to receive our school newsletter and other school news. Teachers are encouraged and, in many cases, required to send all communications to their classes by email. This will conserve on resources and insure that the items reach the families quickly and efficiently.

DAILY SCHEDULE

| | |
|------------------|--|
| 7:00 am or later | Students may be dropped off at school by the office door |
| 7:30 am | Students to classrooms |
| 7:45 am | Tardy Bell / School Begins/ Homeroom |
| 7:50 am | Morning Prayer and Pledge of Allegiance |
| 7:55 am | Instruction Begins |
| 11:00 – 11:35 am | Lunch—3rd, 4th, 5th |
| 11:45 – 12:15 pm | Lunch—Pre-K, Kindergarten, 1st, 2nd |
| 12:25 – 12:55 pm | Lunch—Middle School (6th - 8th) |
| 2:35 pm | Announcements |
| 2:50 pm | Dismissal Begins |
| 3:10 pm | Students not picked up are checked into Extended Care |

DISMISSAL PROCEDURES

All students are expected to be picked-up through the car-line.

On a regular dismissal day, all students must be picked up no later than 3:10pm. Please place your Family Name Card in the driver's window of your vehicle. If someone else is picking up your child, please make he/she is aware of the pick-up procedures. No children are to wait at the city park or any other place outside of school property. Students not picked up by 3:10pm will be placed in the Extended Care Program and parents will be charged accordingly for use.

At the end of the day all students will return to their homeroom to pack their book bag and finish writing homework assignments in their agenda book. During homeroom the students will also participate in afternoon prayer and listen to the afternoon announcements. At 2:45pm the dismissal bell will ring and students will be called to the parking lot for dismissal. All students must enter their car on the passenger side—no student should walk in front of any car in the car-line. Once students are dismissed to the carline, they ARE NOT allowed to re-enter the building for items they "forgot". This creates a dangerous situation with students attempting to cross traffic and enter the building while vehicles are moving and students are exiting. Train your child(ren) to exit prepared with all of their belongings for the evening.

Students are never allowed to be removed from the dismissal area—it is dangerous for both you and your child. To avoid confusion and maintain safety, parent(s)/guardian(s) are not allowed to go past the security doors at dismissal.

Occasionally a situation occurs (medical appointment) when the student must be picked-up early. In those cases, the student MUST be picked up before 2:20pm for early dismissal or the child(ren) will not be called until regular dismissal.

Parents are not to be in the office from 2:30-3:15 or 11:30-12:15 on half days. This is a safety hazard for our families. Please understand and follow this rule.

WALKERS – All walkers will be called to the gym at the end of the day. They will be checked in and escorted across the street. For safety reasons, please do not park on 12th Avenue if you are picking up your child.

DRESS CODE

General rules are presented so that there will be consistency with all students. Please monitor your child(ren) so that uniform violations don't become an issue. Shoes must be **all black or all white**. No exceptions. Sweatshirts that are not SHCS may NOT be worn in the classroom or in church.

Label All Clothing—All clothing and personal items MUST be labeled with child's name. Unclaimed items will be given away, sold or discarded if not claimed by the end of the quarter.

Grooming—Good grooming contributes significantly to a person's physical health, to the realization of his/her dignity as a person and the general atmosphere of the school. It is important that students be appropriately dressed for each school day. Cleanliness of person and dress is expected at all times. Parents have the responsibility to see that their children wear only the regulation uniform purchased through our uniform vendor. The school reserves the right to determine whether a student's dress and appearance satisfy the school's policy.

Fads and fashions—Dress which disturbs or distracts from the learning atmosphere, is unacceptable and not permitted. If the uniform dress code is violated, the student will automatically receive a warning, three warnings will result in a DETENTION. The student may be required to call the parent to have the proper uniform item brought to school.

PE Uniform—Only the approved PE uniform is to be worn by middle school students at every PE class no matter what the uniform is for the day. This includes dress-out and casual dress days. Failure to have the proper PE uniform will result in a WARNING. Three warnings will result in a DETENTION.

Shoes—Athletic shoes only—no leather or dress shoes. Shoes must be solid white (no gray or silver) or solid black. A small, inconspicuous logo (quarter size) is allowed. Use a permanent black marker to mark over other colors. The athletic shoe should be secured firmly and not allowed to “flop”—tie the strings or pull the velcro tightly. No lights or character designs are allowed. No skateboard, Heelys or wheeled shoes are allowed. Shoelaces must match the color of the shoe (i.e. black shoes must have black shoelaces).

Uniform Shirts and Blouses—Shirts and blouses are to be tucked in as long as the student is on campus—this includes time before and after school.

Pants—Uniform pants, PE shorts and jeans are to be worn at the waist at all times. No baggy-style pants are allowed. No low-rise or hip-hugger jeans, pants or shorts may be worn.

Socks—Plain **white crew socks** (single fold) that cover the ankle.

T-shirts—Only a plain white t-shirt may be worn **under** the uniform shirt or blouse. The undershirt should not be visible at the sleeves.

Belts—A proper-size, plain, black or brown belt must be worn by both male and female students wearing the uniform walking shorts or pants. The belt must be through the belt loops.

Outerwear for Cool Weather—Approved outerwear includes the SHCS ash gray sweatshirt, red cardigan sweater or the red fleece jacket. Approved outerwear may be worn in class over the school shirt or blouse. No other coats, jackets or sweaters may be worn to school. Heavyweight outerwear needed for very cold days (45 degrees or lower) may be worn to school, but must be removed once the student is at school. They may be worn at recess.

Hair Color and Style—Girls hair must be their natural color, combed neatly, styled appropriately and kept out of the eyes. Boys hair must be their natural color, properly groomed and is not to touch their shirt collar or eyebrows (when combed straight down), and should be neatly cut around the ear. Severe hair styles, lines cut into the hair, tails, spiked hair, shaved areas or hair styles associated with values contrary to the philosophy of the school are not permitted. **At no time during the school year should a student dye his/her hair.**

Length of Girls Uniform—The jumper, skirt and walking shorts should be no shorter than two inches above the knee (top of the knee cap). **Girls PE shorts must be worn modestly—they cannot be tight or short.**

Make-up—Only light foundation, used to cover blemishes, is allowed.

Nail polish—No nail polish, French manicures, false nails, tips or acrylic overlay.

Tattoos—Students are not permitted to have a tattoo (real or wash-off) or any other visible markings.

Jewelry and Accessories—Jewelry is not to be worn with the uniform. Exceptions and specific notations include: One ring and one wristwatch may be worn. A gold or silver chain with a religious cross or medal may be worn. An ID bracelet for medical purposes may be worn. Girls may wear a small, matching pair of pierced earrings, worn at the earlobe (one earring per ear). These should be stud or post style—no hoop or dangling earrings are allowed. No visible piercings on boys at all. No ball-caps or hats (except when part of a dress out day). Bows worn in the girls' hair must be modest and contain only red, white, navy or black colors or combination of those four colors (i.e. red & white plaid).

DRESS OUT DAYS

Use **good judgment** when selecting clothing for Dress Out Days. Sometimes good judgment is not used, therefore it is necessary to make a list of the “Do Not Wear” items. If your child dresses in an item that you feel is questionable then simply tell him/her to change. Better to be safe than to have to come back to school to bring a change of clothes.

Pre-K thru 4th **May wear denim jeans (blue, black or white) or other school-appropriate outfit.**
5th thru 8th **May wear denim jeans (blue, black or white ONLY) with coordinating top—no shorts allowed.**

Pants/jeans should not be skintight, they should fit modestly without being too tight—If necessary, purchase jeans just for wear at SHCS.

DO NOT WEAR:

- T-shirts that display inappropriate or unacceptable advertising.
- **Sweat pants**, beach wear, nylon shorts, nylon sweats, board shorts and/or boxer shorts.
- Sleeveless tops, tops with spaghetti straps or tank tops.
- Provocative or see-through clothing.
- Torn, frayed or cut-off clothing.
- Oversized (way too baggy) or undersized clothing (way too tight).
- Leather or vinyl clothing.
- Any article of clothing made out of spandex.
- Pajamas or sleepwear of any type (except for a theme day).
- Hats (except as a special treat).
- Shirts that are tied.
- Shirts that are too short. Shirts must meet the top of the coordinate with arms raised.
- Rolled coordinates at the waist causing them to not fit according to SHCS Dress Code.
- More than one MODEST necklace or bracelet.
- Any other chains or chain-like items.
- NO open-heeled shoes, sandals, crocs, flip flops or “flip flop-type” shoes.
- Shoes with sole plus heel in combination greater than 1 inch.
- Capri pants made of lycra or extremely tight-fitting material.
- Leggings or jeggings UNLESS the coordinate top comes to an inch above the knee.
- Jewelry other than as defined under SHCS Dress Code.
- Clothing items that do not fit SHCS's image.

Please remember Dress-Out Days are a privilege!

The principal or designee will make the final decision when a question arises concerning the appropriateness of articles of clothing.

SACRED HEART CATHEDRAL SCHOOL

2018-2019 Requirements

To maintain consistency in color and style, all uniform pieces **MUST** be purchased through Zoghby's Uniforms.

| LOWER SCHOOL | | Shoes, Socks and Outerwear |
|-----------------------|--|--|
| Girls PK - 5th | <ul style="list-style-type: none"> • White Peter Pan Collar Blouse—short or long sleeve (<i>worn with jumper</i>) • Plaid Uniform Jumper • White Polo with SHCS Logo—short or long sleeve (<i>wear with plaid short or navy blue pants</i>) • Plaid Uniform Walking Shorts • Navy, Flat-Front Uniform | <p>Approved SHCS Outerwear with Logo:</p> <ul style="list-style-type: none"> • Ash Gray Sweatshirt • Red Cardigan Sweater (button front) • Red Fleece Sports Jacket <p>Classroom Wear—Only SHCS approved outerwear (sweatshirt, fleece jacket or cardigan sweater) may be worn in the school building.</p> <p>Athletic Shoes—<u>Solid Black</u> or <u>Solid White</u> (no gray or silver) cross-trainers, running or walking shoes. No colors, colored logos or flashing lights. Shoelaces must match the color of the shoe (i.e. black shoes must have black shoelaces).</p> <ul style="list-style-type: none"> ✓ No skateboard shoes ✓ No dress shoes ✓ No leather Mary Janes ✓ No Converse ✓ No mid-top or high-top shoes |
| Boys PK - 5th | <ul style="list-style-type: none"> • Navy, Flat-Front Uniform Shorts or Pants (<i>must be worn with a plain black or brown belt</i>) • White Polo with SHCS Logo—short or long sleeve | |
| MIDDLE SCHOOL | | |
| Girls 6th - 8th | <ul style="list-style-type: none"> • Plaid Uniform Skirt • Navy Polo with SHCS Logo—short or long sleeve <p>8th grade leadership uniform will be worn on Fridays and other days as specified in the calendar.</p> | |

| | | |
|-------------------------------|---|--|
| <p>Boys 6th - 8th</p> | <ul style="list-style-type: none"> • Khaki, Flat-Front Uniform Shorts or Pants <i>(must be worn with a plain black or brown belt)</i> • Navy Polo with SHCS Logo —short or long sleeve <p><i>8th grade leadership uniform will be worn on Friday and other days as specified in the calendar</i></p> <hr/> <p><i>8th grade leadership uniform includes a navy blazer with the SHCS emblem, white or blue oxford shirt with a red tie for girls and a stripe tie for boys, uniform skirt for girls, khaki pants for boys, white socks and Sperry topsider shoes</i></p> | <p>White Socks—Plain Crew Sock or Girls Bobbie Socks (single fold-over cuff). ✓ No low cut, mid cut or no show socks.</p> <p>Winter Weather Exception— Heavyweight outerwear needed for <u>very cold days</u> may be worn to school but must be removed once the student is inside the school building.</p> <p>Other Winter Options for Girls —White, Black or Navy Blue Opaque Tights. Plain White, Black or Navy Blue Leggings worn with crew or</p> |
|-------------------------------|---|--|

DRIVERS/CHAPERONE GUIDELINES

Volunteer drivers are to be at least 25 years old and must be fingerprinted through the Diocese of Pensacola-Tallahassee. In addition, a Volunteer Driver Form, available in the school office, is to be submitted to the Diocese. The Diocese will research the prospective volunteer's driving record with the Florida Department of Motor Vehicles prior to giving a person clearance to drive on a field trip.

During a field trip the drivers must go directly to and from the stated location of the field trip. No additional stops are authorized by the school or Diocese.

The driver and all passengers must use a seatbelt while being transported during field trips. Any volunteer driving on a field trip **MUST HAVE**, according to diocesan policy, and for his/her protection, as well as the schools, the following minimum insurance coverage:

Liability limit: per person \$ 100,000

Liability limit: per occurrence \$ 300,000

This coverage is also required by a parent who just wants to drive their own child.

EARLY DISMISSAL OF INDIVIDUAL STUDENTS

Parents are urged to make children's doctor and dentist appointments outside school hours and on school holidays. If it is necessary for any student to be dismissed earlier than the regular dismissal time for an appointment, a note of explanation must be sent to the teacher and cleared through the school office the morning of the early dismissal. **Parents/guardians must sign out the student in the school office no later than 2:20PM or the child will not be able to be released until regular dismissal.**

EMERGENCY CLOSINGS

The Catholic Schools will follow the lead of Escambia County School announcements regarding an emergency closing. Announcements will be made on the radio (WCOA 1370 AM) and TV stations (Channel 3). For special announcements, parents will be notified through School Reach (automated phone call). Sacred Heart Cathedral School may return to school before other schools, announcements will be made via the media and School Reach.

FAMILY NAME CARD

Please place your official Family Name Card in the driver's window of your vehicle. If someone else is picking up your child, please make him or her aware of the pick-up procedures and provide him/her with an official pick-up card. As a safety factor, parents may not make their own Family Name Cards. They **MUST** use the ones provided by the school.

FIELD TRIPS

Throughout the year, students may be offered the privilege of field trips. Field trips are arranged as part of the instructional program and will be scheduled at the discretion of the teacher and principal.

Parent volunteers who assist on field trips are needed to help supervise and assist classroom students. Volunteers usually provide transportation for field trips. Occasionally the school may use the mini-bus for transporting students to and from an event. Every student must wear a seatbelt.

No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Students are expected to behave in a way that is a credit to the school. Students who do not participate in the scheduled field trip must report to school and will complete alternate assignments for the school day.

Each field trip requires an official permission slip in order for a child to participate in the field trip. Telephone calls are not acceptable in lieu of the permission slip. A Permission For Emergency Treatment Form must also be on file in case an emergency occurs during the field trip.

Any expenses involved are the responsibility of the participant.

GUESTS/VISITORS

For security reasons, the security doors will be locked at 7:45 am. **All visitors, volunteers and parents must enter school through the door by the office and sign-in at the office. Visitors are never to go directly to a classroom without permission.** Parents may only visit a classroom if prior arrangements have been made and the teacher has agreed to the visitation. Parents and visitors should never enter school through the Library or Middle School outside doors. Anyone who is walking on the campus without a visitor, volunteer or Raptor badge will be questioned and escorted to the front office.

Following insurance regulations, a SECURITY DOOR was added in the hallway outside the office. No one will be allowed through the security door without permission from the office.

INTERNET USE

See Appendix B on pages 37-39.

LIBRARY BOOKS

Library books are the property of the school, not the student. A fee will be charged for lost or damaged library books. Parents will be asked to pay the cost of the book plus a shipping, handling and processing fee. Students may earn points by reading a book and taking a computerized test via the Accelerated Reader Program.

LOST AND FOUND

Lost and found articles are stored in the gym. Parents and students are encouraged to check the box weekly when looking for missing items. All school items (clothing, lunch boxes, etc.) should be clearly labeled with the child's name. Unclaimed items may be given away, sold or discarded if not claimed by the end of the month.

LUNCH

This year we will again utilize the services of "Campus Cuisine". They will organize the delivery of lunch from local restaurants in the Pensacola area and collect all monies associated with lunch orders. Campus Cuisine's on-line ordering process provides many flexible options. Choose to order from one to five days per week. You may place orders weekly, monthly or by session.

You must place the on-line order or cancel your order before 11:00 am the day before your child needs lunch.

Visit the Campus Cuisine web-site at www.campuscuisine.net to view the menus and to place your orders for the 2014-2015 school year. Please click on the HELP button for an overview of how to use the system or follow the steps below. If you need further assistance, call at 404-876-6496 or email kathryn@campuscuisine.net. Please do not call the school.

1. New customers should click on "Register" and "Customer Sign-up" to create your family profile, user name and password. **The ACCESS CODE is: lunch101**
2. "Log in" and add a student profile for each child. These must be recreated at the beginning of each school year.
3. Click "Place Order" and select a child to begin ordering. Orders and changes must be placed by 11:00am the school day before. **YOU MAY VIEW AND PRINT THE MENU AFTER SELECTING THE CHILD.**
4. Start with Monday and proceed through the weekdays by clicking "next". If you choose to order weekly, the best time is Thursday afternoon or Friday morning, when you only see the following week's dates.
5. Payment options include VISA, MC or AMEX. All credits expire at the end of the school year. Therefore, when ordering for session 2, please check your school calendar for field trips and leave May open so that you may use your credits.
6. Return to the login screen and click on the student's name to confirm and print your orders. Current orders can be seen anytime by clicking on the student's name.

Milk and juice will be available for purchase directly from the school. The school will charge \$70b for the entire school year. **Soda is not an option for liquid refreshments.**

No sugar soda drinks (including soda) or high energy drinks are allowed to be consumed during lunch.

Students will respect the volunteers who give their time to help at lunch.

MESSAGES/DELIVERIES

All communications and deliveries for students and teachers must be made through the school office. Messages for students and teachers will be announced at the end of the day or delivered at a time that does not disrupt classroom activity. **Messages for students should be called into the school office before 1:30 pm.**

PE Uniforms, homework, papers, projects, etc. will not be delivered to the classroom. It is your child's responsibility to check with the office if you are bringing in forgotten items.

If a parent/guardian wishes to contact a teacher, they may write to the teacher directly, e-mail the teacher via PowerSchool or call the office requesting that the teacher return the call. Parents, guardians and students are not to contact teachers at their homes.

On the rare occasion that you would be dropping off your child's lunch, please make sure their name is written clearly on the lunch box and leave it at the office window.

STUDENT-LED CONFERENCES (SLC)

All students will participate in student-led conferences this year. These conferences will be held at the end of the 1st and 3rd quarter. Student-Led Conferences replace the traditional parent/teacher conference. SLCs are attended by the student, parent/guardian and moderator. The moderator facilitates the meeting, but the student is responsible for presenting what he/she has learned.

During the conference, students explain their progress toward, and mastery of, both academic (content/skill) and character (habits of work) learning targets. Students justify their progress by leading their families through a portfolio of assignments. Students reference specific assignments, projects, and/or tests/quizzes that show their mastery of learning targets. Students also complete reflections about their performance in each class and share them with their families. Students are held accountable for their progress when they explain areas of strength and areas in need of improvement. The tone of the conference is positive with a strength-based focus on what can be done to ensure success.

PICTURES

Both individual and class pictures are taken each year. Specific dates will be noted in the school calendar/newsletter. Although the school provides this service, payment and retakes are the responsibility of the company and parent.

RAINY DAY DISMISSAL

All students will be picked up under the canopy at the main entrance—the door by the office. If the Pensacola area is experiencing a torrential rain with flooding, you may check your child out early by coming into the office and signing them out.

STORMY WEATHER PICK-UP (WIND, THUNDER, LIGHTNING, RAIN)

For the safety of everyone involved in the dismissal process, if we have not started dismissal when the thunder

and lightning approaches, dismissal will go into a code red and be delayed. Parents are then welcome to park and come into the building and pick their child(ren) up through the office. If dismissal is underway and stormy weather approaches, Safety Patrol will be dismissed back into the building and dismissal will go into a code red and stop or be delayed until the thunder and lightning ends. Parents then have three options:

1. Remain in their vehicle and wait until the carline continues.
2. Get out of their vehicle, leaving the vehicle in the carline and come to the office to pick up their child(ren)
3. Move their car to a parking space and come into the office to collect their child(ren).

We realize that this may be an inconvenience to all involved but for the protection of everyone, it is the best way to insure the safety of all who are involved in dismissal. Stormy Weather Pick-up procedures require that parents picking up their children will experience a little longer wait time because children are being released individually to their parents.

SAFETY DRILLS

Fire drills are held once a month. Hurricane, severe weather, lockdown drills and emergency evacuation drills will be held as needed. All students and any adults on the campus must participate. Students must strictly follow the directions of the teachers during these drills.

SAFETY PATROL

Students in the 5th grade are invited to become a part of the Safety Patrol Program. Students who demonstrate the qualities necessary to insure the safety of the school children may apply to the School Safety Patrol Moderator.

SCHOOL GROUND SUPERVISION

Students may be dropped off beginning at 7:00 am. These students will be supervised in a designated area until 7:30 am when all students report to their homeroom. Students are NOT to be on the school grounds before 7:00am or after 3:00pm **unless** directly involved in a supervised program or activity that is school sponsored/approved.

Students on the grounds after 3:10pm will be placed in the Extended Care Program, which is provided by the school at the parents' expense.

More specific information regarding our Extended Care Program can be found in Appendix E on pages 43-44 of this handbook.

SOCIAL ACTIVITIES

Holiday parties are permitted for Fall Festival and Christmas (all grades), Valentine's Day (Pre-K – 5th grade only), Big Buddy/Little Buddy celebrations and at the end of the year. It is the teacher's responsibility to contact the Room Parent well in advance and to set the parameters of the celebration. **These parties should be simple, appropriate and within an acceptable time frame.** The principal must be informed as to the day and time of the party. Treats for special occasions may be sent to school with the student and will be distributed by the teacher. Treats should be appropriate for the age and situation, and should be as healthy as possible. PLEASE CHECK FOR STUDENT ALLERGIES BEFORE deciding upon a treat.

Any social activities occurring after school hours are the responsibility of the parents. Party invitations must **never** be given out at school because this may cause a liability for the school. Use the directory and mail or e-mail the invitations to the children being invited to the party.

TARDINESS

Students not in their homeroom **before the 7:45am bell are considered tardy and should report to the office** to obtain a tardy slip in order to gain admittance into class. If the gates are already closed, parents **must come into school** to sign-in their tardy child. Parents may not escort the child to the classroom.

Excused Tardy for Medical Purposes—Bring in a doctor's note for your child's medical appointment to be considered an excused tardy.

Note—For every five (5) unexcused, tardy arrivals per marking period:

- **Students in grades PK, Kindergarten, 1st, and 2nd will serve 5 lunch detentions (missing lunch recess at the discretion of the teacher)**
- **Students in grades 3–8 will serve 5 lunch detentions (eating lunch alone, no recess at the discretion of the teacher)**

TELEPHONE USAGE

Students are not allowed to make telephone calls during the school day. The only exception would be an emergency situation and this requires the approval of the principal. Students may be asked to contact their parents for uniform violations or disciplinary reasons. Calls will not be made for forgotten items (PE clothes, homework, lunches, etc.). **Phone calls will not be made to arrange after school activities. Arrangements**

for these events are to be made prior to the school day.

We wish to support you in your efforts to make your children responsible for their own belongings and activity schedules. If a student must make a telephone call, it will be done before school begins, during their lunch period or at the end of the day.

TESTING SERVICES

As a result of Public Law 94-142, private schools are entitled to testing services provided by Escambia County. Students with learning difficulties, as well as those who are gifted, are eligible for testing. Referral for testing must come from the teacher, principal, and the school guidance counselor, with the consent of the parents. Testing is available for academic, behavioral, gifted and speech therapy.

TRANSFERS AND WITHDRAWALS

If a child transfers to another school during the course of the school year, the parent/guardian is to inform the principal at least one week before the transfer. This allows the necessary time to complete the office work needed for the transfer. All records will be forwarded to the new school upon the request of the new school. All tuition and fees need to be paid in full prior to the transfer and release of academic records. At the end of the year, records will be mailed after school is out for the summer and teachers have had time to mark the permanent record.

Volunteer Requirements

Before any parent or adult volunteers to work in the school or to be a chaperone, he/she must meet requirements as set forth by the Diocese of Pensacola-Tallahassee. Volunteers and Parents are strongly encouraged to complete the requirements early in the year to allow time for processing.

The cost to initiate the volunteer process is currently \$55 and is good for five years. A packet of information is available in the school office.

Complete the on-line Safe Environment Education Program through Armatus.

Complete a Level-2 Background Check, which includes fingerprinting.

In addition, if you will be driving on behalf of the school or Diocese a Motor Vehicle Report (MVR) will be requested and the volunteer driver must be approved. Individuals must meet all volunteer requirements including:

- Complete and submit the Volunteer Driver Information Form.
- Submit a legible copy of Driver's License and a Certificate of Insurance / Verification of Coverage from insurance provider (usually declarations page).
- Must be at least 25 years old.
- Must be a Florida licensed driver.
- Must have three years of clean driving record history or less than six points on their license within the last year.
- Must have \$100,000/\$300,000 car insurance liability.
- Complete a Level-2 Criminal Background Check, which includes fingerprinting.
- Complete the on-line Safe Environment Education Program ("Shield the Vulnerable").
- Must not have any medical condition or be taking any medications that would impair ability to operate a motor vehicle.
- Once approved by MVR, the driver is eligible for two years.
- Volunteers **MUST** dress appropriately when volunteering for any reason. Remember the age of the children and dress accordingly.

Health Policies

One of the objectives of Sacred Heart Cathedral School is to promote the physical well-being and fitness of the students so as to have a safe and healthy school environment. All students enrolled in Sacred Heart Cathedral School must have a Florida School Entry Health Exam and Florida Certificate of Immunization on file in the school office. Students are out of compliance until such time.

MEDICATION

Should it be necessary for a child to receive prescription or non-prescription medicines during the school day, the following regulations shall apply:

- **A written consent form signed by the parent or legal guardian must be in the office before any medication can be dispensed, non-prescription and/or prescription.** (Verbal permission will not be accepted.)
- There must be a written statement from a physician detailing the method, amount and schedules by which such medication is to be taken. (Authorization for Dispensing Prescription Medication)
- There must be a written statement from the parent/guardian indicating the desire that the school assist the pupil in the matters set forth in the physician's statement.
- All Medication must be turned into the school office in the original prescription or OTC box.
- Students are not allowed to have ANY medication on their person or in their desk.
- The **only** non-prescription medications (OTC) that can be dispensed are Tylenol (acetaminophen), Motrin (Ibuprofen), cough drops or throat lozenges and Tums.

HEALTH SCREENING TESTS

Students in Kindergarten, 1st, 3rd and 6th grades participate in the following screening tests during the year: hearing, vision, height and weight. 6th grade is screened for scoliosis.

LICE

If necessary, scalp/hair checks are completed to check for lice.

ILLNESS AND INJURY

Parents/guardians will be contacted immediately for information and instructions. If the parents/guardians are not available, the Emergency Form shall be consulted for directions. If no responsible person can be reached, and the illness or injury is believed to be serious enough to require medical attention, the person in charge will arrange for the student to receive treatment from a doctor, hospital or emergency care personnel.

For the protection of your child, other students, faculty, and staff, your child will not be allowed to remain in school if he/she displays any of the following symptoms:

- Temperature of 100.6 and above
- Intestinal distress
- Undiagnosed rash
- Eye or ear discharge
- Any type of non-treated communicable disease

All students must be fever-free for 24 hours prior to returning to school.

IMMUNIZATIONS

See Admission Requirements on page 7

All students must present proof of having had the immunizations as required by Florida state law before being admitted to classes.

Religious exemptions will not be accepted.

CATHOLIC YOUTH SPORTS LEAGUE (CYSL)

Eligibility 2019

The Catholic Youth Sports League is intended to provide students in our schools and parish religious education programs with the opportunity to participate in an elementary and middle school sports program that promotes values, which are the foundation of our Catholic faith. The following guidelines have been reviewed and adopted for the 2014-2015 school year:

ELIGIBILITY

A student is eligible to play in the Catholic Youth Sports League on a school team or a Parish team if he or she meets **one** of the following criteria:

1. Is enrolled as a full-time student at Little Flower Catholic School, Sacred Heart Cathedral School, St. John the Evangelist Catholic School or St. Paul Catholic School.
2. Is enrolled as a full-time student of a school, which has been invited to participate in the Catholic Youth Sports League, by 2/3 approval of the Administrative Council. For the 2016-2017 school year, this includes Redeemer Lutheran School, Creative Learning Academy, Episcopal Day School and DT Preparatory Academy.

ACADEMICS

A student is eligible to play in the Catholic Youth Sports League if he or she meets the following criteria:

1. Is passing all courses for which the student is enrolled with an overall average of "C" and no F's.
2. The student grade card or academic record is checked on Monday of the week to determine eligibility for the following weekend. A student who is not enrolled in either a member school or an invited school (A.1 and A.2 above) is responsible to make arrangement for the grade card or computer generated grade progress report to be turned into the Coach or the Athletic Director each week.
3. To be eligible at the start of the football, volleyball or cheerleading season in August, the student must provide the Athletic Director a copy of their final grade card from the end of the previous academic year with an overall average of C's and no "F's" in all enrolled classes.

DISCIPLINE

A student is eligible to play in the Catholic Youth Sports League if he or she meets the following criteria:

1. If the student is enrolled in a member or invited school, the student will not have any discipline violation as per their school's policy. It is the responsibility of the principal or the athletic director to communicate a student's disciplinary action to the head coach.
2. If the student is enrolled in an accredited school by the FCC, or the Florida Department of Education, it is the responsibility of the student athlete and/or his or her parent to report any detention, suspension or expulsion to the coach immediately. Any one of these actions will result in a period of ineligibility. If a student athlete does not report the occurrence of a disciplinary action at school immediately, the student will become ineligible for the remainder of the season.

SPECIAL NOTE:

Any exceptions must be presented in writing to the Administrative Council and must be passed by 2/3 of the Council.

Any violation of any rule, determined by the Administrative Council, may result in the forfeit of some or all games and will be eliminated from participating in all tournament play.

APPENDIX A

DISCIPLINE GUIDELINES CATHOLIC SCHOOLS DIOCESE OF PENSACOLA-TALLAHASSEE

Since discipline is the regulation of one's conduct in accord with Christian principles, it is a primary concern that teachers and students work together to maintain a suitable climate for learning. Mutual respect and consideration of the needs of each individual person foster this climate.

GENERAL GUIDELINES

Corporal punishment (paddling or spanking) of any kind is forbidden. Other physical, punitive actions may be considered child abuse and are also prohibited. For all forms of punishment:

- a. Special care should be taken to insure that the punishment is consistent and fair.
- b. In all cases, attempts should be made to get at the root of the problem, and a remedy should be sought out.
- c. The punishment should be humane and reasonable.
- d. The punishment should be meaningful and should bring about positive behavior.
- e. At no time should the student be ridiculed or caused to suffer undue embarrassment.
- f. Caution and prudence must guide its use.

It is never legally permissible to leave students unsupervised in a classroom. If it becomes necessary for a teacher to leave a class, the teacher is responsible to make certain that another teacher or aide will supervise the students.

A student is not to be sent outside the classroom as a form of discipline unless the student, accompanied by another student, is sent to the principal or person designated to deal with discipline. The following disciplinary actions are unacceptable:

- Standing outside the classroom.
- Placement in an unsupervised area.

As a general rule, teachers should manage their own disciplinary problems. Minor offenses have consequences, which are detailed in the rules of each school. Only exceptional cases involving a serious offense or insubordination should be referred to the principal.

SERIOUS OFFENSES

The following are considered serious violations of the accepted code of conduct:

1. Anything that seriously jeopardizes the safety of another's or one's own safety.
2. Seriously impeding the learning of others.
3. Serious and continued insubordination.
4. Bullying.

LEVEL ONE OFFENSES

These are minor offenses and consequences, which are detailed in the rules of each school.

LEVEL TWO OFFENSES

1. Foul and/or abusive language or gestures.
2. Destruction of school property (reimbursement is required).
3. Dishonesty of a serious nature.

LEVEL TWO CONSEQUENCES

- Administrator, teacher, parent, student conference.
- The assignment of an appropriate punishment.

APPENDIX A Continued

LEVEL THREE OFFENSES

1. Serious and/or repeated disrespect to persons in authority (i.e. faculty, staff, volunteers).
2. Disruptive, immoral or indecent behavior.
3. Any actions dealing with drugs, including vaping, alcohol or weapons.
4. Bullying.
5. Any other infractions deemed serious by the principal.

LEVEL THREE CONSEQUENCES

After a conference with the parents, the student will be placed on probation with possible suspension or expulsion. The punishment will be determined by the gravity of the offense and the decision of the principal.

- **Probation** is a period of trial set for a limited time during which a student must demonstrate good behavior and willingness to cooperate with the school's code of conduct.
- **Suspension** is a serious disciplinary measure and should be used only after other actions have not succeeded in correcting the problem. Suspensions are of two kinds: in school or out-of-school. Parents or guardians should be notified by telephone of the suspension and should be requested to pick up the student unless the suspension is in school. All concerned parties should meet to discuss the problem and seek a solution. Each school should set the policy as to the time of suspension, which in ordinary circumstances should not exceed five days. A written record of the reason for the suspension, together with the date and the date of the parent conference, should be kept in the student's file.
- **Expulsion** is a disciplinary measure, which should be used only when incorrigible behavior or conduct threatens the physical or moral welfare of other students or seriously affects the learning process. The principal will call a parent conference when such a problem is discovered. (All other avenues of assistance should be exhausted before expulsion is enacted.) The principal, with the approval of the pastor, may expel a student for a grave reason. The Superintendent of Schools should be informed prior to the parent conference.

APPENDIX B

Policy for Acceptable Use of the School Network and the Internet

DESCRIPTION OF A LAN

A LAN or Local Area Network is a group of computers that are connected in such a way that files and other resources (printers, scanners, Internet access, etc.) can be shared between them. Sacred Heart School has a LAN that allows computers inside the main school building to share information and resources.

DESCRIPTION OF THE INTERNET

The Internet is a global network of networks. Educators, businesses, the government, the military, organizations and private individuals use it. In schools and libraries the Internet can be used to educate, inform, communicate and entertain.

CONTENT OF THE INTERNET

Users and parents of students must understand that Sacred Heart Cathedral School, the Diocese of Pensacola-Tallahassee, and employees of the school or diocese do not control the content or the information found on the Internet. Some of the information may be controversial or even offensive to some individuals.

CIPA (CHILDREN'S INTERNET PROTECTION ACT)

The Children's Internet Protection Act was signed into law in December 2000. This law states that any school or library that receives e-rate funding must maintain an Internet Safety Policy that includes the use of filtering or blocking technology to prevent children from being exposed to obscene content. Sacred Heart Cathedral School does use a hardware device in conjunction with filtering software in an effort to protect our students from inappropriate content. However no solution is perfect and there exists a slight chance that our students could access objectionable material.

APPROPRIATE USE OF NETWORKS AND INTERNET

Teachers and school personnel will endeavor to educate children about responsible, efficient, ethical and legal use of the Internet. Sacred Heart School encourages parents to provide guidance on appropriate use of the Internet at home, just as they would for other types of media. **Use by students should be in support of education and research consistent with the educational objectives of Sacred Heart Cathedral School.**

Access is a privilege—not a right, and it entails responsibility. Students are responsible for good behavior on the school computer network and the Internet just as they are in a classroom or school hallway. Access to network services is provided for students who agree to act in a considerate and responsible manner in compliance with the Acceptable Use Policy. **Parental permission is required for a student to be granted Internet access and must be renewed every year.**

STUDENT RESPONSIBILITIES

- Users may not use the network for financial or commercial gain.
- Users will get teacher permission for all subscriptions to newsgroups, list-services, and similar files.
- Student users are not to use the network for wasteful or frivolous purposes such as playing games or downloading music for personal use.

APPENDIX B Continued

OBSCENE MATERIAL

- Users will not use the network for any illicit, immoral or illegal purpose. If users are found to have violated this rule, network access will be terminated and other disciplinary measures will be taken in accordance with school policy. If illegal activity is found to have taken place, the appropriate authorities will be notified.
- Students may not knowingly receive or access material containing pornographic or obscene material, inappropriate information, or text-encoded files. If inappropriate material is received the user should immediately turn off their monitor. Users must report all inappropriate materials (solicited or unsolicited) to their teacher.

COURTEOUS BEHAVIOR AND PRIVACY

- Do not use the networks to harass, insult, degrade, demean or attack others.
- Use appropriate language.
- Do not reveal personal information (i.e. full name, address, school or phone number) or those of other students, teachers or staff.
- Note that the network is not private, system operators have access to all e-mail, files, personal web pages stored on system servers or workstation. System operators have the authority to delete any files necessary for storage reasons or due to inappropriate content.
- All files and programs on the computer belong to someone. Users may not copy, modify, erase, rename or make unusable anyone else's files or programs.
- Do not use others' passwords.

ILLEGAL OR DESTRUCTIVE ACTIVITY

- Users may not intentionally introduce a computer virus, and should take proper care that no computer viruses are introduced into the system through a user's negligence.
- Users may not copy copyrighted software owned by Sacred Heart School. It is generally illegal to copy any software that has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
- Users will not attempt unauthorized access (hacking / cracking) of any file or computer on the school network or the Internet. This includes attempting to log on through another person's account or access another person's files. It also includes any attempts to disrupt any computer system performance or destroy data on any computer system.
- Users will not use text, graphics, sound or animation in messages or in the creation of web pages, reports, research papers or other projects without displaying a notice, crediting the original producer of the material and stating how permission to use the material was obtained.
- Users will give credit for research sources in the format taught in Language Arts class, the library and in the computer lab (i.e. MLA (Modern Language Association)).

CYBER BULLYING AND AT-HOME USE

Accessing or participating in any social networking website (i.e. Facebook, Twitter, Pinterest, Tumblr) which maligns our school, faculty, families or students will result in consequences which may include Suspension or Expulsion. If a slanderous posting is brought to the attention of the school, whether this posting was made on campus or on an off-campus computer, then Sacred Heart Cathedral School has a right to take disciplinary action. Cyber bullying will be dealt with and mean or libelous postings will not be tolerated.

APPENDIX B Continued

SACRED HEART CATHEDRAL SCHOOL INTERNET ACCEPTABLE USE POLICY (2016-2017)

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and principal will deem what is inappropriate use. This policy is a contract between the student and Sacred Heart Cathedral School (SHCS). A more comprehensive version of the Acceptable Use Policy is provided to middle school students before receipt of their iPads. Students will review the policy in class and sign the additional form.

Individual Access—The Internet is used in grades K5-8 in school for information purposes or research projects. In addition, students in grades 4-8 will be assigned filtered e-mail accounts for use at school. Correspondence from these accounts may be monitored for inappropriate language and content. Student Internet access is supervised and filtered by our firewall (Lightspeed), which uses a subscription list of inappropriate sites.

Students will be issued a confidential login name and password. They will be held accountable for all actions that occur under this login and password. If a student shares their password or login with a friend and their friend uses the computer in an unacceptable manner, then both students will face the consequences of that action. If the student requests a password change, it is the student's responsibility to report the new password to their computer teacher. If inappropriate language or content is discovered, disciplinary action will take place.

Network Etiquette—Your child is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Use appropriate language. Do not swear, use vulgarities or any inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your age or the school you attend. Do not reveal the personal address or phone number of students, teachers, administrators or yourself.
- Do not post pictures of yourself for any reason at any time.
- Be polite. Do not be abusive in any postings on the Internet.
- Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Social Networking Sites / E-Mail—Accessing or participating in any e-mail conversations or social networking websites (i.e. Facebook, Twitter, Pinterest, Tumblr) which maligns our school, faculty, families or students will result in consequences which may include Detention, Suspension or Expulsion. If a slanderous posting is brought to the attention of the school, whether this posting was made on campus or on an off-campus computer, then Sacred Heart Cathedral School reserves the right to take disciplinary action.

Cyber bullying and mean or libelous postings will not be tolerated.

For the student (Grades 3rd - 8th):

I understand and will abide by the SHCS Internet Acceptable Use Policy. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary actions, and/or appropriate legal action may be taken.

Student Signature _____

Grade: _____

For the parent or guardian:

As the parent or guardian of the student listed above, I have read the Internet Acceptable Use Policy. I understand that although the Internet in general provides a vast resource of material that serves educational purposes, it is possible to access material that may be considered inappropriate. I also understand that the Internet is an open network that is not self-regulated, and that student access will be supervised by teachers. However, I also recognize it is impossible for SHCS to restrict access to all controversial sites. These sites will be blocked as soon as they are brought to the attention of the system administrator.

I hereby acknowledge that any use of telecommunications services for cyber bullying, or for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited and that violators will be held accountable and be subject to disciplinary measures. I understand that the Diocese of Pensacola-Tallahassee assumes no liability for the content of any advice or information acquired over the Internet, or any cost or charges incurred from this advice or information.

Permission for School Internet Access and E-Mail Account:

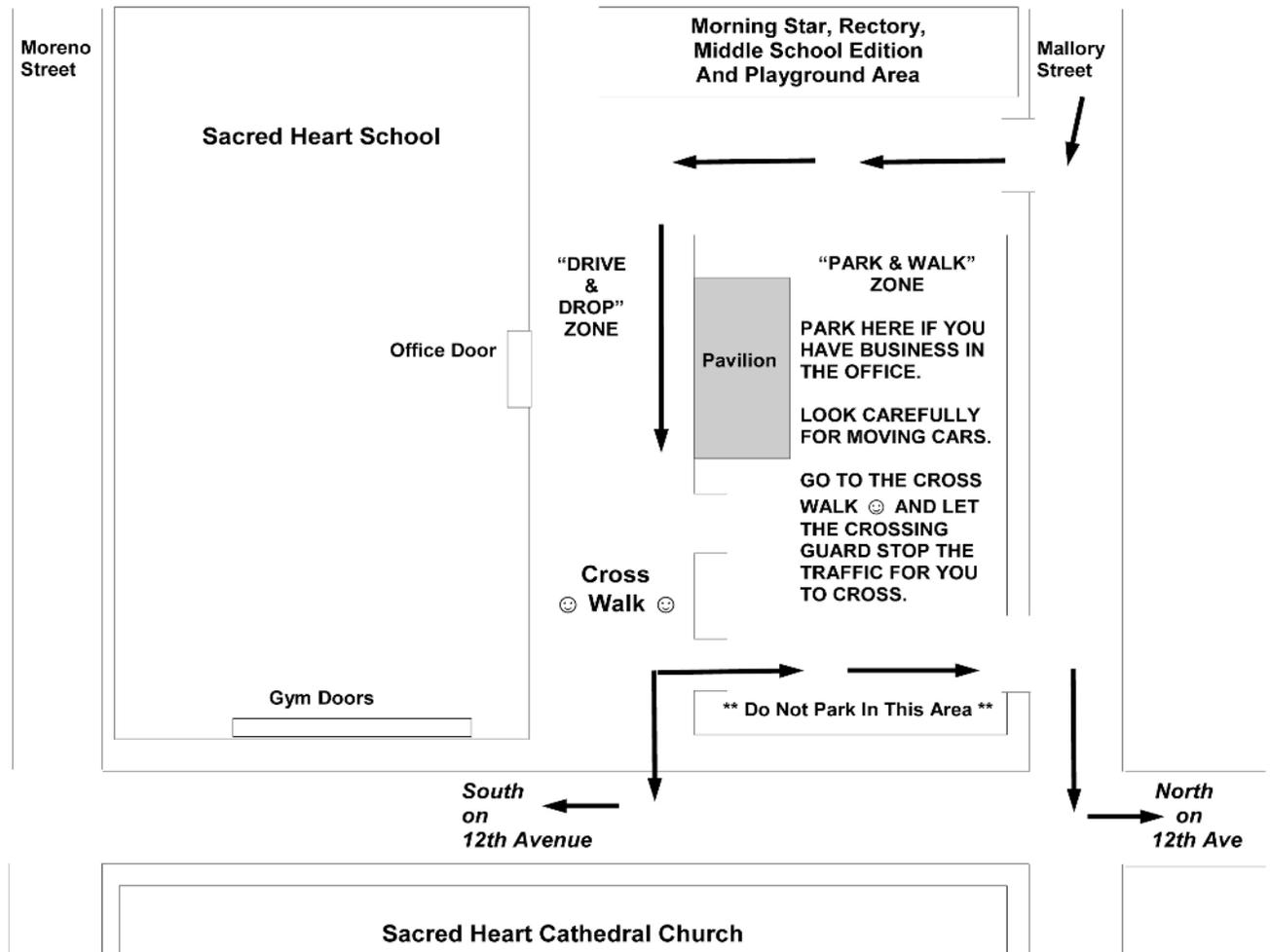
If no selection is indicated, it will be interpreted as YES and your child will be allowed to access the Internet.

[] YES [] NO I hereby grant permission for my child to be allowed to participate in classroom activities and research which involve accessing the Internet.

Parent or Guardian Name (please print) _____ / _____

Parent or Guardian Signature _____ / _____

Morning Drop-off Procedure

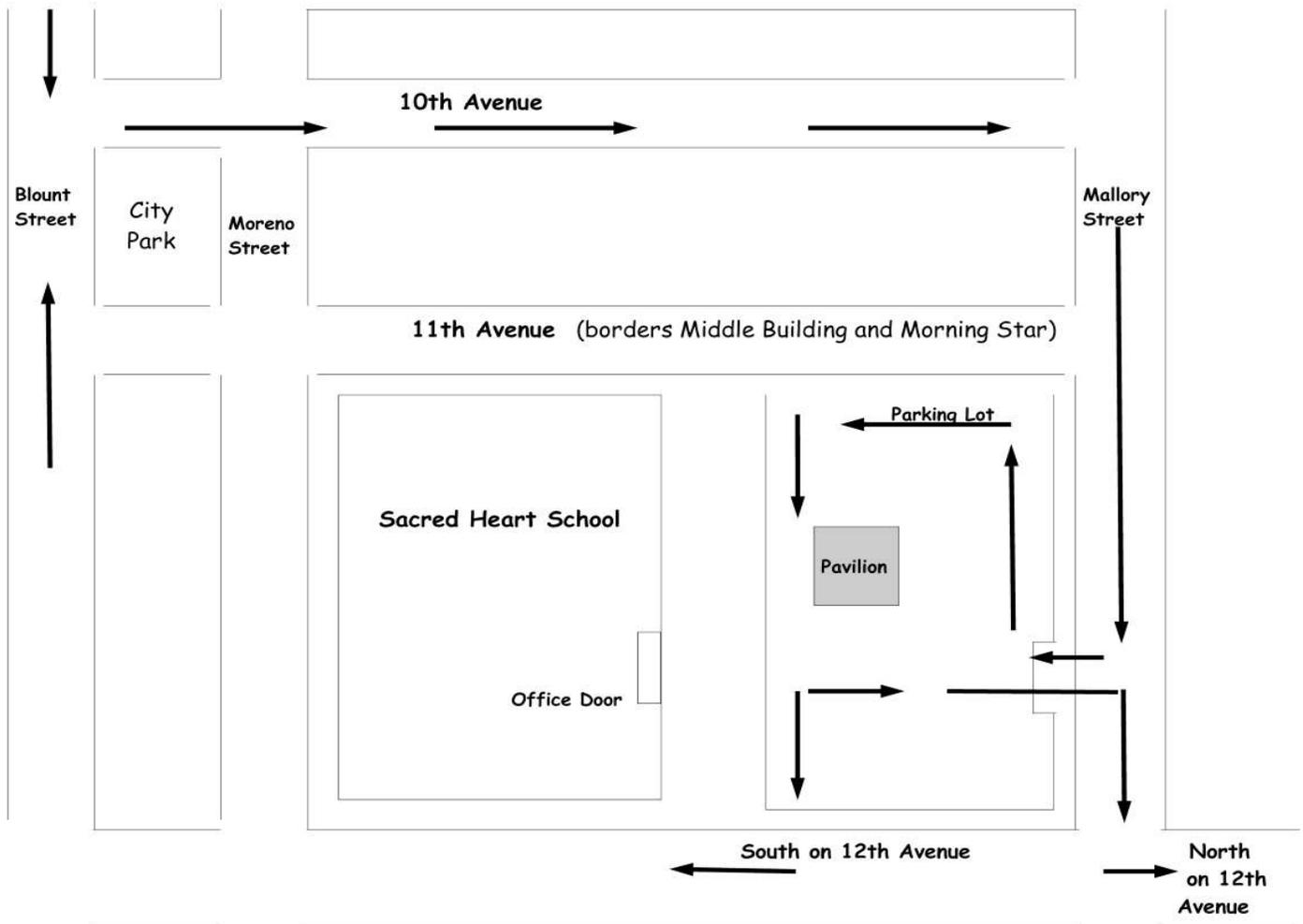


To ensure the safety of all students the school requires all parents to do the following:

- TO MEET THE SAFETY REQUIREMENTS SET BY ACCREDITATION EVERYONE SHOULD “DRIVE AND DROP” THEIR STUDENTS. PLEASE DO NOT ESCORT YOUR CHILD INTO THE BUILDING.
- PLEASE DRIVE SLOWLY (5 MPH) IN THE PARKING LOT AND WATCH OUR FOR CHILDREN.
- ALL STUDENTS SHOULD ENTER THE SCHOOL USING THE DOOR BY THE OFFICE.
- IF YOU HAVE BUSINES IN THE SCHOOL OFFICE AND NEED TO USE THE “PARK AND WALK” ZONE PLEASE TURN OFF YOUR CAR ENGINE, PROCEED TO THE CROSS WALK AREA AND ALLOW THE CROSSING GUARD TO SAFELY STOP THE TRAFFIC FOR YOU TO WALK ACROSS. CAREFULLY PROCEED TO THE SIDEWALK THAT BORDERS THE GYM AND ENTER THE SCHOOL USING THE DOOR BY THE OFFICE.
- WHILE IN THE “DRIVE AND DROP” ZONE DO NOT PASS THE CAR IN FRONT OF YOU. EVERYONE MUST REMAIN IN A SINGLE FILE AS YOU DROP OFF YOUR CHILDREN AND LEAVE THE SCHOOL GROUNDS.
- STUDENTS WILL BE MARKED TARDY IF THEY ARE NOT IN THEIR HOME ROOM BEFORE 7:45AM. LEAVE YOUR HOUSE EARLY ENOUGH SO THAT YOU DO NOT HAVE TO RUSH IN THE MORNING!

APPENDIX C Continued

AFTERNOON PICK-UP FOR DISMISSAL

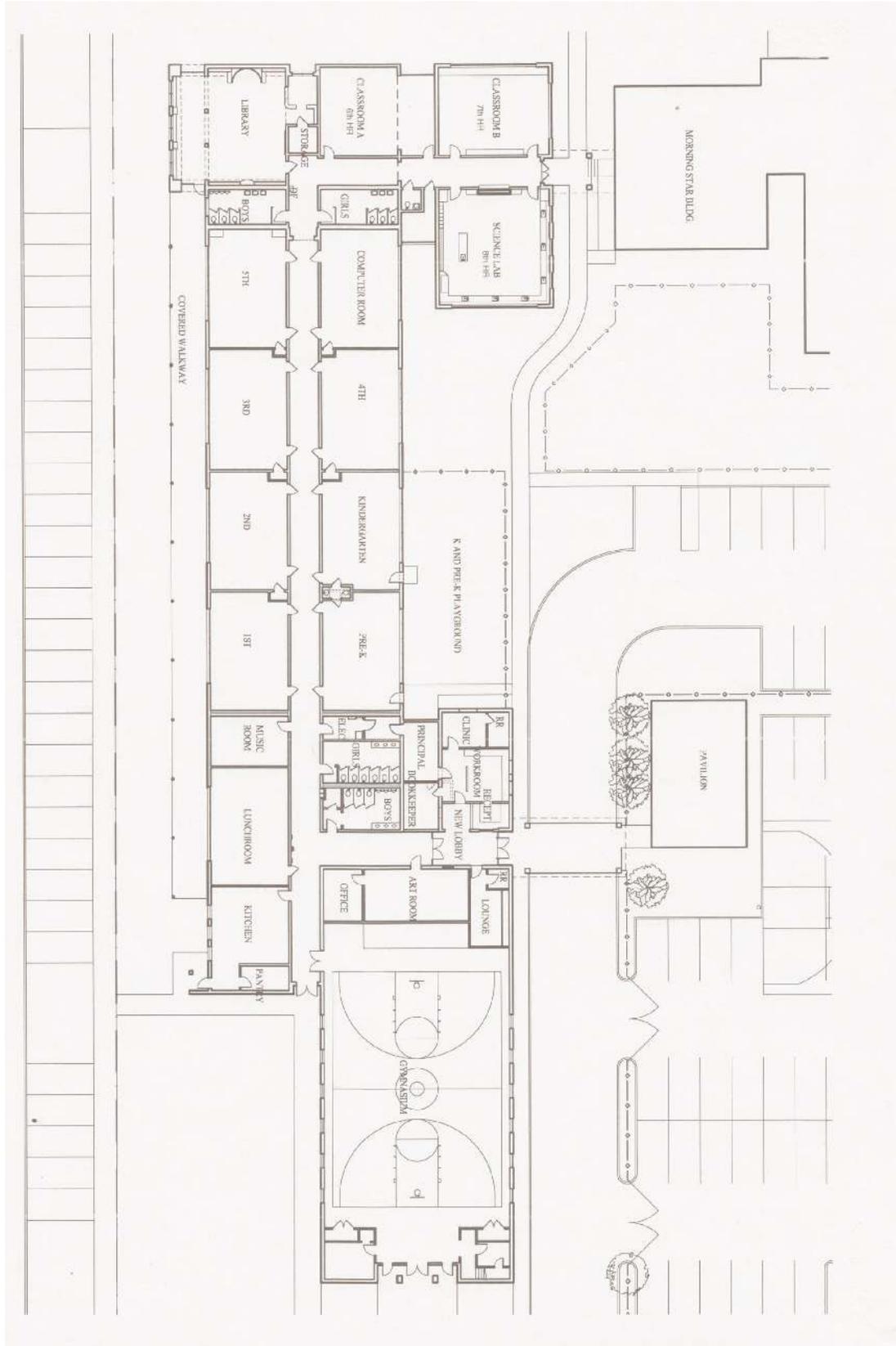


Afternoon Pick-up Procedure

*** DO NOT USE 9TH AVENUE AND MALLORY FOR CAR-LINE ***

- PULL ONTO 10TH AVENUE BY COMING EAST OR WEST ON BLOUNT STREET
- TURN ONTO MALLORY STREET FROM 10TH AVENUE
- DO NOT BLOCK DRIVEWAYS OR STREET INTERSECTIONS—DO NOT DRIVE ON OUR NEIGHBORS LAWNS
- WALKERS & BIKE RIDERS WILL BE RELEASED DURING CARLINE BY A TEACHER
- DO NOT PULL YOUR CHILD OUT OF THE DISMISSAL LINE
- THE FAMILY NAME CARD SHOULD BE VISIBLE FROM THE DRIVER'S WINDOW
- STUDENTS SHOULD NOT WALK IN FRONT OF ANY CAR—LOAD FROM THE PASSENGER SIDE OF THE CAR
- DO NOT MOVE YOUR CAR UNTIL ALL STUDENTS ARE LOADED AND THE ALL CLEAR SIGNAL HAS BEEN GIVEN
- PLEASE PULL UP AS CLOSE TO THE CAR IN FRONT OF YOU AS POSSIBLE
(THIS ALLOWS MORE STUENTS TO BE "LOADED" INTO THE CARS AND DISMISSAL WILL BE QUICKER.)
- TURNING RIGHT ONTO 12th AVENUE - EXIT BY THE SCHOOL GYM
- TURNING LEFT ONTO 12th AVENUE - TURN LEFT IN THE PARKING LOT AND EXIT VIA MALLORY STREET

School Floor Plan



APPENDIX E

EXTENDED CARE PROGRAM 2019-2020 School Year

The mission and goal of the Extended Care Program is to provide quality supervision in an environment suitable for child development. This program is available to any child enrolled in Pre-K thru 8th grade at Sacred Heart Cathedral School.

The program is offered at Sacred Heart Cathedral School during the school year from dismissal until 5:30pm. Our program provides the students with the opportunity to meet after school in a restricted environment for study and play. The program will be supervised by a director and two assistants.

ENROLLMENT

Parents must complete the Extended Care Program Enrollment Form and a Permission For Emergency Treatment Form. Children **will not** be admitted until these two forms have been completed and returned to the school office.

ACTIVITIES

Immediately after dismissal, teachers will escort students to the lunchroom where attendance will be taken and a snack will be served. After snack, students will work on homework and/or play outside.

All students in grades 3-8 will spend 45 minutes in quiet working on homework or reading. As we achieve academic excellence, we will support these students as they are expected to quietly study, read or work on academic activities. Although individualized attention and assistance are available from program personnel this is not to be construed as formal tutoring. Personnel do not take responsibility for a student's completion of assignments.

Students not doing homework will be given an opportunity to play inside or outside, as weather permits. Supervised activities include the use of sports equipment, playground equipment, video programs, educational television programs, computer usage, arts and crafts, etc.

RATES (PER DAY) AND REGISTRATION FEE

\$8.00 per day for one child; \$7.00 for the second child; \$6.00 for each additional child

After 5:30pm, a \$1 per minute per child fee will be charged until your child(ren) is/are picked up.

Each year we will collect a Registration Fee of \$20 for those families who use the Extended Care Program. This will be billed the first time you use Extended Care.

NOON DISMISSAL DAYS

On days when school is dismissed at Noon, an additional fee will be charged of \$3.00 for the first child, \$2.00 for the second child, and \$1.00 per each additional child.

BILLING PROCEDURE

Students are signed into Extended Care immediately after dismissal. Parents are required to sign students out when picking up their children. Parents are billed at the end of each month via e-mail and payment should be made on or before the 15th of the month. A \$15 Late Fee will be charged after the 15th of the month. Please make sure the Extended Care Director has your correct e-mail address.

COLLECTION OF FEES

The Extended Care Director e-mails bills or they are distributed through FACTS the first of the month. Payment is due upon receipt of the bill. A late fee of \$15 will be charged after the 15th of the month.

APPENDIX E Continued

PICK-UP/SIGN OUT

Students must be picked up and signed out from the 8th grade classroom. Students will only be released to those persons indicated on the enrollment form as having permission to pick up the child. If the person is not listed on the Enrollment Form, a written communication by the parent to the school will be acceptable. Persons not listed but with written permission from the parent/guardian will have to show proof of identification (driver's license or other photo id) before the child(ren) will be released to their care.

DAILY SIGN-IN

Students who are not picked up by 3:00pm will be enrolled in Extended Care and will be charged according to the fee schedule. You are responsible for payment for any days your child is enrolled. The only students who will be admitted to Extended Care later than 3:00pm are those who have attended a school-sponsored program after school hours.

SICKNESS POLICY

A parent or guardian will be called to pick up a child who is sick or injured.

DISCIPLINARY ACTION

The school's philosophy is fundamental to this program and is stated in the school handbook. A verbal warning is issued for inappropriate behavior. A second warning is issued if the behavior continues, followed by a "time-out" for counseling the student and discussing the consequences. Parents are notified on the third offense and, if serious enough, the Extended Care Director will consult the principal for proper action. Children who experience repeated discipline problems will not be allowed to participate in the Extended Care Program.

RULES

The students are expected to adhere to the following list of rules. Failure to comply with these rules could result in a phone call to the parent/guardian and then removal from the program.

1. Students may not leave the playground. They must stay within the fenced area.
2. Students must have the permission of the staff person to re-enter the school once they are outside.
3. The staff needs to know where the children are at all times.
4. The Extended Care Program is not responsible for students who do not report after school.
5. The students will be expected to respect the staff and each other as well as the material and environment provided. Students who hit, push, call names, etc., will be given time out. Time out may include sitting, writing or cleaning up. The discipline will depend upon the student's age and behavior.
6. If unacceptable behavior is repeated, the student must write a paper about the offense, have it signed by the parents and returned to the Extended Care staff. If this behavior continues the child will be dismissed from the After Care Program.

ELECTRONIC DEVICES

Electronic devices of any type are not allowed in Extended Care with the exception of the school issued middle school MacBooks. If a student violates this policy, brings an electronic device and the device is damaged or stolen, the student is fully responsible and the school WILL NOT compensate the child or family for the damage or loss.

APPENDIX F

APPENDIX F Continued

APPENDIX G

APPENDIX G Continued

APPENDIX H

APPENDIX I

TECHNOLOGY FINE ACKNOWLEDGEMENT

Student Name: _____

Student Grade: _____

Date: _____

- MacBook Uncharged (\$5.00)

- MacBook Charger Brought to School (\$5.00)

I acknowledge the infraction noted above and understand that my parent(s)/guardian(s) will be billed in accordance with the provisions promulgated in the SHCS Expanded Acceptable Use Policy.

Student Signature: _____

For office use only

Amount Billed _____

Date Billed _____

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