

SACRED HEART CATHOLIC SCHOOL

Patterson, CA 95363

209 892 3544

www.shcspatterson.org

Diocese of Stockton



Parent/Student Handbook

2020 - 2021

Letter of Welcome

Welcome to Our School

Welcome to Sacred Heart. We are a Preschool through 8th grade Catholic school in Patterson, California. We have been teaching children for decades.

We believe in educating the whole child, so while we focus intently on rigorous academics, it may never be at the expense of spiritual formation or personal growth.

We celebrate our Catholic heritage, and invite families of all faiths to join us; all are welcome, and every student will receive an education that stresses Christ-like conduct, family values and community service.

We are intensely proud of our graduates, who leave us well prepared to face the challenges of high school and beyond.

Please visit our school and experience our family. See for yourself why Sacred Heart Catholic School helps children grow in citizenship and community leadership. For more information, see our Facebook page, follow us on Instagram, or check out our website, www.shcspatterson.com.

Mrs. Rothstein, Principal

"Seeds Sown in Good Soil Grow; Grow with Us"



Table of Contents

[Welcome to Our School](#)

[Important Information Regarding Enrollment and this Handbook](#)

[About Sacred Heart Catholic School](#)

[School Structure and Organization](#)

[Admission, Registration, and Financial Policies](#)

[Extended Care Program](#)

[COMMUNICATION](#)

[Visiting the School and Volunteering](#)

[Curriculum](#)

[Student Evaluation](#)

[The School Day and Attendance](#)

[Appearance and Student Uniform Requirements](#)

[Health and Safety](#)

[Concussion Policy](#)

[Emergency Procedures](#)

[Student Discipline](#)

[Information and Communication Technology Policies](#)

[Controlled Substances](#)

[Extra-Curricular Activities](#)

[Athletics](#)

[Transfer, Custody, and Student Records](#)

[Miscellaneous Information and Policies](#)

[2019-2020 Parent/Student Handbook Agreement](#)

[Assumption of Risk and Waiver](#)

[Volunteer Agreement Form](#)

[STANDARDS OF CONDUCT FOR THOSE WORKING WITH](#)

[CHILDREN AND YOUNG PEOPLE](#)

Important Information Regarding Enrollment and this Handbook

SCOPE of this HANDBOOK

Enrollment at Sacred Heart Catholic School is a privilege. Ongoing student status is subject to the school's academic and behavioral standards which may evolve and change over time. Decisions regarding academic matters (including but not limited to the issuance of grades), student discipline, and an individual's continuing status as a student at the school are within the discretion of the school administration. The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The provisions of this handbook are subject to change at any time by the school administration. Questions about items contained in this handbook should be directed to the principal.

PARENT/STUDENT HANDBOOK AGREEMENT

Signing the Parent/Student Handbook Agreement Form is deemed an agreement on the part of the student and his/her parents/guardians to comply with all policies, rules, guidelines, and regulations of the school as outlined in the most current Parent/Student Handbook and in any subsequent updates or revisions of the handbook. Parents/guardians and students agree that Sacred Heart Catholic School has the right as a private academic institution to make rules that require specific conduct on the part of the parents/guardians and students. Parents/guardians and students agree to comply with required conduct and to support the policies and procedures contained herein, and intend to cooperate fully with Sacred Heart Catholic School and its personnel as educational partners. Students may not attend class or participate in any school activities until the agreement is signed.

RIGHT TO AMEND

Sacred Heart Catholic School reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians and students will be notified in a timely manner. This handbook exists to foster the efficient operation of Sacred Heart Catholic School. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians, including a right to continued enrollment at the school.

The contents of this handbook are to be accepted by the parents/guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/guardian excuse a student from observance of the policies, rules, and regulations of Sacred Heart Catholic School if the parent/guardian expects the student to remain in good standing with the school.

GOOD STANDING and CONTINUED ENROLLMENT

Students are enrolled at Sacred Heart Catholic School on the basis of an evaluation and acceptance that is ongoing. The school reserves the right to dismiss students at any time for violation of any policy in this handbook, whether on campus or off campus, unsatisfactory academic standing, or for other reasons that, in the judgment of the school administration, adversely affect the welfare of the individual student or other students, the school and its employees, the reputation of the school, or the school community.

In order to continue enrollment at the school, a student must be in “good standing.” A student considered to be in “good standing” is one who has not become subject to dismissal for academic reasons, one whose record of conduct is at least satisfactory, one whose family supports the school faculty and the policies and procedures outlined in this handbook, and one who has met all financial obligations to the school or made satisfactory arrangements for those obligations. Continued enrollment, then, is a privilege earned by cooperative personal conduct and fulfillment of academic requirements and financial obligations. The school reserves the right to refuse registration or re-registration. When the school judges that the parents/guardians do not support school policies, the school reserves the right to terminate the student’s enrollment.

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.

CONDITION of ENROLLMENT for PARENTS/GUARDIANS

It is a condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Parent/Student Handbook and contract of the school.

These Catholic principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the religious, academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. Parents/guardians and students may not send or post content on social media (e.g., Facebook, Instagram, Snapchat, Twitter, etc.) or other form of mass communication (e.g. “blast” emails or texts) that is contrary to the mission and philosophy of the Roman Catholic Diocese of Stockton and Ourcatholicschool. This includes expressing displeasure with the school administration, or with a teacher, staff member, student, or any authority at Ourcatholicschool and/or parish in regards to a policy, homework, assignments, or the implementation or administration of any school-related program.
4. Parents are expected to work courteously and cooperatively with other parents of the school community. Difficulties in relationships must be addressed and resolved by the parties themselves. If a difficulty impacts the environment of the school, the principal has the authority to intervene and work to determine an outcome.
5. These expectations for students and parents/guardians are expected on and off campus and include, but are not limited to, all school-sponsored programs and events (e.g. extended care, licensed child care programs, athletics, field trips, etc.).
6. The school reserves the right to determine, in its discretion, which actions fall short of meeting the Catholic principles of the school and the policies in this handbook. Depending on the severity and

circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary action up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

7. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action without a warning

About Sacred Heart Catholic School

MISSION STATEMENT

Rooted in the Vincentian spirit, the Sacred Heart Catholic School community partners with its families to provide strong academic, spiritual, and moral foundations. Nurtured in a safe and caring environment, all are called to be faithful stewards leading with a heart of service and charity.

PHILOSOPHY STATEMENT

At Sacred Heart Catholic School, we are committed to giving our students a firm academic and spiritual foundation rooted in Catholic, moral and religious values. We acknowledge parents as the primary educators of their children. In partnership with them and in a faith-filled environment, we foster a deepening of our students' spiritual development, and assist them in their pursuit of academic excellence and success. Dedicated and talented teachers and staff model lifelong learning by providing a well-rounded and stimulating curriculum. We value our role in preparing our students to live their faith as citizens in service to the world.

STUDENT LEARNING EXPECTATIONS (SLEs)

S - Stewards of God's earth

P - People of prayer and service

I - Imaginative, enthusiastic and creative

R - Respectful, loving and kind

I - Involved, inquisitive learners

T - Traveling the path of Jesus

HISTORY

In 1961, Sacred Heart School was built and opened its doors in the fall of 1962. The school was originally staffed by the Dominican Sisters of San Jose. After ten years of operation and an enrollment of 193 students in grades 1 through 8, Sacred Heart School closed its doors. In 1982, a group of dedicated parents, recognizing the need for a Catholic education and family involvement in the education of their children, started looking into the re-opening of Sacred Heart School. After much study and surveying of the area's population, it was decided that Sacred Heart School had the necessary support to re-open and provide a quality education for

their children.

After eight months and a lot of effort, Sacred Heart School re-opened on September 6, 1983. The year began with 21 students and two teachers, kindergarten through fourth grade. The name of Sacred Heart School was officially changed to Sacred Heart Catholic School. The school's new name more accurately identifies the school and its mission.

Sacred Heart Catholic School has grown to a population of 160 students in grades K through eight, nine teachers and a Catholic Preschool with forty children. Parent and parish participation have been and continue to be one of the major factors in the success of our school.

ACCREDITATION

Sacred Heart Catholic School is accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). These Associations are non-governmental, nationally recognized organizations whose members include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by these associations indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college/university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives clear evidence that it will continue to do so in the foreseeable future.

NONDISCRIMINATION POLICY

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

School Structure and Organization

CATHOLIC SCHOOLS OFFICE

The Catholic Schools Office (CSO) endeavors to support the mission of the Diocese of Stockton in all of its administrative, operational, financial, intellectual, and spiritual pursuits. The CSO is comprised of a Director for Catholic Schools (Superintendent), a Curriculum and Instruction Coordinator, a Business Development Consultant, and an Administrative Assistant.

DIRECTOR FOR CATHOLIC SCHOOLS

In support of the mission of the Diocese of Stockton, the Director for Catholic Schools provides leadership, direction, and support for Pastors and Principals, serving in accordance with the Elementary, Preschool and High School Service Agreements.

PASTOR

The Pastor is the owner and ex officio administrative officer of the parish school. As the Bishop is the chief pastor of the diocese, so is the Pastor the head of the parish; he is also responsible for all educational programs within the parish. Just as the Bishop delegates school-related responsibilities to the Director for Catholic Schools, so does the Pastor delegate the administration of the school to the Principal.

PRINCIPAL

The school principal is delegated by the Pastor to serve as the spiritual, educational and operational leader. The principal is responsible for managing the personnel, policies, regulations, and procedures to ensure that all students are formed in a Catholic learning environment that meets the approved curricula and mission of Sacred Heart Catholic School.

PARISH FINANCE COUNCIL

The parish finance council assists the pastor in the administration of all financial aspects of the parish.

ADMINISTRATIVE TEAM

Member(s) of the faculty, in addition to the principal, make up the Administrative Team. The functions of the Administrative Team include assisting the principal in specific delegated functions and receiving suggestions from teachers and presenting them at regular administrative or faculty meetings.

FACULTY and STAFF

The faculty and staff are selected by the principal in consultation with the pastor. A directory of faculty and staff may be found on the school website.

SCHOOL ADVISORY COUNCIL (SAC)

The local School Advisory Commission (SAC) consists of the pastor, principal, and nine to eleven members of the school or parish community, including a parent club officer and a rotating faculty representative. The CSAC works interactively with the Principal to fulfill the CSAC's consultative responsibilities regarding the school's Catholic Identity, parent engagement, strategic planning, facilities, marketing, and development activities; its role is collaborative and advisory only.

PARENT ASSOCIATION

The purpose of the school-sponsored group is to raise funds for the general budget items of the school. All parents are considered members and there are four officers who are elected.

Admission, Registration, and Financial Policies

PARTNERSHIP of SCHOOL and FAMILY

Sacred Heart Catholic School works with the parents in the faith formation of their children and continues the value development begun in the home. The school, however, has a mission to be a Catholic school and to form students in the Catholic faith. All students must participate fully in Religion class and other faith-formation activities subject to the restrictions by the Church upon full participation in the Eucharist by non-Catholics.

Acceptance to Sacred Heart Catholic School is a privilege, not a right. Parents have a right to apply to Sacred Heart Catholic School for admission of their child(ren), but the privilege of attending the school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education. Admission of any student is at the sole discretion of the principal.

Because the Church acknowledges parents as the primary educators of their children, the school believes that it has a responsibility to continue the child's faith formation. If the parents' public beliefs, values, and practices cause disruption of the school's educational climate, it becomes impossible for the school to support the parents in the faith formation of their children. In cases where parents engage in such conduct, continued enrollment of their children may be denied.

Acceptance into Sacred Heart Catholic School is dependent upon the ability of the school to meet the educational needs of the child. The school may not have all the resources necessary to meet the educational, physical, psychological, and/or emotional needs of an individual child. While the school will make an effort to accommodate reasonable needs, if the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in a different educational environment with appropriate resources for the child.

ADMISSION PRIORITIES

The order of priority for acceptance to Sacred Heart Catholic School follows:

1. Continuing students in good standing at Sacred Heart Catholic School/Preschool who meet registration deadlines (students who do not meet registration deadlines may lose their priority standing).
2. Siblings of Catholic families attending Sacred Heart Catholic School or SHC Preschool.
3. Siblings of non-Catholic families attending Sacred Heart Catholic School or SHC Preschool
4. Children of parishioners (Sacred Heart, Patterson)
5. New Catholic Families
6. New non-Catholic families

PROBATIONARY ADMISSION - INITIAL PROBATION PERIOD

All students are admitted to Sacred Heart Catholic School on a probationary basis for 60 days. This Initial Probation Period covers conduct as well as grades and general participation. The school administration may terminate enrollment at any time. This Initial Probation Period is separate from any probation which may be imposed for academic and behavioral reasons as described below.

AGE for ADMISSION

- A child may be admitted to Kindergarten who is 5 years of age on or before September 1st of the current year; applicants must be developmentally ready, which shall be determined through appropriate screening.
- A child may be admitted into the first grade who is 6 years of age on or before September 1st of the current school year.
- Any exception to either of these guidelines shall be at the discretion of the Principal, in consultation with the Pastor as needed.

DOCUMENTATION REQUIREMENTS

As part of the registration, the school shall require the parent(s) to provide copies of the student's birth certificate, health records including an up-to-date immunization record, and Baptismal certificate (and Reconciliation, Holy Eucharist and Confirmation certificates, if applicable). In addition, for those coming to SHCS from another educational institution, a copy of the most recent grades and any accommodations being made for the student must be provided.

PHYSICAL EXAMINATION

The school will require every new student to submit proof of having received a health assessment during the 18 months prior to entrance to the school or into first grade. The principal may grant permission to extend this to 90 days after entrance.

IMMUNIZATIONS

Immunizations can be a complicated topic which may be explained more fully by the child's physician. Every child must show up-to-date proof of required immunizations by the submission of a current California School Immunization Record (this can be provided by the physician).

The California Health and Safety Code sections 120325-120380 set forth current California law on this topic; a summary follows:

- Required immunizations for grades TK – 12 currently include the following: polio (OPV or IPV); diphtheria, tetanus, pertussis (DTP, DTaP, or DT); measles, mumps, rubella (MMR or MMR-V); hepatitis B (HepB or HBV); and varicella (chickenpox, VAR, MMR-V, or VZV).
- Students entering 7th grade are required to have Tdap (or DTP/DTaP given on or after the 7th birthday).
- The California Dept. of Public Health may require vaccination for "any other disease deemed appropriate."
- Public or private elementary schools are prohibited from admitting any child without documentation that the child has been immunized for the specified diseases, unless there is a documented medical exemption, based on attestation from the child's licensed physician that immunization is not safe, due to medical circumstances, such as family medical history.
- Regarding former exemptions for personal reasons, any student who, prior to January 1, 2016, had submitted a letter/affidavit of exemption on grounds of personal belief will be allowed to continue enrollment or be enrolled, without proof of immunization, but only until the child reaches the next "grade span." The statute specifies three grade spans: (1) birth to preschool; (2) kindergarten (including transitional kindergarten) through 6th grade; and (3) 7th through 12th grade.
- The school will be permitted to temporarily exclude a student who has not been immunized, if there is good cause to believe the child has been exposed to one of the itemized diseases, until the county or city health department is satisfied that the child is no longer at risk of developing or transmitting the disease.

Subject to changes as laws are amended.

Questions regarding immunizations should be directed to the principal. The following website provides thorough information: www.shotsforschool.org

APPLICATION PROCESS

New student applications are available at the school office (it may be requested to be emailed) beginning in February. Applications are considered incomplete until all required documentation (see DOCUMENTATION REQUIREMENTS above) have been received. Applications remain on the waiting list throughout the school year for which the application is completed. Parents will be notified by administration regarding acceptance or nonacceptance.

APPLICATION INTERVIEWS, TESTING, or SCREENING

Application interviews will be conducted with students and their parent(s) for those entering SHCS after the start of the school year. Applicants will be tested on basic math and language arts skills for the grade in which they are applying. There is a testing fee (\$15).

REGISTRATION FEE/Eligibility

This fee helps offset various costs including standardized testing, student insurance, school party expenses, entrance fees into community events, internet and textbook use.

- A non-refundable, annual registration fee of \$400.00 (1 student, \$445 for two, \$490 for three) is due and payable by May 15. A First time family coming from our preschool program will be charged \$200 dollars for registration. Students will not be considered registered until the registration fee and passed due balance is paid in full.
- The registration fee for continuing students is due on or before May 15 of the current school year.
- ALL financial obligations for the previous school year, including fees due for the Extended Day, Preschool Programs, Lunch programs and extra-curricular and co-curricular programs, must be paid in full, and all required work service hours must be completed and recorded before registration is accepted.
- Students transferring from another private school must have paid all fees at the previous school prior to registration at Sacred Heart Catholic School. Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent financial obligations, family involvement, etc. and to provide records as appropriate.
- A penalty fee of \$100 per hour is billed to the family for unserved parent hours at the end of each event, and due in full on or before the end of the school year.

TUITION

1 child in school	\$4,950. per year
2 children in school	\$9,300. per year
3 children in school	\$13,650. per year

OTHER FEES

Mandatory: Class supplies - varies depending on grade level, new student placement testing fee for grades 1-7, class field trips, ticket purchases for events (2), parent association obligation of \$400, graduation fees, and outdoor education and/or Washington DC.

Additional: Extended care registration fee, after school clubs, sports teams and hot lunches.

TUITION COLLECTION

Tuition is due the 1st of each month beginning in August and ending in May (10 monthly payments)

- Prepaid tuition (in full) in August awards you a \$100 discount.
- Tuition payments can be made to the office in cash, check or credit card (fees apply) or paid on line (fees apply)
- If an account is in arrears of 45 - 60 days, parent(s) are required to meet with the principal or business manager to make appropriate arrangements. A student may be excluded from class until the account is brought current. All monies owed to the school must be paid before a student can enroll for the following year.

FINANCIAL AID

FACTS Management Company manages all applications for financial aid. All families are urged to apply beginning in January and no later than the end of March for the next school year. No assistance will be given without first being verified through FACTS Management Company. www.factsmgt.com/signin/3FW9M

COST of EDUCATION

Tuition and fees do not cover the actual cost of educating a child at Sacred Heart Catholic School. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid above the stated tuition fee is a donation to Sacred Heart Catholic School.

OTHER ENROLLMENT REQUIREMENTS

Families agree to fulfill the following additional commitment(s):

- 24 Parent Service hours total per family
- Each family is expected to generate \$400 profit fundraising obligation: any balances must be paid by May 1st. This obligation may be paid down through fundraising opportunities and the SCRIP program. To enroll in the online SCRIP program - *Shopwithscrip*, use the following code: **33D265526528**.
- Buy-out option- In August, parents may "buy out" of their 24 service hours for \$1,800.
 - A penalty fee of \$100.00 per hour for unserved parent hours for the year is due May 15
- Fundraising Funds
 - Families that choose to participate in the SCRIP/Fundraising programs and who generate more than \$400 profit, will receive 50% of the excess profit as a credit towards the following year's registration. This is referred to as the TRIP program (Tuition Rebate Incentive Program).
 - If you are a graduating family, any excess funds will be credited to the school's general account.

WITHDRAWAL

Upon notice by parents/guardians of withdrawal of a student, an exit interview must also take place with the principal. Tuition and monthly extension contracts are prorated by day, beginning two weeks after notice is given. Tuition and monthly extension contracts will not be prorated for the two week immediately following notice. All other fees/obligations will not be prorated. The registration fee is non-refundable.

DELINQUENT TUITION and FEES PAYMENT POLICY

This policy outlines the need for timely payment of tuition and other related fees. If unforeseen financial difficulties arise, families should immediately contact the school principal in order to review the financial hardship and seek to find a mutually agreeable alternative tuition payment plan. Understanding that unexpected situations can and do arise, the school strives to work with families. However, the school must maintain an adequate revenue stream to meet its financial commitments and to ensure that all students and

their families are treated fairly and equitably. When payments are not made in the manner described in the signed tuition / admission contract, the following procedures may be followed by school administration:

30 Days Past Due

- The family will receive written notification from school administration that their account is past due along with a copy of this policy.
- The family must contact school administration within five business days of the receipt of the past due notice to remedy the situation.

60 Days Past Due

- The family will receive written notification from the principal that their account is past due along with a copy of this policy.
- At a minimum, students will not be permitted to participate in athletic activities or other extra-curricular activities until payments are current or an alternate payment plan is submitted by the family and approved by the principal.
- At the principal's discretion, students are subject to dismissal from the school. Students will not be permitted to attend school until the outstanding balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

90 Days Past Due

- The family will receive written notification from the principal that their account is past due along with a copy of this policy.
- Students will be dismissed from the school. Students will not be allowed to continue their education at any of our diocesan schools until tuition and other related obligations are current. Our diocesan schools cannot accept registration from a family with an outstanding balance at any of our diocesan schools.
- Unless an alternative payment is submitted by the family and approved by the principal, delinquent accounts: i) will be turned over to a collection agency; ii) will appear on a family's credit report; and iii) may be pursued in civil court.

Families of Eighth Grade Students with Delinquent Accounts

- All outstanding student balances for 8th grade students must be paid by May 1 of that academic year, or families must submit an alternative payment plan that is approved by the principal.
- Eighth grade students with past due balances may not be allowed to participate in the school's graduation ceremony until the past due balance is paid in full or an alternative payment plan is submitted by the family and approved by the principal.

Extended Care Program

The Extended Care Program at Sacred Heart Catholic School provides professional care, supervision, homework support, and recreation and enrichment activities for the children of working families who desire both Catholic school education and supplementary daycare in a Catholic environment as an Extended Care Program of the school day. All policies of school, including the contents of this handbook, apply during the Extended Care Program which is only available to students enrolled at Sacred Heart Catholic School for an additional fee.

HOURS and DAYS

The Extended Care Program is available before school from 7:00am to 7:45am and after school from 3:10 pm to 6:00pm. The Extended Care Program operates on regular school days and teacher in-service days and is not available on holidays, vacations, or in the summer months (except during summer school where/when applicable).

MINIMUM DAYS

The Extended Care Program is available on minimum days from 12:10 pm to 6:00pm for children enrolled in SHCS. All children must bring lunches on minimum days as no lunch program is available.

REGISTRATION FEE

There is a \$50 fee for those who “drop in” to Extended Care more than once. This fee covers the cost of a daily snack.

DROP-IN RATE

The drop-in rate, billed in ¼ hour increments, on a monthly basis, is \$4.00 per hour. Non-payment of Extended Care Program fees will result in removal from the Extended Care Program.

EXTENDED CARE PROGRAM POLICIES

All policies of school, including the contents of this handbook, apply during the Extended Care Program.

Any students on campus before 7:45am or after 3:10pm must use the Extended Care Program (unless in Homework Club). Renweb clock will be official time, and parent/guardian must sign the child(ren) out when picking up from after school Extended Care.

- Students are NOT allowed to wait unsupervised off campus before 7:45 am or leave school unsupervised at any time to avoid signing in to the Extended Care Program.
- If a student remains at school after 3:10pm, he or she must be enrolled in the Extended Care Program, or signed into Homework Club (grades 4 - 8) when available. The teachers supervising dismissal will escort students not picked up by 3:10pm to the Extended Care Program. Parents will be charged the per student hourly rate if their child is not picked up by 3:10pm. After 6:00pm, parents will be charged a late fee of \$1.00 per minute. After three incidences of late pick-up, parents must meet with the Extended Care director and develop a plan for timely pick up.
- If a student has a reason to remain at school, such as tutoring, sports practice, or another *supervised* activity, his or her siblings may not remain at school after 3:10pm unless they are enrolled in the Extended Care Program.
- When students will be attending the Extended Care Program after these supervised activities, parents MUST inform the Extended Care Program Director via the office before attending the activities. The program is limited to those students who attend Sacred Heart Catholic School.
- All children must be signed in and out by an extended care supervisor each time they use the Extended Care Program. Children will be released to authorized adults only (those listed on the emergency form).
- Every student attending the Extended Care Program must have the signature of a parent, guardian, or authorized person(s) on file to sign the student out. Any changes must be in writing, signed, and dated. NO EXCEPTIONS! **Emergency cards MUST be kept current.**
- The Extended Care Program staff is instructed to ask for picture identification from any parent or adult they do not recognize. For the protection of all the children, these rules are strictly enforced.
- Parents must not take children from the playground or other areas without notifying the Extended Care Program staff and signing out the children.

- Students who attend the Extended Care Program after school must check in immediately after school (or 12:10pm on minimum days). Students arriving to extended care late are required to have a written excuse from their classroom teachers.
- Students must either be signed into the Extended Care Program or checked into an approved school activity. Students may not remain unsupervised on campus.
- If an emergency arises, and someone not listed on the emergency form needs to pick up a child, the Extended Care Program staff require written or verbal permission from the parents. Upon arrival, the individual will be asked to show picture identification. Permission via a text message is not permissible.
- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may also be called.

EXTENDED CARE PROGRAM CONTACT

- During office hours 7:00am – 3:30pm 209 892 3544
- Between 3:30pm - 6:00pm 209 592 9994

Students are not allowed to have cell phones out at Extended Care. Please call the mobile number above if you need to reach our Extended Care Staff to give a message to your child(ren).

COMMUNICATION

CONTACT

School Office: 209 892 3544
 Office Fax Number: 209 892 3214
 Extended Care: 209 592 9994
 Website Address: www.shcspatterson.org
 Remind Address: www.remind.com/join/shcs19 or enter 81010 on your phone and text: @shcs19

PARENT CONTACT INFORMATION

It is essential that parent/guardian contact information be kept current at all times on the emergency card in the school office and in RenWeb.

CONFIDENTIALITY

Members of the staff will not divulge information concerning any student to anyone who does not have a clear “need to know.” In disciplinary or academic situations, the only persons who meet this definition are appropriate members of the faculty/staff and the parent(s)/guardian(s) of the child(ren) involved.

OFFICE TELEPHONE USE

- Calls for students during school hours are to be for emergency only and are to be left with the school secretary.
- Students may use the telephone for emergency calls only. The following are not considered emergencies: forgotten gym clothes, homework, lunches, or social arrangements after school.

COMMUNICATION from the SCHOOL

- *RenWeb* is the school's primary mode of communication. This login-protected site is for parents to have access to announcements and student grades for each class. Grades and progress reports for grades 4-8 are updated on a regular basis. Progress Report dates are posted on the School Calendar.
- The school calendar, hot lunch menu, teacher emails, parent-student handbook and Bancroft uniform contact are available on our website at www.shcspatterson.org
- A family envelope is sent home 1 - 2 times per month as well as a monthly school newsletter.
- *Remind* is used for quick reminders and/or emergencies.

SEPARATED PARENTS and BLENDED FAMILIES

- Any biological parent or custodial parent/guardian can reasonably expect to receive communication regarding his/her student; parents/guardians should work with the school to determine the appropriate means of receiving this communication.
- Financial communication will be provided to parents/guardians who are registered in FACTS.
- Parents are expected to be reasonable in expectations regarding information about their student(s).
- Homework and classwork are for students; it is unreasonable to expect that multiple copies of homework, etc., will be provided to students with more than one set of parents or more than one household. Each child will receive one copy of homework assignments, worksheets, etc. It is the student's responsibility to complete the work and take the work to separate households as needed.
- It is expected that one teacher conference will be held for a student and that separated parents come together for that brief time to focus on the student. Families should work with the principal regarding the need for any exception to this expectation.
- To avoid conflicts at school or at school events, parents are asked to follow whatever the courts have determined regarding days and times of custody arrangements.
- The school remains impartial regarding custodial arrangements and will abide by court documents only; it is the responsibility of each parent to see that the school has current copies of all documents.
- School employees will not provide narratives in support of a parent in a marital dispute; employees need to be subpoenaed at which time they can provide honest testimony.
- It is the responsibility of any custodial parent to see that he/she is listed as an emergency contact with the school.

CONTACTING TEACHERS

Parents must not interrupt a teacher during class time, which includes arrival and dismissal time. Instead, parents may make an appointment in person, leave a message, or email the teacher directly. Messages will be answered within 48 hours, excluding weekends. In the case of an urgent message, the office should be contacted. Parents and students should never call/text a teacher at home or on his or her cell phone.

E-MAIL USE

Email is a great means of communication which has been embraced by schools as an effective way to communicate back and forth between parents and teachers. However, the impersonal face of email

unfortunately makes it easy to say things in such a manner that one would not use during a face-to-face meeting or in a personal phone call. The following guidelines govern appropriate email use:

- E-mail is an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time and/or confidentiality are not critical factors.
- E-mail is an appropriate place to ask questions that require simple, direct answers.
- E-mail is not an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.
- E-mail is not an appropriate communication for extensive chronologies, opinion statements, critiques, or judgments.
- E-mail should not be used to avoid a difficult situation; the people involved should be spoken to directly.
- E-mail messages lack the nuances of voice inflection or facial expressions that are part of personal conversations and are therefore open to misinterpretation.
- E-mail should not be used when the sender is upset.

DELIVERIES and FORGOTTEN ITEMS

- Any deliveries to students such as lunches, treats, books, athletic equipment, or homework must be made in the office and not the classroom. Items should be clearly labeled with student first and last name and grade level.
- Birthday presents, balloons, and gifts, etc, are not to be sent to the school office for any student; such items will not be delivered to the classroom but may be picked up by a parent.

BACK to SCHOOL WELCOME

At the beginning of each school year, a Back to School Welcome event will be held. This usually takes place a few days before school opens and includes information from the principal, introduction of teachers, and some activities for the children. This is not a parent-teacher conference, but rather an information/social gathering to enjoy.

PROCESS for CONFLICT RESOLUTION

Disputes in schools are usually due to misunderstandings, differences in judgment, opposing interpretations of school policy, or perceived inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual respect, confidentiality, and Catholic charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place. Appeals to higher authorities may not be considered until this attempt at resolution has been completed.

- A conference to resolve a conflict may only be attended by appropriate school personnel and by parties involved *directly* in the conflict; conferences will not take place if other visitors or legal counsel are present.
- If a conflict arises between a teacher and a student, a conference will be arranged with the teacher, student, and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.

- The next level of appeal is to involve a vice-principal or dean of students, if applicable. A conference will be held with the parties listed previously.
- The final appeal at the local level is to the principal. In parish schools the principal will consult with the pastor who may be invited to a conference with all parties if he or the family so desire. Every effort should be made at this level to be sure that all parties are able to present their cases.
- After consultation, it is the responsibility of the pastor to render the final decision.
- In the event that irreconcilable differences remain, an appeal may be made to the Catholic Schools Office only when all steps above have been followed. The Catholic Schools Office may serve as a liaison between the school administration and the family. The appeal will be addressed according to the school's procedures in effect at that time, which will be provided to all those involved in the appeal.
- School Advisory Council and parent organizations are NOT part of this appeal process.
- Should it become obvious that a parent is unable or unwilling to support the philosophy and policies of the school and/or the implementation of its philosophy and policies, the principal will recommend/require that the parent transfer his/her child/children to another school.
- In any instance of a dispute between parents (such as over custody of children enrolled at the school), the school will make every effort to remain neutral.
- If the parents permit the dispute to affect the school environment, other parents, students or staff, the Principal, at his or her sole discretion, may recommend/require that the parent transfer his/her child/children to another school.
- Individual parents are prohibited from directing any requests to the school or staff members for information or assistance that is designed or calculated to give that parent an advantage in his or her dispute with the other parent. Staff members may not write letters on behalf of a parent in a custody dispute.

Visiting the School and Volunteering

VISITING the SCHOOL

- All visitors and volunteers must sign in at the school office upon arrival and sign out when leaving.
- Unaccompanied siblings who are not registered students of Sacred Heart Catholic School are not permitted on campus during school hours without prior scheduling.
- Pets are not allowed on campus unless preauthorized. Pets must be leashed or caged.

CLASSROOM VISITS

- Parents/guardians are welcome to visit the classrooms of their children if prior approval has been obtained from the teacher and principal.
- Other children visiting classrooms must be cleared in advance with the principal and teacher.
- The principal reserves the right to refuse a request, in his or her discretion.

VOLUNTEER REQUIREMENTS and GUIDELINES

Volunteering is a privilege granted at the discretion of the principal.

Anyone wishing to volunteer or work around children/young adults must follow the diocesan Safe Environment Protocol before beginning. This protocol includes anyone over the age of 18 and applies to parents, guardians, relatives, friends, coaches, aides, etc .

The Safe Environment Protocol requires volunteers to:

- Have fingerprinting/background check completed via Live Scan.
- Pay fee due at time of LiveScan.
- Receive clearance from the Diocesan Safe Environment office before work/volunteering may begin. Results can sometimes take a couple of days to several weeks to be received.
- Complete the Safe Environment Virtus online course, "Protecting God's Children", and present the completion certificate to the school office. The Virtus Protecting God's Children online course must be taken every three years.

The Live-Scan form and the Virtus instructions and link for the online training are available in the school office.

Anyone wishing to volunteer or work around children/young adults must also sign and submit to the school office the Volunteer Agreement Form before volunteering in any capacity.

All volunteers who intend to drive children for a school-sponsored activity must adhere to the driving and insurance requirements:

1. Volunteers who drive children for school-sponsored activities must be 21, preferably over 25 years of age.
2. Volunteers must have a clean driving record for the past three years, possess a valid Class C driver's license, and have a current and valid California automobile insurance. The school must keep on file a copy of that driver's license and proof of current insurance.
3. Volunteers may use their personal motor vehicle to drive two or more minors to and from athletic, youth, and other trips or events. Volunteers may not be alone in a vehicle with a single minor who is not their own child.
4. High school students driving high school students to high school events (e.g., sporting activities, Mass, service projects. etc.) must be 18 years of age.
5. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/ \$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.
6. No vehicle larger than an 8-passenger vehicle may be used.
7. The number of persons in a car should not exceed the number for which the car was constructed.
8. All children must wear a seat belt or be secured in an appropriate child passenger restraint system meeting federal motor vehicle safety standards as appropriate for their age and weight. Any child under 8 years of age must be secured in a car seat or booster seat *in the back seat* of the vehicle (unless all back seats are already occupied by younger children). A child under the age of 8 who is 4'9" in height or taller may be properly restrained by a safety belt instead of child passenger restraint system.
9. Volunteer drivers must strictly adhere to the itinerary of the planned trip; no deviation is allowed.
10. Volunteer drivers must strictly adhere to CA Road Rules and Driving Laws, including the use of hands free devices.
11. Drivers may not bring siblings or younger children.
12. Volunteer drivers must have a copy of the list of students in their care.

VOLUNTEER CODE OF ETHICS

Adults working with children/youth as part of the ministry of the Diocese of Stockton must strictly follow the following rules and guidelines as a condition of providing services to the children and youth of the diocese.

This Code of Ethics also applies to parents/guardians who are on campus or attending a school event where children are present.

Adults working with children/youth **will**:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Collaborate with other adults in service to children and/or youth;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth;
- Refuse to accept expensive gifts from children and/or youth with whom the adult comes in contact ;
- Refrain from giving expensive gifts to children and/or youth with whom the adult comes in contact;
- Report suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse, and neglect) to the pastor, administrator, or appropriate supervisor. If the adult is a mandated reporter under California law, he/she will also comply with his or her reporting obligation; and cooperate fully with authorities in any investigation of abuse of children and/or youth.

Adults working with children/youth will **not**:

- Smoke or use tobacco products in the presence of, or provide these products to, children and/or youth;
- Use, possess, or be under the influence of alcohol or marijuana at any time while volunteering, and will not make alcohol or marijuana available to anyone under the age of 21;
- Use, possess, or be under the influence of illegal drugs at any time, and will not make illegal drugs available to children and/or youth;
- Pose any serious health risk to children and/or youth (e.g., contagious illnesses);
- Strike, spank, shake, grab, or slap children and/or youth (unless the physical action is necessary to prevent harm or injury);
- Humiliate, ridicule, threaten, or degrade children and/or youth;
- Touch a child and/or youth in a sexual or other inappropriate manner;
- Use any discipline that unreasonably frightens or humiliates children and/or youth; or
- Use profanity in the presence of children and/or youth.
- Share personal contact information with youth or email, text, or message youth unless principal and parents are included.
- Take photographs or videos of students or post these to any social media site unless expressly requested to do so by the Principal; these must be checked for authorization by parent/guardian to release.

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Catholic principles of the school and the policies in this handbook. Depending on the severity and circumstances of the event, failure to follow the school's principles and policies will normally result in a verbal or written warning to the student and or parent/guardian. For serious violations of the school's principles and policies, the school's response may be to take disciplinary action up to and including the requirement to withdraw from school (e.g., suspension of a student, suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc., or permanently withdraw enrollment from the school).

FIELD TRIPS

- Students must have a signed permission slip for each trip which is distributed by the students' teacher. No other signed form can be substituted, **and no phone call authorization can be taken.**
- Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for a driver is twenty-one (21). Those driving or chaperoning may not bring younger children on the trip. Parents must drive site-to-site according to the field trip form and follow routes given by the teacher; no detours or unscheduled stops may be taken.
- As students are representing Sacred Heart Catholic School, they are required to wear the school uniform on all trips away from school unless the principal decides otherwise.
- Field trips that use a bus for transportation: students must ride the bus to and from the destination. If a parent wishes to drive the child, or stay longer at the destination, he/she must sign the child out at school. Once the student takes the bus one way, he/she must return on the bus.
- The school may deny students permission to go on a field trip. Reasons for denial may include, but are not limited to, disciplinary action, poor grades, lack of signed permission form.

VOLUNTEERING AND SERVICE OPPORTUNITIES and REQUIREMENTS

Each family is given a parent contract in which they choose from a list as to how they will earn their required service hours.

Curriculum

Sacred Heart Catholic School embraces the vision of a Catholic educational philosophy. Catholic values and traditions of the Catholic faith are integrated into the curriculum and all teaching/learning situations, within and beyond the classroom.

Guidelines for the curriculum at Sacred Heart Catholic School are developed and implemented in cooperation with the Catholic School Office of the Diocese of Stockton. Teachers and school administration review and evaluate textbooks according to specified curriculum areas to insure that standards are met.

ESSENTIAL, CORE CURRICULUM

Sacred Heart Catholic School provides complete academic instruction in essential core curricular subjects: English/language arts, reading/literature, mathematics, science, history/social studies, physical education, and religion.

ENRICHMENT CURRICULUM

Students participate in programs such as Art and Spanish as an enrichment of the academic curriculum.

WRITING

Cursive writing is introduced in Grade 3 and is expected to be used regularly through Grade 8, especially for formal assignments such as a letter or handwritten essay. Full heading is to be written on all loose leaf assignments.

ACCOMMODATIONS for STUDENTS with DISABILITIES

Families with students coming from a public school with an already-established IEP (Individualized Educational Program or Plan) or a 504 Plan are advised that such plans relate to public school; if a family

wants the full implementation of an IEP (or full access as outlined in a 504 Plan) from the public system, they must enroll the student in public school. Catholic schools endeavor to work with the public school and the family to address whatever needs they can in terms of an IEP or 504, but are only required to implement *reasonable* accommodations.

Students with identified learning disabilities may receive *reasonable* accommodations to assist with their academic success. Such accommodations may include added time to complete class work or homework, preferred classroom seating, minimizing distractions, etc. These accommodations will be discussed on an individual basis with the family, teacher(s), and principal.

REFERRALS for Student Evaluation/Testing & Medical Reports

All requests for and communication about the process of outside evaluation, testing, and medical reports are to be routed through the office.

The office manager will make copies of any documents necessary for completion and distribute them to the appropriate faculty/staff.

The office manager will date, make and distribute copies for the student file and teacher/staff, then mail to the appropriate school department office or medical office.

STUDENT SUCCESS TEAM

A Student Success Team is used to identify student needs and develop a plan to address those needs in order to assist individual students. A Student Success Team consists of the classroom teacher, principal, or his/her designee, parents, and the student, as appropriate. Intervention responsibilities are clarified for the school, parents, and the student.

RELIGION CLASSES, SACRAMENTAL PREPARATION, and WORSHIP

- Sacred Heart Catholic School provides daily religious instruction (Catechesis) that educates children every year, at every grade level, in the four pillars of the Catechism of the Catholic Church: The Profession of Faith, The Celebration of the Catholic Mystery, Life in Christ, and Catholic Prayer. This age-appropriate approach invites students to discover the meaning and presence of God's activity in their lives and to encounter and know the faith of our Catholic community.
- Students in 2nd Grade prepare for, and receive, the sacraments of First Reconciliation and First Eucharist during the school year.
- Students in 7th Grade prepare for, and receive, the sacrament of Confirmation during the school year.
- All students who receive sacraments must be baptized and active, participating members of the Catholic faith.
- Each school day begins with prayer in the classroom. Opportunities for community and personal prayer are offered throughout the school day (e.g., Assembly, Lunch Blessings, Dismissal Prayers). Prayer services celebrating the church calendar are offered throughout the school year.
- Mass is celebrated as a school community monthly.
- Opportunities for the sacrament of Reconciliation are offered to students at school during Advent and Lent.

CIRCLE OF GRACE

TRAINING PROTOCOL FOR CHILDREN AND YOUTH WITHIN THE DIOCESE OF STOCKTON

All children and youth attending parochial schools within the Diocese of Stockton, ages K-8, and 9-12 (high school), and also all children and youth attending religious education classes within the Diocese of Stockton are required to receive the Safe Environment safety curriculum every year.

The curriculum currently being used is as follows:

1. K-8 (parochial schools and religious education youth) *CIRCLE OF GRACE* CURRICULUM This training is age appropriate and includes a religious teachings component.

The children attending one of the Diocesan parochial schools must receive every lesson within the Circle of Grace training manual.

FIELD TRIPS

Faculty members may arrange, in collaboration with and approval of school administration, field trips of an interesting and educational nature for their students. See also VISITING the SCHOOL and VOLUNTEERING.

LIBRARY

Sacred Heart Catholic School does have a library in which teachers may take their students as a group. The library is also open after school should a student need a book. All library books must be returned before the end of the school year.

TEXTBOOKS

Hardcover textbooks are to be protected with a Book Sox or other non stick covering. All textbooks are numbered and students are responsible for the books they are assigned. Parents will be charged for lost/unreturned books.

CATHOLIC SERVICE PROGRAM

"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms." 1Peter 4:10

The Catholic Service program at Sacred Heart Catholic School is a requirement and applies to the middle school, grades 6-8.

(revised SY 2019 -2020)

All grades will follow the service "formula" in which Trimester 1 will focus on service to one's own family, Trimester 2 will focus on service to the church/school family, and Trimester 3 will focus on the community. Students will have many opportunities to fulfill these requirements.

Grade 6: 4 hrs each trimester for a total of 12 hours

Grades 7 & 8: 6 hrs each trimester for a total of 18 hours

Each student will be given a service form to log service time. It requires the student to serve others (therefore no payment is to be given), record the date and time of service, and obtain a signature of an adult witness to the service. This paper will also contain opportunities/ideas to serve others. These forms are due to the student's religion teacher at the end of each trimester along with an apostolic reflection paper.

Student Evaluation

PARENTS as PRIMARY EDUCATORS

In *Gravissimum Educationis* Pope Paul VI proclaimed: "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators..."(GE #3) As the primary educators of their children, parents are expected to share concerns proactively with the teachers and an administrator, collaborate to seek solutions to concerns, enforce rules and regulations of the school, foster an "atmosphere animated by love and respect for God and man,"(GE #3) and monitor student progress through tools made available, e.g., written publications, online student management systems, student work, etc...

STANDARDIZED TESTING

The Catholic elementary schools in the Diocese of Stockton use a comprehensive, formative assessment program called STAR Renaissance. These assessments of Common Core standards are administered to grades K - 8 at least three times per year. They are criterion-referenced and indicate a student's mastery level of specific grade-level standards.

HOMEWORK

Homework is assigned for the purpose of applying and reinforcing concepts, skills, and values being learned in the classroom. Homework supports and enhances previously introduced material and is a valuable way of fostering good, independent study habits. Homework is an effective method for enrichment, as well as, extending the curriculum beyond school hours. Middle school students may use their phones at the end of the day to snap a picture of the Homework Board.

HOMEWORK TIME ALLOTMENT GUIDELINES

Actual homework time will vary by student; the amount of time provided to work on assignments during the school day, the instructional calendar, and individual use of time are factors impacting the amount of homework a student may have on a given day.

Homework will be assigned on a regular basis Monday through Thursday. Written homework is ordinarily not assigned over the weekends and/or holidays with the exception of assignments not completed and/or special projects. Homework time allotment guidelines per day for Catholic schools within the Diocese of Stockton are as follows:

Grades 1 st and 2 nd	20-30	minutes
Grades 3 rd and 4 th	30-45	minutes
Grades 5 th and 6 th	45-60	minutes
Grades 7 th and 8 th	60-120	minutes

MISSED HOMEWORK DUE to ABSENCE

- Missed assignments are the student's responsibility.
- Students who are absent due to illness have one day for each absence to make-up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- When a student is absent for two or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange for the pick-up of homework assignments.
- Any absence that is not due to personal illness or injury, medical/dental appointments, funeral, family military leave or for religious observances/celebrations is considered unexcused. When parent(s) wish to take their child out of school for several days for personal reasons, they should discuss the student's progress with the teacher and principal who will advise them of the effect such an absence would have on the pupil's school work.
- The school is under no obligation to provide tutoring, make-up work, or special testing schedules for unexcused absences. The principal, in consultation with the teacher, has final and absolute discretion to determine the conditions and terms governing such absences.
- If a student must leave school prior to the last day of school, the principal has final and absolute discretion to determine the conditions and terms governing such absences and grading.
- The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

GRADING

Students grades are available through RenWeb. It is strongly suggested that both students (4th grade and up) and parents check for missing assignments, as well as grades, on a regular basis. RenWeb will be closed to parent view two weeks prior to the close of school to finalize grades and collections.

The following academic grading scale has been adopted by Sacred Heart Catholic School for essential curricular subjects.

GRADES K, 1, 2, and 3		Grades 4-8 <u>GRADE POINT AVERAGES (GPA)</u> Grade Point Averages are calculated as follows	
Meeting/Exceeding expectations	ME	A, A-	= 4.0
Meeting proficiency	MP	B+, B, B-	= 3.0
Developing proficiency	DP	C+, C, C-	= 2.0
Well Below proficiency	WB	D+, D, D-	= 1.0
		F	= 0.0
RenWeb Gradebook:		<u>Grades 4 - 8 grading is as follows:</u>	
M = missing assignment; must be turned in immediately		A = 96-100	
E = excused from assignment		A- = 90-95	
		B+ = 87-89	
		B = 83-86	

A = student was absent and is expected to make up the assignment	B- = 80-82 C+ = 77-79 C = 73 - 76 C - = 70 - 72 D+= 67-69 D = 63-66 F = 59 or below
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CONDUCT/EFFORT CODE

Students are expected to be prepared for daily studies, to be diligent in their academic work, to be prompt in completing assignments, and to contribute to a positive learning environment within class.

PROGRESS REPORTS

At a minimum, progress reports will be sent home at the mid-term of each Trimester for students in Grades 1 through 8.

It is the responsibility of the student and parent to inquire at progress report time as to the steps which should be taken to correct any deficiencies. Families are reminded that the Progress Report is not a report card, but rather an indication of progress to date in a specific area. Dates for progress reports to be sent home are indicated on the school calendar.

REPORT CARDS

Report cards are given in Grades K-8 at the close of each trimester of instruction. **Students who have been absent 10 or more days during a trimester may receive an incomplete in the subject areas affected.**

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held for kindergarten – eighth grade during the first trimester. There may be other times throughout the year that the parents or teacher deem a conference necessary. The student may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their child's progress. Parents will be notified of their assigned conference time and are requested to notify the teacher as soon as possible if a change is needed.

ACADEMIC/BEHAVIORAL PROBATION

Academic/Behavioral probation is separate and apart from the Initial Probation Period entering the school as described above.

- If a student receives a "D" or does not maintain a grade point average of 2.0 or higher on trimester report cards, she/he may be placed on academic probation.
- If a student receives unsatisfactory grades in either conduct or effort on trimester report cards, or consistently disrupts the learning environment of the classroom, she/he may be placed on behavioral probation.
- Students will remain on academic or behavioral probation until the next progress report or report card is issued. At that time, students who improve their academics or behavior to the appropriate

standing will be removed from this probation. If not, they will remain on probation and may be asked to acquire special remedial assistance.

- If a student does not remediate her/his academics or behavior, the school administration will reconsider her/his continued enrollment or re-enrollment.
- Students on academic or behavioral probation are ineligible for extra-curricular activities & CYO. Final end-of-year grading from the previous school year determines a student's initial eligibility status.

PROMOTION

- Elementary school students satisfactorily completing a grade's work, having been present 90% of the school year, and who are correspondingly mature shall be promoted to the next grade.
- Elementary school students who do not satisfactorily complete a grade's work but who are appropriately mature for the next grade will be promoted but placed on academic probation. Refer to Academic/Behavioral Probation.

RETENTION

If in the teacher's judgment retention is probable, arrangements for a conference with the teacher, parents, and the principal will be made as soon as possible. Final decision is made by the principal, in consultation with the pastor.

ACCELERATION

Acceleration of a student may be cautiously granted on the recommendation of the teacher, at the discretion of the principal, and with the approval of the parent(s). The child's social and emotional maturity must be seriously evaluated whenever acceleration is considered.

HONORS (GRADES 4-8)

Each academic trimester, honors will be awarded.

- Principal's Honors: Students who achieve a Grade Point Average (G.P.A.) of 4.0.
- First Honors: Students who achieve a Grade Point Average (G.P.A.) of 3.6 or better.
- Second Honors: Students who achieve a Grade Point Average (G.P.A.) of 3.0-3.5.

AWARDS

- Perfect Attendance Award: Each trimester, students who achieve perfect attendance receive a certificate at an awards ceremony. In order to qualify for this award, a student must be on time every day and present for the entire day.
- At the end of each trimester, the following awards will be distributed to students in grades 4-8: Principal's Honors (GPA of 4.0 and satisfactory conduct); First Honors (GPA 3.6 or better); Second Honors (GPA 3.0-3.5).
- Monsignor James DeGroot Student Leadership Award: This honor is awarded each year to a number of students in Grades 4 - 8. Students receiving this award are seen by their teachers as leaders in the classroom, students committed to their education, and students who are good models of citizenship and Catholic behavior in their daily actions and interactions. Teachers submit nominations for this award.

EIGHTH GRADE PROMOTION/GRADUATION

Graduation from the 8th grade requires the following:

- Achievement of a passing grade in all subject areas/GPA 2.0 or higher
- Acceptable attendance
- Completion and submission of all assignments
- Return of all school property in good condition
- Return of athletic uniforms (if any)
- Payment of all financial obligations to the school, including fines, by May 15th

Eighth Grade graduation marks an important transition from elementary and middle school to high school, but it should be remembered that this promotion should not eclipse graduation from high school. To mark the spiritual significance of the Catholic elementary and middle school experience, the Bishop celebrates a diocesan-wide Mass for all of the eighth grade graduates. Each year, families of eighth graders will receive specific information regarding this very special event.

School graduation celebrations (activities and ceremonies) are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation or whose school financial account is in arrears may not be allowed to participate in celebrations. Students who pose a disruptive influence will not be allowed to participate in the commencement exercises. This will be at the discretion of the principal in consultation with the pastor.

Any graduation expenses incurred by your child will be invoiced; this includes cap and gown, dinner, and other special events.

The School Day and Attendance

SCHOOL and OFFICE HOURS

School hours: 8:00 AM - 3PM

Office hours: 7:00 AM - 3:30 PM

CLOSED CAMPUS

Sacred Heart Catholic School is a closed campus. Once students arrive on campus, they may not leave at any time during the school day unless they are signed out by an authorized adult. At the end of the day, students must follow the dismissal guidelines outlined below.

ARRIVAL

Students may be on campus at 7:45 AM. Earlier arrivals (7am - 7:45am) must attend morning Extended Care and the parents/guardians will be billed for this service. No student may be left unattended on campus or hide on campus to avoid a fee. Your child may be dropped off in the Bonaventure Hall parking lot between 7:45am and 7:59am. He/She must be in the assembly area for 8:00am to be considered on time.

PARKING LOT SAFETY

Families are required to observe the following guidelines of Bonaventure parking lot to provide a safe, quick, orderly, and consistent dismissal and arrival process (Reminder: staff parking lot is for Staff only and is not to be used by parents to pick up or drop off their child(ren):

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side ONLY during the morning.

- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours.

DISMISSAL

- All students must be picked up promptly after school (3pm). Students are brought to the assembly area in front of the office and are dismissed by their teacher. After 10 minutes, students will be sent to Extended Care for supervision, and parents will be billed accordingly.
- If students are taking part in an athletic or other after-school supervised activity and must remain for practice, game, or other event, they will be under the supervision of the coach or other adult supervisor. However, siblings who are enrolled at Sacred Heart Catholic School cannot, and will not, be supervised by the coaches or other adults and must be enrolled in the Extended Care Program for the period of time that the activity requires; parents will be billed accordingly.
- Written permission is required for all students leaving school without being accompanied by a parent (e.g., student is walking or cycling home, or going home with another child, etc.).
- Written permission is required for all students leaving school with another adult who is not the parent or on the contact form. Electronic email can serve as written permission. Permission via text is not permissible.
- No student may leave the school grounds once he/she has arrived at school, unless signed out by an authorized adult.
- In the case of early dismissal (i.e. dental or doctor appointment), parents must provide the office with written notice or a phone call indicating the reason and the name of the person who will be picking the student up.
- It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes.
- School personnel will not release a child to any adult who appears incapable of providing proper supervision or when the child demonstrates anxiety or fear in being released to the adult. In such an instance, school personnel will call others on the approved list to come to pick up the child; law enforcement may be called.

DROP-OFF and PICK-UP PROCEDURES

Beginning at 7:45, students may be dropped off in the Bonaventure Hall parking lot where a staff member will greet them. Parking in the lot is not permitted during morning drop off. Students are to proceed directly to the assembly area (determined by weather). If you are joining us for morning assembly, please park your car on the street. Students will be dismissed at 3:00 PM in the courtyard in front of the office. Please be sure your child's teacher is aware that you are taking your child. You may park your car in the Bonaventure Hall parking lot or on the street while picking up your child(ren). Students will not be released without you being in the vision of the teacher.

WALKERS and BIKE RIDERS

Students who walk or bike to school must have written parental permission on file in the School Office. Students riding bicycles must wear helmets. Bicycles may not be ridden on school grounds but must be walked to and from the bicycle rack. Bicycles are not to be left at school overnight. The school is not responsible for bicycles left in the bicycle rack, and students are encouraged to use locks to secure their property. Students who walk or ride to school may not leave campus once they have arrived.

MINIMUM DAYS

Certain school days are designated minimum days; dismissal is at 12:00pm. These days are noted on the calendar. Extended Care is available on these days (except before a holiday), but a bag lunch is required.

ABSENCES

- **If a student is absent, a parent/guardian must notify the school before 9:00 AM on the date of the absence with the reason. If the office does not receive a phone call, parents/guardians will be contacted.**
- **Parents/guardians must notify the office if a child has been diagnosed as having a contagious condition (e.g., chicken pox, strep, lice, etc.) so that precautions can be taken and notifications sent home. Student confidentiality will be observed.**
- **A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office; failure to do so will be considered an unexcused absence.**
- **A student absent for five or more consecutive days, must supply a doctor's note upon return.**
- Medical/dental appointments are considered excused absences. Parents must send a note or email to the office prior to the appointment informing the teacher and the office that the student will be leaving the school premises or arriving late. Before leaving the school grounds and upon returning, the parent/guardian or designated adult must sign-in the student at the school office.
- A student must attend at least half the school day to be eligible to participate in any extracurricular activity scheduled that same day (e.g., athletic games, class parties, field trips, etc.).
- Students who are sent home during the school day with a fever, will not be allowed to return to school the next day. Students must be fever-free for 24 hours.
- Excessive absence may be cause for a student to be retained in the current grade for another year.

TARDIES

- It is the responsibility of parents/guardians to see that their children arrive by 8:00am. A child is considered tardy if he/she is not in line at assembly or in class by the 8:00am bell.
- The parent/guardian must sign-in the tardy student at the office; students must not be taken directly to the classroom. Students who are tardy must see the office manager prior to admittance to class.

EXCESSIVE ABSENCE and TARDINESS

- Excessive absence is considered a total of 18 days per school year, which constitutes ten percent of the academic year.
- Excessive absence for reasons of illness will be handled on an individual basis.
- Excessive tardiness or absence will result in a parent conference with the teacher and/or principal. Persistent tardiness or absence may, at the discretion of the principal, result in disciplinary action including dismissal from school.
- Any student who is absent from school without a valid excuse or who is tardy in excess of thirty minutes shall be considered truant. The principal may contact an appropriate government entity if there is concern regarding neglect.

ABSENCES AND MAKE-UP WORK

Please refer to Missed Homework Due To Absence for policy and procedures.

Appearance and Student Uniform Requirements

INTRODUCTION

Student dress, grooming, and personal cleanliness impact the image of Sacred Heart Catholic School. It is a part of school tradition to wear uniforms to avoid class distinction and over-interest in fads. Besides representing school families, the clean, up-to-code uniform draws students' attention to community responsibility. A neat, clean, and tasteful appearance with well-groomed hair creates an atmosphere of confidence, respect, and learning. Moreover, it is an opportunity to uphold, reflect, and respect the dignity of the human person. In adhering to the Sacred Heart Catholic School uniform and dress code, students practice the virtues of humility, modesty, obedience, and respect. It is the joint responsibility of parents and students to see that the uniform and dress code of the school is carried out daily; it is the responsibility of the teacher and staff to monitor and report non-compliance. Every student is expected to be in proper uniform every school day unless otherwise authorized. The uniform should be neat, clean, and in good repair. Violations of any uniform, dress code, and appearance requirements are subject to school disciplinary sanctions.

The school cannot anticipate every fashion trend that may develop and therefore reserves the right to make judgments regarding the application of these general guidelines to specific items at any time.

BASIC UNIFORM for GIRLS (K – 5th) (all pieces required every day)

K – 5th	Blackwatch jumper; style indicated in Bancroft Catalogue (length must reach knee; touch floor when kneeling)
	<ul style="list-style-type: none">• **White collared blouse, short or long sleeves (cotton blend)• White, black, or navy tights or socks dark, solid color, full length leggings are permissible, but not sweatpants/pants• Black, White, Gray, Navy blue or any combination thereof, tennis shoes /shoes• Black or navy spandex shorts (if tights are not worn) are encouraged but should not be longer than the jumper• (optional, but not on Mass days) Navy blue shorts (touch top of knee)/pants may be worn with a polo shirt purchased from Bancroft (green or white with logo). Pants may not be tapered, flared or “skinny”

**Blouse is preferable, but white polo type shirt may also be worn. White turtleneck may be worn with jumper only.

BASIC UNIFORM for BOYS (K – 8th) (all pieces required every day)

K - 8 th	<ul style="list-style-type: none">• Navy pants/shorts (Shorts may not be worn on Mass days and must touch top of knee)• White polo or green polo: long sleeve/short sleeve <u>with logo purchased from Bancroft</u>• Black, White, Gray, or any combination thereof tennis shoes• Belt (plain black or plain brown) ~ Optional for grades K-3• White, black, or navy socks
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BASIC UNIFORM for JUNIOR HIGH (6th - 8th) Girls (all pieces required every day)

Girls	<ul style="list-style-type: none">• Blackwatch skirt; exact style indicated by Bancroft Uniform Catalogue (length must reach mid-knee; touch floor when kneeling)• White or Green polo with logo from Bancroft Uniform Catalogue• White, black, or navy tights or socks / “NO SHOW” socks are not to be worn• NO LEGGINGS• Black, White, Gray, or any combination thereof, tennis shoes• Black or navy spandex shorts (if tights are not worn) highly recommended and should not be longer than the skirt
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P.E. UNIFORM - K - 8th

All students are to wear PE uniforms to school on day(s) designated for PE.

- Students wear a Sacred Heart Catholic School t-shirt (spirit shirt, club shirt, etc.) OR purchase logo tshirt from Bancroft Uniform Catalogue
- Navy blue logo PE shorts or sweatpants (sold by Bancroft) – shorts are not to be shorter than top of knee
- Plain white, black, or navy socks only – must be visible above the shoe
- Must wear athletic shoes with laces or Velcro (no slip-ons) - these can be any color

GENERAL DRESS CODE and UNIFORM REGULATIONS

- All clothing should be marked clearly with student first and last name
- Uniform items need to be size-appropriate and may not be modified (e.g., purchasing smaller sizes than are appropriate, rolling skirts, or cutting holes in sweaters/sweatshirts, etc.).
- **No distracting shoes such as with lights, buzzers, or skating, etc. Athletic shoes, in white, black, gray, navy blue or any combination of these colors, must be properly laced and tied, and must have solid black, gray or white laces. Grades K-1 may wear velcro closures. A shoe is always welcome; it must tie or have a strap and a non skid sole - no elevated heel. Flip-flops, heeled shoes, open-toed shoes or sandals, “heelys”, or boots of any kind, are not permissible. Rubber rain boots may be worn on rainy days as long as athletic shoes are brought and changed into once inside the classroom.**
- **Sandals and open-toed shoes are never allowed.**
- Only school uniform sweaters or sweatshirts may be worn in the classroom.
- Outer coats may be worn over the uniform while outside, but not in the classroom (sweaters/school jackets only).
- Students must call home for a change of clothes if out of uniform (unless free dress pass is presented).
- If circumstances prevent a student from coming to school in uniform, a note must be sent to the teacher. The substitute uniform should be as similar to the uniform as possible.
- NO HATS allowed indoors.
- NO TATTOOS, permanent or washable; No ink on the skin.
- No fake/acrylic nails, nail art, or French manicures. Only clear nail polish may be worn.

- A clean, well-groomed appearance is required for students. Students sent to school without attention to cleanliness, uniform, or neatness may be sent home to be properly prepared for school.
- Make-up, lipstick, or colored lip gloss are not permitted for the school day. Any student wearing make-up or inappropriate nail polish will be sent to the office for removal.
- Clear lip balm only is permitted.
- Hairstyles are to be simple, clean, and neat. Hair must be its natural color, or may have subtle highlights. No fads, tails, carvings, spikes, mohawks, sculpting with gel or distracting hairstyles.
- Hair accessories must compliment the uniform - green, blue, or white in color. No large, distracting accessories, i.e. large bows, headbands, feathers, etc.
- Hair must be out of the eyes.
- Boys' hair must be cut above the ears, and off the collar. Boys must be clean shaven (when applicable).
- Valuable jewelry is discouraged. Students should keep any jewelry to a minimum, one bracelet, one necklace. Girls only may wear stud, or small hoop earrings - no dangling earrings. Sacred Heart Catholic School is not responsible for stolen or lost jewelry or other valuables.
- School sweatshirts and jackets (with logo - from Bancroft) are optional, however they may be worn in class if a student is cold. All outerwear, including the school jacket is to be removed at Mass.
- Students in grades 4 and up must have shirts tucked in at all times. K-3 - please be tucked in for Mass.
- Blankets are not to be "worn" or kept on the lap in class. They may be used as a floor covering for a special event such as watching a movie or having a picnic.

BACKPACKS- Every student is to have a backpack. Please, no inappropriate wording or textures on backpacks (i.e. spikes).

Uniform components may be purchased at:

Bancroft Uniforms

590 Dutton Avenue

San Leandro, CA 94577

bancroft-uniforms.com

School Name: sacred heart Password: sacredheartpatterson

SPIRIT DAY DRESS CODE

Any top with the school's academic logo or sport logo (Spartans) may be worn with solid colored pants or shorts, for both girls and boys. Denim pants (jeans) are acceptable, as well as denim shorts of an appropriate length (no more than 3 inches above knee). Pants may not have rips/holes in them. School logo shorts and sweatpants are also acceptable. In addition, girls can also wear Capri pants. Leggings or jeggings may not be worn at any grade level. Shoes that are non-distracting (e.g., no predominantly neon or bright colored sneakers or shoelaces) are to be worn. Only black, navy, or white socks may be worn – no other colors.

FREE DRESS

- Modesty and simplicity are guiding principles for free dress.
- No extreme fads.

- Jeans in good repair (with no holes/rips, intentional or otherwise) will be acceptable for casual “free dress”.
- Pants of any kind must fit appropriately. Pants should be worn at the waist (no sagging).
- Leggings are acceptable in grades K-3 only, unless worn with a long tunic top.
- Halters, tank tops, or spaghetti straps are not allowed.
- No midriff shirts, loose baggy trousers, cutoffs, see-through shirts, or bike shorts are allowed.
- Objectionable clothing displaying images (e.g., alcohol, tobacco, drugs, controversial rock groups, or themes) are not allowed.
- Flat soled shoes only; NO sandals/flip flops.
- Socks must be worn at all times.
- If there is doubt as to what is appropriate, a plain T-shirt (w/ sleeves) and jeans in good repair is acceptable.

Uniform Enforcement Policy (regular school uniform, spirit dress or free dress)

One of the things that make a Catholic School different and unique is a uniform policy. Uniform means “all the same.” We are asking parents to monitor their child's/children's uniform dress carefully each day and support the uniform policies completely. We know that some students wish to push the boundaries on the uniform, and your support is imperative if we want to help students to learn a key life-long lesson - that is, rules apply to them. The following actions will be taken for uniform infractions/violations:

- Remove outerwear/accessories that are not part of the uniform, e.g. sweatshirts, headbands, nail polish.
- Call home for appropriate uniform items if necessary, e.g. pants, socks, shoes, shirts OR go to the Used Uniform Closet for items.

If there is an unusual reason a student is not in compliance, a parent must write a note (email) or call the office and inform the principal.

Health and Safety

IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS

Referenced in the ADMISSIONS section

EMERGENCY CARDS

Each child must have a completed emergency form on file in the school office. These forms must be kept up to date. Any change in address or phone number must be reported to the office to ensure timely contact should a student become ill or hurt; these contacts must be immediately updated on *RenWeb*.

SCHOOL INSURANCE COVERAGE

All Sacred Heart Catholic School students are covered by insurance for injuries incurred while: attending regular classes; participating in school sponsored and directly supervised activities, including all interscholastic sports (except interscholastic high school tackle football), field trips and summer activities; and traveling directly to and from: home and school for regular attendance, school and off campus locations to participate in school sponsored and directly supervised activities provided such travel is arranged by and is under the direction of the School, or in School Vehicles anytime. Coverage is administered by the Myers-Stevens and Toohey Company for all students. In the event of an injury, parents may obtain a claim

form from the school office. The injury must be brought to the attention of the office the day the incident occurs. This coverage is secondary to family primary insurance coverage, but will assist with any out of pocket expenses and co-pays. Insurance information is sent home the first week of school to familiarize parents with the coverage.

ILLNESS and NOTIFICATION

- Parents should notify the school office personnel on the first day of a child's illness.
- Parents should notify the school immediately if they receive a diagnosis that their child has a communicable disease.
- Students who are obviously sick or feverish may not attend school; a child must be fever-free for 24 hours before returning to school.
- A written excuse or phone call from the parent/guardian stating the reason for an absence must be provided to the office upon returning to school.
- **An absence of three or more days requires a doctor's note upon the child's return to school.**

MEDICATIONS

- The school does not provide medications of any kind.
- Students are prohibited from having any medications, prescribed or over-the-counter, on their persons on school grounds, and all such medications must be kept in the school office. If a student's condition potentially requires epi-pens for severe allergic reaction or inhalers, the school will develop a plan with the parent and physician for the maintenance and potential use of those medications.
- Prescribed or over-the-counter medications must be brought to the school office by the parent in the original container.
- Only in RARE instances will the school permit a student to take medication at school. The parent is urged, with the help of the family health care provider, to work out a schedule of taking medication outside of school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to take the medication during school hours.
- If it is essential that medications be administered at school, these medications must be administered from the school office only.
- Where reasonable and feasible, the student's medication should be self-administered.
- NO member of the faculty or staff in the school office is permitted to administer any medication without the following:
 1. A signed written statement from the parent or guardian of the child
 2. A written statement from the physician detailing the method, amount, and schedule by which the child will come at the designated time with specific instructions included for emergency treatment if an allergic reaction should occur.
 3. All medication must be kept in its original container which must be clearly identified with a prescription label with the child's name, drug identity, dosage instructions, physician's name, and prescription date (for over-the counter medications, the original commercial container will suffice); the prescription must be current (and over-the-counter medications within the expiration limits).
 4. Medical treatment is the responsibility of the parent and the family health care provider. While office personnel will make every attempt to administer medications as requested, the school will not be held responsible for missed doses or mis-administration of any kind.

5. Parents may request special arrangements with the school administration to allow a student to carry an additional supply of emergency medication (e.g., Epi-Pens or inhalers), if the child is sufficiently capable, mature, and responsible

MEDICATION FORMS

The school office can provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. A new form **MUST** be completed by the physician and parent each school year if the need continues.

ILLNESS at SCHOOL, INJURY, and FIRST AID

Should a student become ill or injured, the school will make every effort to contact the parent(s) of the student for information and instructions. However, the school may contact emergency agencies (911) first depending on the nature of the situation. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student.

- All injuries to the head, no matter how small, must be made known to the parent as soon as possible.
- Students who become ill or injured at school may not leave the school on their own; parents (or other designated adult on the emergency form) are required to pick up an ill or injured student as soon as possible after being notified.
- In the case of an injury at school, school staff will render first aid, with or without parental consent, using a reasonable and ordinary standard of care.
- If a student is stabilized, school staff will await instructions from parents or emergency staff regarding further action.

STUDENTS with SEVERE ALLERGIES

Families with students who have identified severe allergies should work with the school as follows:

- Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- Confer with qualified school representatives to develop a plan that *reasonably* accommodates the at-risk student's needs throughout the school campus and facilities.
- Provide the school with written medical documentation, instructions, and medications as directed by a physician or health care professional.
- Include a photograph of the student on the written form.
- Provide properly labeled medications and replacement medications, as required after use or upon expiration.
- Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- Provide and update current emergency contact information.
- Educate the child in the self-management of his/her allergy including the following:
 - safe and unsafe foods and exposures
 - strategies for avoiding exposure to unsafe foods or other items such as sharing foods with others or consuming food or drink where ingredients are unknown
 - symptoms of allergic reactions
 - how and when to tell an adult he/she may be having an allergy-related problem
 - how to read food labels (if age-appropriate)

HEAD LICE

Head lice (or pediculosis) is a common occurrence in elementary and middle schools. When it is identified, procedures that follow must be taken. The school understands that pediculosis may not be an indication of neglect or lack of cleanliness, and where possible, confidentiality will be observed.

- When a student has been identified as having nits and/or lice, the school will contact the parents/guardians to pick up their child for immediate treatment.
- The siblings of the infected student will also be screened.
- The classmates of a student identified as having nits and/or lice may also be screened.
- The student and family will receive information about pediculosis and instructions on treating their child and their home to remove all nits and/or lice.
- Upon return to school, the student will need to be screened at the school office by a school employee for nits and/or lice before being allowed to return to the classroom.

MANDATED REPORTING

Sacred Heart Catholic School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. Those employees of the school who are designated “mandated reporters” by law are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, police department, sheriff department, etc.). Although such reports are typically confidential, if a parent/guardian discovers the identity of a school employee who made a report of child abuse, the parent/guardian may not retaliate against the employee in any way for making the report.

STUDENT THREATS OF HARM TO SELF OR OTHERS

Sacred Heart Catholic School will treat student threats to inflict harm to self, to others, or to destroy property, very seriously. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. Threats that are substantiated may result in disciplinary action, up to and including dismissal.

- Anyone hearing or becoming aware of any threat is to report it directly to the principal or his/her designee.
- Threats of harm to self will be treated differently than threats of harm to others.
- The student making the threat will be removed to the office and kept under adult supervision at all times; the student may be suspended pending an investigation.
- All threats will be reviewed and investigated in a prompt and thorough manner, and the investigation will be kept confidential to the extent practicable.
- If the threat is judged credible and serious, the principal will notify the following groups/individuals of the threat: parents, pastor, potential victims and their parents, the Catholic Schools Office, and the police or health care professionals as appropriate.
- The student will not be allowed to return to school until the investigation has been completed and final disciplinary or therapeutic action, if any, has been determined.
- If the principal, after investigation and consultation, determines there is sufficient evidence of a risk of harm by a student, to others, and/or to property, the principal will continue the student’s suspension and not consider the readmission of the student to the school until appropriate counseling which is acceptable to the school occurs; the guidelines for this procedure will be handled on an individual basis. Any costs for counseling will be the responsibility of the family.
- In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without the possibility of returning to the school.

PARKING LOT SAFETY

Families are required to observe the following guidelines to provide a safe, quick, orderly, and consistent dismissal and arrival process:

- Drivers should not exceed 5 mph while driving on campus.
- Children are to exit/enter vehicles from the passenger side **ONLY** during the morning.
- Parents must not deviate from the prescribed drop-off and pick-up locations and procedures *even if it appears safe* as these have been carefully determined to keep students out of traffic lanes. See DROP-OFF and PICK-UP PROCEDURES in ATTENDANCE above.
- All instructions of supervising staff must be followed at all times.
- No traffic will be allowed on the playground during school hours except during the designated drop-off and pick-up times.

SEVERE ILLNESS OUTBREAK

If the school administration should decide that illness among students and/or staff is severe enough to make the running of the school either unsafe or infeasible, school will be closed until safety and feasibility can be reasonably restored. Interim steps prior to the closing of school may include any of the following measures:

- Custodians will disinfect surfaces and door handles.
- Preschool may act independently from schools.
- Instructional Assistants may act as substitute teachers.
- Classes not part of the core curriculum may be cancelled and teachers of special classes may act as substitute teachers.
- School administration, office staff, and extension staff may act as substitute teachers.
- Classes may be combined.

If the school campus must close, distance learning may be implemented (see Emergency section).

Concussion Policy

CONCUSSION DEFINITION

A concussion is a complex injury that causes a disturbance in brain function. It usually starts with a blow to the head, face, or neck, and is often associated with temporarily losing consciousness. However, it is important to understand that a blackout is only one possible symptom. When an athlete suffers a concussion, the brain suddenly shifts or shakes inside the skull and can knock against the skull's bony surface. If left untreated, a concussion can lead to a slow brain bleed.

SYMPTOMS

The signs and symptoms of a concussion can be subtle and may not show up immediately. Symptoms can last for days, weeks, or even longer. Common symptoms after a concussive traumatic brain injury are

headache, loss of memory (amnesia), and confusion. The amnesia usually involves forgetting the event that caused the concussion. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions
- Appearing dazed
- Fatigue
- Loss of consciousness
- Seizure or convulsions

The injured person may have some symptoms of concussions immediately. Others may be delayed for hours or days after injury:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in younger children:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking
- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys or hobbies

With a loss of consciousness, it is clear that emergency medical services are needed. However, the non-blackout symptoms listed above must not be ignored. Unfortunately, a pervasive mindset in some sports is that getting "dinged" is part of the game and the athlete needs to tough it out. This thinking is dangerous because it exposes the child to further injury when his or her brain needs a rest and prevents him or her from obtaining a proper medical assessment as soon as possible.

FOLLOWING INJURY

The following steps must be followed (by the athlete, parents, teammates, and coaches) whenever an athlete has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion:

1. Remove the athlete from play immediately.
2. Call 911 and/or administer first aid as appropriate.

3. Inform the athlete's parents or guardians about the possible concussion and provide them with the CDC fact sheet on concussions.
4. Ensure that the athlete is evaluated by a physician**
5. Keep the athlete out of play and practice the day of the injury and until a physician, experienced in evaluating for concussion, states in writing that the athlete can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
6. Athlete should limit all forms of physical activity.
7. Athlete should minimize the use of all electronics (including cell phones, computers, TV, etc.) and be in a quiet atmosphere as much as possible. Social interaction, sporting events, concerts, etc., can all have a negative impact on recovery.

**"Physician" means a California licensed physician of medicine or physician of osteopathic medicine; any of these medical professionals MUST have had training in neuropsychology or concussion evaluation and management.

RETURN to SPORT

Players with even the MILDEST concussion symptoms should NOT return to a game or practice. They should be assessed by a physician immediately. If symptoms do not appear until several hours after the game, the child should still seek medical assessment. UNDER NO CIRCUMSTANCES CAN AN ATHLETE RETURN TO PRACTICE OR GAME WITHOUT CLEARANCE FROM A MEDICAL PROFESSIONAL.

Anyone who has suffered a concussion needs to rest the brain until all the symptoms are gone. This means the athlete should be able to read, do math, and think at his or her usual pace with no headaches, fatigue, or other symptoms. This can mean a few days resting at home, not doing school work, and refraining from any exercise.

There is no timetable chart to follow; each athlete needs a treatment program tailored to his or her symptoms and circumstances. Younger children seem to take longer to recover than adults, and it is not unusual for children to be out of sports for a month after suffering a concussion. If a player suffers one concussion, he or she is more likely to sustain future concussions. Researchers believe the younger the child, the more vulnerable the brain may be to these repeated concussions.

SECOND IMPACT SYNDROME

If someone with a concussion too hastily returns to contact sports or activities, a second concussion can result in Second Impact Syndrome — a potentially fatal condition. Second Impact Syndrome is when another blow to the head (even a minor one) results in the brain losing its ability to control its own blood flow, which increases pressure in the head and can lead to death, usually within 2 – 5 minutes. Second Impact Syndrome most often affects young athletes (in junior and senior high school), but any athlete who returns to a sport too soon is at risk.

RETURN to SCHOOL

Following concussion, NO student may return to school until cleared to do so by the physician. Because the needs for recovery from concussion are dependent on many factors, parents should work with the school and physician regarding a plan for returning to school and full academic work. Students recovering from concussion may not attend field trips, dances, etc. until they have been fully cleared by the physician. Reasonable accommodations regarding gradual re-entry to class and full academic activities may include the following:

- Extra time to complete classwork, homework, and tests
- Reduction of workload
- Postponement of high-stakes testing, large projects, and standardized testing

- Provision of hard copies to limit iPad use or online access
- Wearing of sunglasses for sensitivity to light
- Supervised breaks during the day
- Modified/shortened school day
- Incomplete grades (rather than zeroes) until recovery takes place

In extreme cases, a student may need to be placed on independent study. In independent study, a student is guided by a teacher but usually does not take classes with other students every day.

OPIOID and CONCUSSION FACTSHEET ACKNOWLEDGEMENT

A new law, SB 1109, which went into effect on January 1, 2019, requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet and a Concussion Factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school.

Emergency Procedures

EMERGENCY CARE PLAN

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the Remind and RenWeb system will provide parents/guardians rapid notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school—access needs to be available for emergency vehicles.
- Should it ever become necessary to evacuate and relocate off campus, Sacred Heart Catholic School has arranged a safe haven at Sacred Heart Church, 529 I Street.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted and cared for by school staff and necessary emergency steps will be taken. Parents will be notified as soon as possible through *RenWeb* emergency features, *Remind* and/or school emergency phone contacts.
- No student will be released until all Sacred Heart Catholic School students are accounted for. No student will be allowed to leave school care unless an appropriate, competent adult comes to sign a release.

EMERGENCY DRILLS and EVENTS

- **FIRE:** Fire drills take place regularly. The school will follow the instructions of the Fire Department.
- **EARTHQUAKE:** An earthquake drill will take place periodically after fire drills once the students return to class. In the event of an actual earthquake, school staff will remain on site until parents can be notified, all students are accounted for, and all students have been released to appropriate adults. Parents should be aware that routes to school may be blocked or impassable.
- **LOCKDOWN/ACTIVE SHOOTER:** Lockdown drills will take place periodically. In the event of an actual lockdown, law enforcement will be involved as soon as possible (or may call for the lockdown). The school will notify parents via *RenWeb/Remind* as soon as possible. However, the safety of students

is the primary importance; this may mean that the school needs to be made secure before parents can be contacted.

- BOMB THREAT: Law enforcement will be called and the school will follow their instructions. Parents will be notified when the school is instructed to do so.
- FLOOD: The school will follow emergency agency instructions. Students may be evacuated if called for. Parents should await notification via *Remind and/or RenWeb*.

For any other emergencies, the steps of the Emergency Care Plan above will be followed.

SCHOOL CLOSURE and COMMUNICATION

Students and families are best served when the school is open. Therefore, decisions regarding closure are made in consideration of many factors, particularly with regard to student and staff safety.

Unplanned school closure may occur for a variety of reasons. Should there be a need to consider a campus closure, the following process and procedures will be used to make that determination.

- Careful consideration of the safety and wellbeing of students and staff will be key a determining factor along with the school's ability to function based on the above listed essentials.
- Besides the Bishop, the Principal and Pastor/President are the only persons authorized to temporarily close school for emergency purposes. Extended closures will be in consultation with the Bishop.
- Decisions regarding closure will be made as soon as possible, but are often made in the early morning when the current AQI and other factors may be assessed for that day.
- Sacred Heart Catholic School will consider the closure of neighboring Catholic schools; however, there may be extenuating circumstances which cause one school in an area to close while another remains open (e.g., availability of staff, local AQI, or functioning HVAC systems).
- When Sacred Heart Catholic School is closed, all events scheduled at the school for that closure are also cancelled (meetings, performances, sports, etc.) unless otherwise noted by the Principal.
- In the event of epidemic or pandemic, school may be closed for an extended period at which time distance learning may be implemented.
- Tuition will continue to be assessed at full tuition rates and payments to be collected during all closures.

The Principal will notify all stakeholders (staff, parents, pastor, boards, CSO etc.) through the *RenWeb* system, or through an alternative viable means, as early as possible, generally the evening before a closure and no later than 6:00am on the day of a closure.

If more than two (2) days are missed due to unscheduled school closures, these days must be made-up at the end of the school year. Families are advised to reserve the week after the scheduled school ending for potential make-up days; vacations should not be scheduled for this week.

During extended closures when distance learning is implemented, make-up days are not necessary as teaching/learning continues through the closure of the physical campus.

Student Discipline

GENERAL POLICY

The values of Catholic education are the foundation for all interactions and relationships at Sacred Heart Catholic School. A student is considered at all times as a member of the Sacred Heart Catholic School student body. This is an honor and privilege and therefore, students must be conscious of their actions at all times, whether on or off campus, including but not limited to, games, dances, rallies, assemblies, service projects, field trips, and other gatherings. Courtesy and respect should be manifested at all times. Any behavior or attitude that stands in opposition to Catholic values, on or off campus, toward anyone in the community, will be viewed as a very serious violation of the school's code of conduct.

Sacred Heart Catholic School reserves the right to review and consider instances of student conduct and actions, regardless of when or where such conduct or actions occur, if they express or show an incompatibility with the mission and philosophy of the school. Such actions may result in a student being barred from participation in school activities and may subject a student to the full range of disciplinary sanctions up to and including termination of enrollment.

EXPECTATIONS

Students at Sacred Heart Catholic School are expected to conduct themselves according to principles of Catholic behavior:

- To be honest in all dealings with fellow students, teachers, and school personnel;
 - To cooperate positively with fellow students, teachers, and school personnel;
 - To respect always the person and the rights of all;
 - To obtain permission from the proper authority for the use of any of the school facilities or materials (other than those typically used under staff supervision);
 - To be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body;
 - To be responsible for the care of all materials loaned to the student for the course of studies during the year; and
 - To respect parish and school property at all times.
- Arrive at school on time for 8:00am assembly
 - Walk in hallways/on campus
 - Turn in cell phones, no cell phone use while on campus - this includes extended care
 - Raise your hand when you want to speak
 - Sign in and out for bathroom
 - Always use good manners, especially with adults
 - Be responsible for your items, assignment book, homework, books, etc. Limit reasons to call home
 - You are responsible for your education, therefore, do your best on your classwork as well as your homework
 - Neatness and pride of work is expected at all times
 - Always play respectfully at recess
 - Always properly greet visitors
 - At dismissal, be sure to inform your teacher/adult that you are leaving
 - Follow directions the first time they are given
 - Keep hands, feet and objects to yourself.
 - Speak well about yourself and others

- Take care of every part of the school building and grounds, as well as textbooks, supplies, and furniture. Respect the property of others and one's own possessions. Students must use the facilities of the school (restrooms, grounds, buildings, books, and equipment) with care and respect.
- Speak in a normal voice.
- Enter classrooms silently and be prepared for your lesson. Do not enter classrooms or other meeting areas when a teacher is not present.
- Water bottles are permissible in the classroom.
- **Students are expected to line up quietly in the areas designated by their teacher when the bell rings.**
- Students shall eat lunch in a designated area and shall clean their area. They are dismissed by the lunch supervisors. Proper manners at meals are expected.
- Reverence must be shown in church for sacred objects and for the Real Presence; God's name must always be spoken with reverence
- Students are to inform an adult when he/she (or another) is being treated unkindly
- Students will maintain a 2.1 or higher to participate in extracurricular or/and leadership positions, ie ambassador, student council
- Live SPIRIT

BEHAVIOR GUIDELINES

1. No gum, sunflower seeds, or soda is allowed on campus (soda may be permitted for a celebration)
2. No running on campus, inside or out
3. No playing with or walking on rocks
4. Behavioral incidents will be recorded in the behavior section of a child's RenWeb dashboard.

ACADEMIC INTEGRITY

Personal academic integrity is essential for building community and promoting social justice. To cheat is to act dishonestly or in violation of established rules, procedures, or codes of conduct. In an academic environment, there are three principle forms of cheating:

- Violating the procedures of a test, including, but not limited to, copying answers, accessing test keys, using a copy of a previous test, using notes or materials not allowed, or altering answers on a corrected test which has been returned.
- Plagiarizing, which pertains to the rights of intellectual property; plagiarism is the appropriation of another's ideas and/or language, in part or whole, without necessary assignment or credit. Plagiarism includes copying homework/labs, and quoting, paraphrasing, or summarizing another's written work including sources off the internet or oral statements without proper citation.
- Knowingly enabling another student to cheat.

Sanctions for cheating are the discretion of the teacher (and, if necessary, the principal) and may include, but are not limited to, receiving a zero on the exam or work in question, loss of privilege (i.e., student council duties, ambassador duties), suspension, or expulsion. A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

VANDALISM

Students and their parent(s) are liable for all damage to equipment or school property caused by the student and appropriate disciplinary actions will be taken.

RIGHT to SEARCH

While students generally possess the right of privacy of person and personal effects, that right must be balanced against the school's responsibility to protect the health, safety, and welfare of the whole school community. Because school officials have a legitimate interest in personal safety and protection of all students within their care and custody, the school administration reserves the right to conduct searches when there is reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies. School officials do not need a warrant or permission from a parent or guardian to conduct such a search.

School officials therefore reserve the right and responsibility to conduct, and a student must submit to a search of his/her person, clothes, bags, cell phones, and electronic equipment when reasonable suspicion exists. A search of a student's person would occur only with appropriate supervision by a faculty or administration member of the same sex, and the school will notify the parents/guardians of the fact that the search was conducted. The school also reserves the right to search any area of campus and school property including all lockers and school computers and all electronic devices. Refusal to comply with a search process will be grounds for disciplinary action, which may include expulsion.

INTERVIEWS by OFFICIALS

- Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.
- Before releasing a student for an interview, the school employee in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.
- An adult, school staff member will be present for any interview with a student.
- The school employee in charge will inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason not to inform the parents/guardians.

DISCIPLINARY ACTIONS and SANCTIONS

The principal and other school personnel may interview students at any time for the purpose of investigation. Parents may not attend such investigations unless they are invited to do so by the principal. The following sanctions may be imposed upon students in the sole discretion of the school in any order:

- Parent and student conference
- Denial of specified privileges
- Detention: Students are assigned to after-school detention by a member of the faculty or school administration. Detentions are served after school (30 - 60 minutes depending on age of student and infraction) on the day assigned, or on a day within the week of the occurrence. During detention, a student may be assigned work to do around the campus. Detention takes precedence over any co-curricular or extracurricular activity. Written notification of all detentions will be given to the student. Failure to serve detention will result in additional disciplinary action. Parents are required to pick up students on time after they have served detention. Students not picked up by

parents will be sent to extended care and charged accordingly. Parents of students receiving multiple detentions in a short period of time will be required to meet with the Principal.

- Probation: The principal may place a student on behavioral probation as stated above. The student and parent will be notified in writing of the reason for probation, the period of probation, and how the probation may be ended. Students on behavioral probation are ineligible for extra-curricular activities & CYO. This period of probation is separate from the Initial Probation Period described above.
- Suspension (see below)
- Withdrawal: Parents may be given the option to voluntarily withdraw their child rather than face expulsion.
- Expulsion (see below)

SUSPENSION

Suspension is a disciplinary action to be used at the sole discretion of the principal. Suspension is not intended to be corrective in and of itself; instead, suspension sends the message that the offending behavior does not belong at school. A student may be placed on suspension for serious misconduct or continuing misconduct on or off campus. Suspension is typically served off campus but may be served on campus at the discretion of the principal. Suspension ordinarily should not exceed five consecutive school days. However, a student may be suspended from campus longer than this in certain circumstances which may include, but are not limited to, the following: awaiting results of a pending investigation, awaiting documentation of professional evaluation, or when isolation is deemed to be in the best interest of the suspended student or the community. Parents will be notified immediately and are expected to pick up the student as soon as possible; parents will remain involved in the process through verbal or written communication or conferencing. Suspension does not carry an academic penalty, and the student should keep up with classwork and homework.

Since the grounds for suspension ordinarily differ in degree from the grounds for expulsion, parents and students will be informed that continued or repeated misconduct may result in a recommended withdrawal or expulsion.

REASONS for IMMEDIATE SUSPENSION

At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension which may also lead to expulsion. This list shall not be considered as exhaustive:

1. Serious disobedience, insubordination, or disrespect for authority including, but not limited to, the following:
 - refusal to obey school rules;
 - refusal to follow directions;
 - refusal to answer when spoken to directly;
 - giving sharp, rude answers in a disrespectful tone of voice;
 - causing interruption in classroom procedures;
 - cheating, plagiarism, or dishonesty of any kind;
2. Language or behavior which is immoral, profane, vulgar, or obscene on or off campus;
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance or drug or vaping paraphernalia;
4. Injury or harm to persons or property, vandalism, or serious threat to same;

5. Sexual, physical, visual, or verbal harassment/bullying or abuse of staff, students, parents, or guests of the school;
6. Hazing;
7. Sale of any material on school grounds without proper authorization;
8. Unauthorized absence or continued tardiness;
9. Assault with, or possession of, a lethal instrument or weapon;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere which would reflect adversely on the Catholic school or church;
13. Not adhering to the internet use agreement, hacking into the school computer system, or viewing or attempting to view material through the internet that is deemed inappropriate per the Internet Use Agreement;
14. Sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).

EXPULSION

Expulsion is an extreme and permanent disciplinary action enacted for the common good; the authority to expel resides solely with the principal, in consultation with the pastor. Ordinarily, an expulsion is the result of continued disciplinary offenses, on or off campus, that have not been remedied by lesser disciplinary actions such as detention, probation, or suspension. Immediate expulsion could result from actions, on or off campus, which are a violation of criminal law, which are serious enough to shock the conscience or harm the reputation of the school or parish community, or which pose a threat to the health, welfare, or safety of the student or the school community. The student will typically be placed on suspension (see above) if he/she is not already suspended, and parents will be notified immediately. Conferencing will take place with the principal, parents, appropriate staff, and the pastor of the parish if he or the family so desire; the student may be included for part of the conference. If a decision is made to terminate the student's enrollment, the parents may be given the option to voluntarily withdraw the student by a specified date. Otherwise, the student will be expelled. Full credit will be given for all work accomplished by the student up the moment of withdrawal or expulsion.

DISCIPLINARY RECORDS

Disciplinary records are kept separate from the student's cumulative file and may be shared beyond enrollment at Sacred Heart Catholic School as appropriate. These records are held in RenWeb.

Information and Communication Technology Policies

ONLINE SOCIAL MEDIA and NETWORKING POLICY for PARENTS and STUDENTS

Sacred Heart Catholic School recognizes that many different social networks exist on the Internet (Twitter, Facebook, SnapChat and Instagram, among others). Millions of people, including students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic school activities presents many opportunities for enhancing the experience of students and their families. Without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). The nature of social networking sites leaves open the possibility of abuse and misuse (including by students and their parents), necessitating the following standards of conduct for all individuals connected with Catholic schools.

ETHICS AND RESPONSIBILITY

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, the Diocese, and the Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- Any official organization of the school, such as SAC, Parent Association, Boosters Club, etc., may only develop online media with the permission of the school administration. If approved by the school administration, it must be a link from the official website of the school. All materials placed on it must receive prior approval from the school administration. Failure to do so by any organization of the school could result in the organization being disbanded.
- Content that has the potential to be a source of scandal for the Church should never be posted. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, the Diocese, or the Catholic Church, or to other students, parents, diocesan (school) employees, or parishioners.
- If a student or parent regularly identifies him or herself as a student or parent of the school in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable, prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the views of Sacred Heart Catholic School, or Parish, or the Diocese of Stockton."
- Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the principal, pastor, or their designees.

PHOTOGRAPHS AND VIDEOS

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

Sacred Heart Catholic School has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Sacred Heart Catholic school activities, then students and parents must all observe the following guidelines:

- Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

Sacred Heart Catholic School does have an Instagram and Facebook page. **If you do not wish your child's photo to be published on this page, or any other marketing materials, a dated and signed written letter must be received by the student's parent or guardian in the school office no later than the last school day in August. Sacred Heart Catholic School will not post names of children.**

DISCIPLINE for the Policy above:

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the school. Discipline in this context will be determined by the school, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).

ACCEPTABLE USE of TECHNOLOGY for STUDENTS

To ensure that all students comply with school rules regarding electronic equipment, the following policies and procedures have been established for using school computers, electronic devices, the wireless network, the Internet, and all the peripherals. No set of policies and procedures can provide rules to cover every possible situation. Instead, what follows is designed to express a framework and to set forth general principles when using electronic media and services. All policies are inclusive of the use of computers and electronic devices including, but not limited to, iPads and other tablets, the wireless network, the network, the Internet, and all the peripherals.

SOCIAL MEDIA USE

- Use of social networks at school may be limited by school personnel.
- Students who use social media must adhere to the discipline policies in this handbook, the Technology Use Policy, and the Harassment and Bullying Policy.
- Students are reminded that they are always Sacred Heart Catholic School students, both on and off campus, and that ALL electronic content is both public and permanent.
- Sacred Heart Catholic School reserves the right, at its discretion, to review and/or request removal of any student's social media content. Failure to comply may result in disciplinary action.
- Permission of the school administration is required for the use of the school's name, initials, logos, pictures, property, or representations of the faculty, staff, students, or other individuals. Deliberate publication or posting of such material on the Internet without permission may result in serious disciplinary action, including dismissal from the school.

USE of ELECTRONIC DEVICES OWNED or ISSUED by the SCHOOL

- Electronic devices owned or issued by the school are to be used for academic purposes only.
- Students have no reasonable expectation of privacy in their use of the school's electronic equipment or network (or a personal electronic device at school).

- The school reserves the right, upon reasonable suspicion that the search will reveal evidence that the student is violating the law or school policies, to review any student's electronic devices, files, and messages including, but not limited to, email, photos, texts, video, and other applications to ensure compliance with all school rules. Students must comply with all requests for access.
- All users are only permitted to log on to their own school-issued account. Sharing of account and/or account information is prohibited and may result in the account being disabled.
- All users may never move, change, or disconnect any of the hardware or wires/cables.
- Regardless of where it takes place, students have no right to add, copy, delete, or alter any operating system software, application system software, and system setup or equipment configurations of devices owned or issued by the school.
- Use of technology on campus or at school functions or events is subject to inspection and audit by the school administration, which may include a physical inspection of material contained on, or accessible by, the device. Students agree to cooperate with any such inspection.
- All students must agree to abide by the following Acceptable Use Pledge.
- Smart devices - Students bringing phones or wearing smart watches to school: it will be checked in with the classroom teacher for the duration of the school day. Any student found using his or her cell phone/watch during the school day (including extended care hours) will have it confiscated and it must be picked up by a parent at the end of day. Continued violation may result in loss of the privilege of bringing it to school for the remainder of the year. All messages for your child/ren are to go through the office or the extended care supervisor.

ACCEPTABLE USE PLEDGE COVERING ELECTRONIC DEVICES

- I will use electronic devices in ways that are appropriate, educational, and meet Sacred Heart Catholic School expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that all electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of electronic devices.
- I will never give my password to other individuals.
- I will keep food and beverages away from electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of electronic devices or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on electronic device covers, or do anything to permanently alter electronic devices in any way.
- I will not remove or deface the serial number or other identification on any electronic devices.
- I will be responsible for all damage or loss caused by neglect or abuse.
- Student flash drives are not allowed.
- Students may not install software, download programs, "borrow" school software, or intentionally spread viruses.
- Any work found or saved under inappropriate titles/nicknames will be deleted without notice.

- Student folders are school property; therefore they may be accessed and reviewed by the student's teacher or administration at any time.
- Students may not password protect documents.
- Students may never access, tamper with, copy, or delete another student's work/file.
- Personal Email, Chat groups, and Instant messaging may not be used by students.
- Use of devices at any time is subject to the availability and permission of a supervising teacher.

Signature of this handbook indicates you have read and will abide by these policies.

CONSEQUENCES for VIOLATIONS of INFORMATION TECHNOLOGY POLICIES

Students who violate the rules set forth in these policies will be subject to all customary disciplinary actions, including but not limited to, the following:

- Payment for labor charges and/or parts necessary to undo changes or restore any equipment or system to its proper operating configuration as determined by the network administrator and Sacred Heart Catholic School administration.
- Removal of the student from a course of instruction, suspension, and/or expulsion from Sacred Heart Catholic School.

Harassment and Bullying

Sacred Heart Catholic School affirms the Catholic dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment/bullying. Harassment/bullying of or by any student is prohibited. Every school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary action, up to and including dismissal.

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in his or her social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment/bullying. Part of any investigation into a charge of harassment/bullying will be to determine if the incident was a mistake, normal peer conflict, or something deliberate or repeated.

Harassment/bullying is unacceptable conduct that is deliberate, severe, and repeated (conduct that falls under the following categories that is not repetitive may, at the discretion of the principal, still be subject to the same consequences/sanctions as ongoing conduct). Harassment/bullying occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating based on such factors as an individual's sex, race, religion, color, national origin, or physical or mental ability. Harassment/bullying can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment/Bullying: Derogatory, demeaning, or inflammatory words, whether oral, written, or electronic;
- B. Physical Harassment/Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking of movements, or intimidating interference with normal work or movement;

- C. Visual Harassment/Bullying: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;
 - D. Sexual Harassment/Bullying: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct includes, but is not limited to, the following: sexually demeaning comments, sexual statements, or jokes; suggestive or obscene letters, phone calls, texts, or e-mail; deliberate, unlawful physical touching; leering, gesture, or display of sexually suggestive objects or pictures.
 - E. Cyber-Harassment/Bullying: Willful and repeated harm inflicted on other persons through various forms of electronic media; provocative material, pictures, images, or attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, camera, the internet, or other electronic devices; or sexting (the sending, receiving, or forwarding of sexually explicit messages, photographs or images between digital devices or the sharing of such communication with others).
 - F. Hazing: Any method of initiation, pastime, or amusement engaged in with respect to a student organization which causes, or is likely to cause, bodily danger or physical harm, or tends to degrade or disgrace a student attending the school. May be a one-time occurrence and not be ongoing.
2. Any individual seeing or hearing about any incident of harassment/bullying is encouraged to follow the procedures below. If the harassment/bullying stems from the principal, the person being harassed/bullied is to contact the pastor/president.
3. The following procedures are to be followed for filing and investigating a harassment/bullying claim:
- A. Students who feel aggrieved because of conduct that constitutes harassment/bullying should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
 - B. If the student does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or to a member of the school staff, who will then report it directly to the principal. Parents of students involved are to be contacted as soon as possible and will be kept apprised of the status of the response efforts of the school as those steps are undertaken as appropriate to student privacy.
 - C. The student(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, and confidentiality will be maintained to the extent practicable.
 - D. The investigation will include a meeting with the student alleged to have harassed/bullied, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations. Where the school deems it appropriate, witnesses may also be interviewed.
 - E. Once the facts of the case have been gathered, the principal, in consultation with the pastor/president, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the

harassment/bullying and can include all disciplinary actions up to and including immediate expulsion; if appropriate, law enforcement may also be contacted.

- F. If a party disagrees with the decision, he or she has the right to appeal. The Director for Catholic Schools will address the appeal according to its procedures in effect at that time, which will be provided to all those involved in the appeal. Refer to Process For Conflict Resolution.
4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
5. REPRISAL AND/OR RETALIATION: Reprisal or retaliation against any complaining student or witness, by any student or parent, is strictly prohibited. Any student or parent who engages in such a reprisal or retaliation will be subject to an appropriate disciplinary response, up to and including immediate expulsion from the school.

Controlled Substances

Sacred Heart Catholic School emphasizes a commitment to a positive, faith-based environment for learning and the continued good health and safety of its students. Therefore, students, on or off campus, may not be in possession of, under the influence of, and/or use controlled substances, look-a-likes, or paraphernalia, nor engage in solicitation or distribution thereof.

The term “controlled substance” for the purposes of this handbook typically refers to any illegal drug, marijuana, alcohol, tobacco, tobacco products, e-cigarettes and vapor products, or the intentional misuse of prescription medication. The intentional misuse of other types of substances may also be addressed under this policy, at the discretion of the school administration. A full listing of drugs that are illegal under federal law can be found in the Controlled Substances Act (21 U.S.C. §§ 801, et. seq.).

The school expects parents and students to support all policies on the use of controlled substances:

- Parents/guardians and older siblings or family members are legally and morally responsible any time they provide to or allow the use of controlled substances by underage minors.
- Students may not possess, solicit, use, or be under the influence of controlled substances or paraphernalia, on or off campus, or at supervised or unsupervised activities or events.
- Students may not host an event where controlled substances are present or used.
- The presence of students any time controlled substances are used or distributed presumes some level of participation and may result in the same consequences as those using or distributing the substances.
- Students participating in any activities, real or pretend, involving paraphernalia or “look-alikes” associated with controlled substances may be subject to disciplinary action.
- Students may not sell or distribute any controlled substance on or off campus.
- Any student (or parent/guardian on behalf of a student) who freely approaches a counselor, administrator, teacher, coach, or other staff member for help regarding a controlled substance problem will be assisted in the spirit of counseling (unless the student is found to be using the counseling mechanism to avoid disciplinary action). However, this “spirit of counseling” will require strict adherence to all policies regarding controlled substances; requirements will be handled on an individual basis.
- The presence of students at after-hours school events (such as school or parish fundraising dinners) where alcohol is served to adults does not constitute a violation of this policy.

Upon at least reasonable suspicion that a student has violated this policy, any of the following actions may be taken, as deemed necessary by the school:

- Parent(s)/guardian(s) will be notified.
- A search of the student's belongings (backpacks, bags, clothing, electronic devices, etc.), desk, locker, or cubby may take place.
- The student may be suspended from school pending an investigation.
- The student and parent(s)/guardian(s) will conference with the principal and/or other school officials.
- The student may be asked to be drug tested once or periodically at a location approved by the school; the cost of drug testing is the responsibility of the parent(s)/guardian(s).
- The student may be placed on a behavior contract which may include professional evaluation, counseling, involvement with a support group, rehabilitation if recommended by the evaluation, random drug testing, and any other provision deemed necessary by the school administration. Any costs for the above will be the responsibility of the family.
- The student may be suspended following an investigation.
- The school may ask the parent(s)/guardian(s) to withdraw the student.
- The student may be expelled.
- Law enforcement and/or child protective services may be contacted.

DISCLAIMER: Nothing in the school's controlled substance policy should be construed to mean that, as a result of this policy, Sacred Heart Catholic School has undertaken a duty to detect, prevent, or treat drug or alcohol use by students, even if such use becomes apparent.

Extra-Curricular Activities

DIOCESAN EVENTS

- Academic Decathlon: a team-based academic competition (grades 6-8)
- Let the Children Come to Me: a team-based religion competition (grades 5-6)
- Mental Math Bowl: a team-based mental math competition (grades 1-5)
- Respect Life Workshop and Mass for student councils (grades 7-8)
- Student Council Workshop (grades 7-8)

STUDENT COUNCIL

- A student serving on Student Council may be relieved of his or her duties or position either permanently or for a stated time at the discretion of the principal.

SOCIAL EVENTS/CLUBS/DANCES

Sacred Heart Catholic School sponsors supervised social events, after school clubs and dances to help students develop appropriate social skills in a Catholic, Catholic context. Such events will be held on school or parish premises and are only open to students enrolled in diocesan schools. A fee may be charged. Rules and guidelines will be published prior to any event.

STUDENT PARTIES OUTSIDE of SCHOOL (not sponsored by the school)

Parents who may sponsor dances and/or parties outside of school time are notified, if the party is to be advertised at school (e.g., invitations handed out at school), such parties are to be inclusive of the entire class. Parents and students are reminded that behavior rules and sanctions of the school apply.

Athletics

ATHLETIC TEAMS

Students are given the opportunity to participate in the athletic program, involving school sponsored sports and/or CYO sports. An athletic fee is charged per player, per sport. This fee covers the cost of tournament fees, equipment, uniforms, and referees. Coaches are volunteers and are to be treated with respect and dignity.

PARTICIPATION on ATHLETIC TEAMS

Students enrolled in 1st – 8th grade who are planning to participate in school sports may be required to have a sports physical form completed annually by their physician. This form must be on file in the school office prior to the student participating in any sport game or practice. In addition each family may be required to attend a seasonal sport meeting before the child can participate. Participation in after-school sports is contingent upon the following:

- Availability of qualified volunteer personnel
- Try-outs, if deemed necessary by the coach
- Payment of the athletic fee
- Parental permission emergency form
- Student's continuing satisfactory deportment both in school and on the team
- Physical examination form completed by physician, prior to the beginning of participation in practice or competition if required
- A refundable uniform deposit may be required
- A student must attend at least half of the regular school day to participate in that day's practices or games.
- Receive and read Concussion and Prescription Opioids informational sheet.

CATHOLIC YOUTH ORGANIZATION (CYO)

The Catholic Youth Organization (CYO) through the vehicle of sports provides youth in a parish with an opportunity to practice Catholic values and to become friends with other children throughout the diocese. In order to participate in the league, Sacred Heart Catholic School must abide by the rules and guidelines of the league. CYO activities should be examples of the meaning of Catholic sportsmanship. The guiding principle behind the enforcement of the CYO by-laws is that the behavior of every person in the CYO program must enhance the children's enjoyment of sports.

With this mission in mind, the following goals have been determined:

- To build a community which strives to mirror Christ;
- To develop Catholic spirit, school spirit, team spirit and personal acceptance;
- To instill Catholic sportsmanship in the life-styles of the participants;

- To teach the participants the proper attitude towards winning, losing and competing with dignity;
- To develop acceptance and appreciation of others;
- To train, instruct and follow athletic/sport rules;
- To develop the students' physical abilities and coordination;
- To help form well-rounded students by fostering good health habits;
- To provide a Catholic environment and outlet for youthful energy;
- To teach the positive value of athletic participation; and
- To show the necessity of practice, hard work, and time management.

These goals are founded upon the principle of the infinite worth of each person because he/she is created in the image and likeness of God.

PLAYER ELIGIBILITY

- Players must have a GPA of 2.0 or higher and at least a Satisfactory in conduct from every teacher to be eligible to play.
- A student must attend at least half of the regular school day to participate in that day's practices or games and have 90% school attendance.
- Students on behavioral or academic probation are ineligible.
- Students not regularly attending practice sessions will not be allowed to participate in games.

CONDUCT of PLAYERS DURING GAMES and PRACTICES

Athletes are expected to conduct themselves appropriately at all games and practices. Athletes are expected to represent Sacred Heart Catholic School in a manner that exemplifies good sportsmanship, pride, and respect. Athletes displaying inappropriate behavior will be removed from the game and face disciplinary consequences.

CONDUCT of PARENTS and FANS

- Parents and fans are expected to demonstrate good sportsmanship and respect for the coach, athletes on both teams, and other parents and fans.
- Parents should not offer coaching instructions to their children during a practice or game.
- Parents should not confront coaches with demands or complaints concerning strategy or playing time for their children during a game. Instead, parents are asked to observe a 24-hour cooling off period after a game before contacting the coach with a concern.
- All children are to be supervised by an adult during games and practices.
- Parents and fans must comply with requests from coaches, the athletic director, the principal, or other site-supervisors during a game or practice; if compliance is not demonstrated, the participants will be asked to leave the premises.
- Non-compliance with the above guidelines may place the enrollment of the student in jeopardy.

PLAYING TIME

Playing time is the prerogative of the coach who will follow CYO guidelines on this issue. Players cannot expect to play in games if they have not been attending practices and giving 100% effort throughout these practices.

REPORTING INJURIES and SPECIAL LIMITATIONS

Parents and athletes must report all injuries to the coach as soon as possible. Before the sports season begins, parents should discuss with the coach any special limitations their child may have. Any sports limitations should be listed on the student's Medical Release Form on file with the school.

CONCUSSION

Please see the section titled "Concussion Policies" following the "Health and Safety" section.

COMMUNICATION with COACHES

- Players are to report all injuries to the coach as soon as possible.
- Students should express any concerns to the coach first before involving parents.
- If student concerns are not resolved after speaking with the coach, parents should contact the coach to express concerns.
- If resolution cannot be achieved, all parties should involve the athletic director.
- The principal should only become involved if none of these steps has achieved resolution. Decisions of the principal, in consultation with the pastor, in athletic matters are final.

UNIFORMS

Sports uniforms must be turned in within a week of the last game of the season. Uniforms must be laundered and bagged, and the bag should be labeled with the athlete's name. Uniforms may only be worn during games and not during practice.

TRANSPORTATION

All drivers who are transporting students to sports events must follow all school volunteer driver regulations. All students who require a ride to any school-sponsored sport activity must have written authorization from their parents/guardians allowing them to ride with drivers the parents/guardians have authorized. No student may ride in a car to or from a school-sponsored game with an adult who has not been pre-authorized by his/her parents/guardians. High school students participating in a school sponsored event (e.g. sporting activities, service project, etc.) and are driving other participating students to and from the event must be 18 years of age and abide by driving and insurance requirements stated above, including liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual/\$300,000.00 cumulative each loss or occurrence, bodily injury; \$50,000.00 property damage; \$5,000.00 per person medical; and \$100,000.00 uninsured motorist insurance.

PARENT PARTICIPATION

All parents/guardians of athletes are required to sign up for work hours in the snack bar, at game entrance, or score keeping for league games/tournaments held at Sacred Heart Catholic School/Lopes Orchards de Paul Center.

OPIOID and CONCUSSION FACTSHEET ACKNOWLEDGEMENT

A new law, SB 1109, which went into effect on January 1, 2019, requires each athlete (and his or her parent for those 17 and younger) participating in an athletic program that takes place outside of the regular school day sign an acknowledgment of receipt that the athlete and his or her parent have received an Opioid Factsheet and a Concussion Factsheet before the athlete may participate in practices or competition. The factsheets will be distributed by the school.

Transfer, Custody, and Student Records

TRANSFER of STUDENTS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or other condition, or the conspicuously uncooperative or destructive attitude of students and/or parent(s)/grandparent(s)/ guardian(s) will be asked to transfer.

- The school will first make reasonable efforts to meet the needs of the student.
- Conferences will be held with the parent(s)/guardian(s) to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and/or educational alternatives.
- The final decision is made by the principal in consultation with the pastor, teacher(s), and parent(s)/guardian(s).
- Every effort is made to assist the parent(s)/guardian(s) in finding other schools or agencies with facilities to help the child.

TRANSFER of STUDENTS BECAUSE of PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s). However, the principal and/or pastor may recommend transfer of a student when parent(s)/grandparent(s)/guardian(s) are consistently uncooperative and conduct themselves in a manner that is disruptive of harmonious relationships in the school, as such conduct is itself a violation of the school's policies. Parental interference in matters of school administration and abusive language toward principal, pastor, teacher(s), coach(es) are some of the reasons for recommending a transfer. If parent(s) refuse to accept the recommended transfer, the procedures for disciplinary expulsion will be followed. The school may respond to reasonable inquiries from potential new schools regarding parental behavior. Parents acknowledge that they have no expectation of privacy regarding their conduct or behavior with school representatives, staff, or teachers.

TRANSFER OF STUDENTS BETWEEN CATHOLIC SCHOOLS

Prior to accepting a student transferring from one Catholic school to another Catholic school, the receiving principal will contact the principal of the originating school to discuss and review student academic and behavioral performance, parent behavior, parent financial obligations, family involvement, etc. and to provide records as appropriate. Students may not transfer from another Catholic (or private school) until all outstanding balances at the previous school are paid.

CUSTODY OF MINORS

Unauthorized organizations, agencies, or persons shall never be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless the assumption of custody is explicitly authorized in writing by the parent(s) or guardian(s).

1. Normally, principals should ask one other adult (e.g. pastor, teacher, secretary) to witness the presentation of the authorization unless the principal is absolutely certain that the authorization is bona fide.
2. In case of any doubt as to the validity of the authorization, custody shall not be granted.
3. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. The school must ask for legal verification of these arrangements.
4. In the absence of any court order, the school will make every effort to remain neutral, and will assume that both parent(s) have custody of a student, and the student may be released to either parent. As part of this policy of neutrality, any parent claiming a custody right superior to the other parent will be required to present a current and valid court order or agreement demonstrating and explaining that right. Only upon receipt of satisfactory documentation will the school recognize the rights of one parent over the other with regard to a custody provision that relates to the student's enrollment at the school (such as decisions regarding enrollment or who may alter the authorized) .

RIGHTS of NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENTS NOT LIVING WITH PARENTS or LEGAL GUARDIANS

Students are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's consent in writing or a court order.

ACCESS to STUDENT RECORDS

Custodial Parent(s)/Guardian(s) have access to all permanent records (the Cumulative File) maintained by the school related to their children. Students, 18 years of age or older, have this same right of access.

- Parent(s) may request an appointment during school hours to inspect and review the cumulative file for their children.
- The principal or other school staff member will be present for such a review.
- Anecdotal notes (such as a behavioral record) and psychological test results are not part of a permanent record. Parent(s) do not have a right of access to these records, nor do these records follow the student.
- Parent(s) may request and receive a copy of their child's permanent records contained in the cumulative file; parents must allow school personnel a reasonable length of time to accomplish this task. The copy will be clearly marked as a copy. Originals or the original complete file cannot be released to parents at any time.
- The Cumulative File is only forwarded to the next school at that school's request; otherwise, it remains on site.
- Schools will comply with any court order (subpoena) requesting a copy of the permanent records.

Miscellaneous Information and Policies

CLASSROOM PARTIES/BIRTHDAYS

Classroom parties will be organized by homeroom teachers, or their designee.

Student birthdays are celebrated/announced on Fridays of each week at morning assembly. Parents may send in treats for the entire class on their child's birthday or a day close to it. Treats should not be eaten in the classrooms, and are distributed at recess time. Party invitations may not be distributed at school unless the entire class is invited.

FUNDRAISING FOR EDUCATIONAL TRIPS

Parents who organize specific fundraisers for cost covering purposes, must clear the event and dates with the Principal. The fundraising must be offered to all 6th, 7th and 8th grade families to participate via a letter approved by the principal. Earnings will be logged in for the student and remain with them until graduation. These funds are for the student only and not to be used for adult expenses or tuition. Should there be a fundraising balance at the end of the graduating year, the funds will be transferred to a younger sibling's account. If there is no sibling, the balance will be posted to SHCS General Fund.

LOST and FOUND

Any items found in the school building or on the school grounds should be given to the school office to be placed in the Lost and Found basket. Items that have not been claimed will be donated to the used uniform supply or the thrift store at the end of each trimester. **Please be sure to carefully label all items so they may be returned to your child if found.**

LUNCH PROGRAM

Sacred Heart Catholic School offers a hot lunch program daily. A lunch menu is provided on the school website www.shcspatterson.org. Meals are prepared through the services of outside vendors. Kindly note the following:

- The cost for hot lunch is \$3.50 per lunch. (You will be informed if any of the lunch pricing changes)
- An extra entree is \$2.00. Milk is \$.40
- Lunches must be paid in advance. They may not be charged, and are to be paid on the day, or preferably, ahead of time (lunch credit). Those paying ahead may see the Business Manager in the office to do so.
- Students may choose to bring their lunch each day. Students may not bring glass bottles, soft drinks, or energy drinks.
- Lunches delivered by parents must be left in the office.
- Parents staying through lunch with their child(ren) must sign in at the office.
- Due to the severity of some allergies, we do not allow students to share their food.

Students are expected to use the same manners required in the classroom in the lunchroom. Courtesy toward other students and cooperation with lunch monitors is required at all times.

Money collections

No collections of money for gifts or parties by parents or students may take place without the permission of the principal.

All payments are to go through the school office. Our business manager will handle all collections/payments. If payments are being sent to school with your child, check/money shall be placed in an envelope with the child's name on it as well as the purpose of the money.

PLAYGROUND REGULATIONS - The safety of all students on the playground is our primary concern.

Students must:

- be respectful to all school personnel and adults in word and deed.
- keep their hands off of other students. We have a hands off policy.
- respect the person and property of others.
- eat snacks/lunches on or near the benches and not on the playground.
- always walk on school campus, unless involved in a game on the playground..
- use the playground equipment safely.
- line up quietly in the area designated by teachers when the bell rings.
- find an area where no one walks through to play catch/football
- tuck shirts in when recess is over.
- follow approved rules for games.
- be aware of and follow any regulations posted.

Students may not:

- play tag, touch or tackle football **or have any type of physical contact** while playing. If while playing a game using flags, the play becomes unnecessarily rough, the game is over or suspended for any determined amount of time.
- push, shove, trip or display any form of roughness when playing any type of game.
- push another student on the swings.
- stand in front of or in back of another student while they are swinging. When waiting for a turn, students must stand on either end of the swing set.
- throw any ball against the walls of the school buildings nor near any windows.
- throw rocks, clods of dirt, sticks tan bark, or any other object.
- exclude any student from a game or play. If there are too many players, then the team must substitute players or take turns.
- use any type of profanity on campus (*including the use of God's name in vain*).
- intentionally hit another student with any play equipment.
- jump off of the swings or play equipment.

Students may be allowed to bring play equipment from home at the discretion of the homeroom teacher. Items must be clearly marked with the child's or family name. The school does not accept responsibility for lost/stolen items.

Public Relations

All advertisements, announcements, brochures, catalogues, publications, public service projects, press releases, promotional materials, or other reports concerning the school, must be approved by the principal or his/her designated person.

SCHOOL PICTURES

Pictures are taken twice per year, in the fall, in school uniform, and in the spring, in free dress. These photos are provided by *Lifetouch*. All students must be photographed in the fall for school records, regardless of whether or not a package is wanted for purchase.

Right to Amend

The Pastor and Principal reserves the right to amend the parent/student handbook at any time, for any reason deemed to be in the best interest of Sacred Heart Catholic School. Any amendments will be published on the website as well as a notice home to parents.

WALKING PERMISSION

The signature of this handbook expresses permission for your child(ren) to walk to Sacred Heart Catholic Church at 529 I Street, Patterson, CA for Masses, liturgical celebrations, confessions and Mass/graduation rehearsals as well as local areas within Patterson City limits. Parents will be notified of all walking trips at least 24 hours prior to the date of each trip with the exception of going to Sacred Heart Catholic Church. Parents do not reserve the right to deny permission to attend school Masses, liturgical celebrations and Mass rehearsals. All school Masses are displayed on the school calendar. Parents may choose to drive their child/ren to and from locations. If choosing to do so, parents must sign the child/ren out of school custody and sign them back in upon returning to school.

If there is a reason you do not grant permission for your child to walk within city limits, a dated, written and signed note must be sent into the office.

2020-2021 Parent/Student Handbook Agreement

[Please detach, sign, and return by the August 14]

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the current Parent/Student Handbook on file and agree to comply with all policies, regulations, and directives stated therein as well as any updates and revisions made to the handbook during their time of enrollment. **Students may not attend classes or participate in any activities until this agreement is signed and returned.**

By enrolling in Sacred Heart Catholic School, all students and parents grant to the school the irrevocable and unrestricted right to use, reproduce, and publish photographs or video images of the student, for slide/video presentations, publications, advertising, brochures, or website(s), or any other purpose, and in any manner and medium, to alter the same without restriction, and to copyright the same. In granting this permission, parent and student also release the school from any and all claims, actions, and liability of whatever nature and relating to the use of said photograph(s), video(s), or related materials.

School administration reserves the right to amend this handbook as needed; notification of such amendments will be made to parents and students in a timely manner.

I have read and understand the information contained in the Parent/Student Handbook and agree to abide by the rules set forth therein.

Please **print** Family Last Name: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature(s)

Date:

Acceptable Use Pledge Covering Electronic Devices

- I will use electronic devices in ways that are appropriate, educational, and meet Ourcatholicschool expectations as outlined in the Parent/Student Handbook.
- I will use appropriate language when using emails, journals, blogs, or any other forms of communication.
- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any other activity that is harmful to other persons.
- I understand that all electronic devices (including but not limited to my cell phone) are subject to inspection at any time based on a reasonable suspicion that they contain information pertinent to a violation of law or school policies.
- I will take proper care of electronic devices.
- I will never give my password to other individuals.
- I will keep food and beverages away from electronic devices since these may cause damage to the device.
- I will clean the screen with a soft, antistatic cloth ONLY and will use no cleaners.
- I will not disassemble any part of electronic devices or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on electronic device covers, or do anything to permanently alter electronic devices in any way.
- I will not remove or deface the serial number or other identification on any electronic devices.
- I will be responsible for all damage or loss caused by neglect or abuse.

Student's signature(s):

Date: _____

Date: _____

Date: _____

Date: _____
Date: _____

Family name: _____

ASSUMPTION OF RISK AND WAIVER OF LIABILITY AND AGREEMENT TO ABIDE BY COVID-19 PROTOCOLS

The novel coronavirus (or COVID-19) has created a pandemic resulting in a State of Emergency in California. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and health officers have required or recommended social distancing and, in many instances, have prohibited or significantly limited the congregation of groups of people.

The School is complying with all mandates and taking all reasonable steps to reduce the risk of spreading COVID-19. However, this risk cannot be completely eliminated. Consequently, for the safety of our staff, students, parents, and other visitors, the School requires all persons participating in its activities during this pandemic to acknowledge an assumption of the risk, waive (i.e. release) liability, and agree to abide by our COVID-19 protocols, as follows:

I request that my child/children participate in the regular school functions at SHCS. If applicable, I am the parent and/or legal guardian of the above-named student(s)/child(ren), and I request that he/she/they be allowed to participate in all School activity and I give my permission for he/she/they to do so.

_____initial

Waiver of Liability. In consideration for the School allowing my student(s)/child(ren) to participate in School activity, I, on behalf of my student(s)/child(ren), hereby release and hold harmless the School, the Diocese of Stockton, and any officials, employees, volunteers, and/or representatives thereof, from any and all liability for any and all harm or losses arising from participation in the School-sponsored activity, including, but not limited to, exposure to or infection by COVID-19. Further, I covenant (i.e. promise) not to sue the School, the Diocese of Stockton, or any official, employee, volunteer, and/or representative thereof, for any such harm or loss. _____initial

Agreement to Abide by COVID-19 Protocols. I agree that I, and/or, if applicable, my student(s)/child(ren), will not enter School grounds or facilities if I am, and/or he/she/they is/are,

feeling ill, which includes, but is not limited to, the following symptoms: fever, cough, difficulty breathing, shortness of breath, chest pain, and/or bluish lips or face. I understand and acknowledge that I, or, if applicable, my student(s)/child(ren), may be denied entrance or admittance if the School determines that I am, or he/she/they is/are, showing any such symptoms. I warrant and represent that I am not aware of any medical condition of myself and/or, if applicable, my student(s)/child(ren) which would render it inappropriate for me and/or him/her/they to participate in the activity. I agree to abide by all COVID-19 guidelines issued by the Centers of Disease Control and Prevention ("CDC"), including, but not limited to, practicing "social distancing" by maintaining at least six (6) feet away from another person who is not a member of my household. I agree to abide by the School's maximum capacity limitations and other COVID-19-related policies and procedures which may include hand washing requirements and temperature checks for myself and, if applicable, my student(s)/child(ren). I agree to practice good hygiene etiquette such as sneezing into my elbow, utilizing tissues, and avoid touching my eyes, nose, and mouth, and, if applicable, to instruct my student(s)/child(ren) to do the same. I understand and acknowledge that my failure to abide by and/or my failure to ensure that any student/child of mine abides by this agreement may result in me and/or, if applicable, my student(s)/child(ren), being removed from the School-sponsored activity. _____initial

I certify that I am familiar with the contents of this Assumption of Risk and Waiver of Liability and Agreement to Abide by COVID-19 Protocols, that I have read and understand the same, and that it is my intention by my signature that it bind not only on me, but my heirs, administrators, executors, successors, and assigns, and, if applicable, my student(s)/child(ren).

Parent Signature: _____ Date _____

Names and grade levels of students attending SHCS

_____	_____
_____	_____
_____	_____

Appendix A - 1

Volunteer Agreement Form

Volunteer name (please print): _____

Parish / School location name: Sacred Heart Catholic School, 505 M St., Patterson, CA 95363

By signing this form, I acknowledge that I have chosen to volunteer at the Parish/School location named above, in the following capacity:

In connection with my volunteer service, I make the following express representations:

1. I understand and acknowledge that my time and services as a volunteer are being donated by me to the Roman Catholic Church, specifically the Parish/School location named above, without contemplation of compensation or future employment, and that I provide these services for religious, charitable, or humanitarian reasons.
2. I understand that as a volunteer I will earn no wages or benefits in connection with the volunteer services I wish to provide, and that I will not seek any such wages or benefits. I further understand that I will not be entitled to unemployment insurance benefits upon the discontinuance of my volunteer services (regardless of whether such discontinuance is initiated by me or by the Parish / School).
3. I understand that I must be fingerprinted (at my own expense) as per diocesan requirements, complete the online Virtus program for safe environment and harassment, sign the Code of Conduct, and have vehicle insurance policy that meets the diocesan requirements to drive any student.

I acknowledge that I have read this agreement, have voluntarily signed it, and that no oral representations, statements, or inducements apart from the contents of this agreement have been made to me.

Date: _____

Volunteer signature

Date: _____

Volunteer signature

Appendix A - 2

DIOCESE OF STOCKTON

STANDARDS OF CONDUCT FOR THOSE WORKING WITH CHILDREN AND YOUNG PEOPLE

INTRODUCTION

The following Policy is applicable to all persons employed by or volunteering in any of the parishes and institutions in the Diocese of Stockton. So that it is clear who must be aware of the contents of this document, the addressees include, but are not limited to, priests, religious (men and women), deacons, pastoral coordinators, school/program administrators, teachers, catechists, youth ministers, support staff, custodial staff, coaches, school program volunteers, parish volunteers, seminarians serving internships, and lay theology students.

This Policy has been developed to help create a safe, appropriate and Christian environment for minors and their relationship with adults involved in Church ministry. These child-specific standards are designed to serve as a supplement to the sexual boundary guidelines/code of ethics applicable to all those involved in the ministry of the Catholic Church (whether with minors or adults) that are set forth in the Diocese of Stockton's Code of Pastoral Conduct for Priests, Deacons, Seminarians, Lay Employees and Volunteers.

GUIDELINES WITH REGARD TO MINISTRY WITH MINORS

1. Any and all involvement with minors (i.e individuals under the age of 18) is to be approached from the premise that minors should always be viewed -- whether in a social or ministerial situation -- as restricted individuals; that is, they are not independent. Wherever they are and whatever they do is to be with the explicit knowledge and consent of their parents and guardians. They are subject to specific civil laws in the State of California, which may prohibit certain activities. They are not adults and are not permitted unfettered decisions. 2. Whenever possible (see Nos, 3, 4, 5 and 6 below) adults must avoid situations which will place them in a position to be alone with a minor in the rectory, school, or in a closed room. In meeting and/or pastoral counseling situations involving a minor, excluding Sacrament of Reconciliation, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical (e.g., piano lessons, disciplinary meeting with an administrator, etc.), another adult should be informed that the meeting is taking place. The meeting place should be accessible and visible, with the door where the meeting is taking place

left ajar, unless there is a clear window built into the door. 4. An unaccompanied minor is allowed only in the professional section of the rectory or parish center, not in the living quarters. Minors age 16 and over are permitted to work in the rectory when there would - normally be at least two adults present, i.e., over 21 years of age. 5. At least two adults should be present when a group of minors engage in organized events or sports activities. 6. Adults are to avoid being the only adult in a bathroom, shower room, locker room, or other dressing areas whenever minors are using such facilities. 7. Youth trips of any kind should have a sufficient number of adult chaperones to preclude the appearance of inappropriate personal involvement with students. 8. While on youth trips or program activities with minors, adult chaperones, as well as the minors, are not to use alcohol or controlled substances, 9. While on youth trips, clergy or lay leaders are never to stay alone overnight in the same motel/hotel room with a minor or minors, with the exception of a lay leader staying in the same room with his/her own child. 10. Sacristy doors should remain open whenever minors are present within the sacristy. 11. Comments of a sexual nature are not to be made to any minor except in response to specific classroom or otherwise legitimate questions from a minor. 12. Adults are prohibited from serving or supplying alcohol, tobacco products, controlled substances, or inappropriate reading materials to minors. 13. Audiovisual, Internet, music, and printed resources used in programs should be screened prior to use to ensure their appropriateness for the participants.

If child pornography images are discovered on church, school, or agency property or in the possession of church personnel, whether on a computer or in the form of a video, printed pictures, or some other form, it must be promptly reported to law enforcement and also must be promptly reported to our Human Resources Office (209)466-0636.

The discovery of child pornography in the hands of church personnel or on church property, including school sites, should be treated as promptly and carefully as child abuse is treated.

14. Careful boundaries concerning physical contact with minors must be observed at all times and should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way. An adult should not assume that a child is comfortable with an adult-initiated hug or embrace, and, in any event, special care should be taken to avoid incidental contact, unintended or otherwise, with or in the vicinity of a child's genital areas. If the child initiates physical contact, such as a hug, an appropriate limited response is proper. 15. Adults should refrain from giving regular and/or expensive gifts to children and young people without prior approval from the parents or guardian and the pastor or administrator. 16. Clear violations of these standards, as well as any sexual misconduct, must be reported immediately to the appropriate parish, diocesan and/or civil authorities in accordance with civil law and diocesan policy.

GUIDELINES WITH REGARD TO PASTORAL COUNSELING

1. Pastoral counseling must take place only in the professional portion of a rectory or parish

facility, not in the living quarters. 2. Offices or classrooms used for pastoral counseling should have a window in the door, or the door is to be left ajar during the counseling session. 3. Another adult should be in close proximity during any counseling session. 4. Unless the subject matter precludes their presence and/or knowledge, parents or guardians of minors should be made aware of the counseling session. 5. A referral for professional assistance is encouraged if counseling is expected to extend beyond two or three sessions with a minor. Evaluation of the situation should be made with the parents or guardians. 6. The counselor should remain alert to recognize any personal/physical attraction to or from a client. In such a situation, the client should be referred to another qualified adult or licensed professional.

Approved: February 11, 2019

Most Reverend Myron / Cotta Bishop of Stockton Diocese

**DIOCESE OF STOCKTON
STANDARDS OF CONDUCT FOR THOSE WORKING WITH CHILDREN AND YOUNG
PEOPLE**

ACKNOWLEDGEMENT PAGE

I hereby acknowledge that I have read the Standards of Conduct of the Diocese of Stockton and I am aware that there is a complete copy of the Code of Pastoral Conduct which I may access on the Diocesan website at www.stocktondiocese.org. I agree to abide by this code and conduct myself in complete accordance with it. I understand that any violation of the Code of Pastoral Conduct as identified in this document will be subject to remedial action by the Church organization. Corrective action may take various forms depending on the specific nature and circumstances of the offense and the extent of the harm in accord with canon and civil law.

Date: _____

Position: _____

Name and location of Parish, school or agency: Sacred Heart Catholic School;
Patterson, CA

Signature: _____

*For a complete copy of the Code of Pastoral Conduct, refer to the Diocesan website.

Appendix B-1

Opioid And Concussion Factsheet Acknowledgement

[Please detach, sign, and return by the first week of school]

When a family signs the statement below, it is understood by the parents/guardians and student(s) that they have read the attached Opioid and Concussion Factsheet (<https://www.cdc.gov/drugoverdose/pdf/AHA-Patient-Opioid-Factsheet-a.pdf>) and the CIF Concussion Information Sheet (on following pages).

Students may not participate in any athletic programs until this acknowledgement is signed and returned.

I have read and understand the information provided:

Please *print* Family Last Name: _____

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature(s) (when age-appropriate):

Date:

Appendix B-2

CIF Concussion Information Sheet

Why am I getting this information sheet?

You are receiving this information sheet about concussions because of California state law AB 25 (effective January 1, 2012), now Education Code § 49475:

1. The law requires a student-athlete who may have a concussion during a practice or game to be removed from the activity for the remainder of the day.
2. Any student-athlete removed for this reason must receive a written note from a physician trained in the management of concussion before returning to practice.
3. Before a student-athlete can start the season and begin practice in a sport, a concussion information sheet must be signed and returned to the school by the student-athlete and the parent or guardian. [Every 2 years all coaches are required to receive training about concussions (AB 1451), sudden cardiac arrest (AB 1639), and heat illness (AB 2500), and certification in First Aid training, CPR, and AEDs (life-saving electrical devices that can be used during CPR)].

What is a concussion and how would I recognize one?

A concussion is a kind of brain injury. It can be caused by a bump or hit to the head, or by a blow to another part of the body with the force that shakes the head. Concussions can appear in any sport, and can look differently in each person.

Most concussions get better with rest and over 90% of athletes fully recover. However, all concussions should be considered serious. If not recognized and managed the right way, they may result in problems including brain damage and even death.

Most concussions occur without being knocked out. Signs and symptoms of concussion (see back of this page) may show up right after the injury or can take hours to appear. If your child reports any symptoms of concussion or if you notice some symptoms and signs, seek medical evaluation from your team's athletic trainer and a physician trained in the evaluation and management of concussion. If your child is vomiting, has a severe headache, or is having difficulty staying awake or answering simple questions, call 911 for immediate transport to the emergency department of your local hospital.

On the CIF website is a Graded Concussion Symptom Checklist.

If your child fills this out after having had a concussion, it helps the physician, athletic trainer or coach understand how they are feeling and hopefully will show improvement over time. You may have your child fill out the checklist at the start of the season even before a concussion has occurred so that we can understand if some symptoms such as headache might be a part of their

everyday life. We call this a “baseline” so that we know what symptoms are normal and common for your child. Keep a copy for your records, and turn in the original. If a concussion occurs, your child can fill out this checklist again. This Graded Symptom Checklist provides a list of symptoms to compare over time to follow your child’s recovery from the concussion.

What can happen if my child keeps playing with concussion symptoms or returns too soon after getting a concussion?

Athletes with the signs and symptoms of concussion should be removed from play immediately. There is NO same day return to play for a youth with a suspected concussion. Youth athletes may take more time to recover from concussion and are more prone to long-term serious problems from a concussion.

Even though a traditional brain scan (e.g., MRI or CT) may be “normal”, the brain has still been injured. Animal and human research studies show that a second blow before the brain has recovered can result in serious damage to the brain. If your athlete suffers another concussion before completely recovering from the first one, this can lead to prolonged recovery (weeks to months), or even to severe brain swelling (Second Impact Syndrome) with devastating consequences.

There is an increasing concern that head impact exposure and recurrent concussions may contribute to long-term neurological problems. One goal of concussion education is to prevent a too early return to play so that serious brain damage can be prevented.

Signs observed by teammates, parents and coaches include:

- Looks dizzy • Slurred speech
- Looks spaced out • Shows a change in personality or way of acting
- Confused about plays • Can’t recall events before or after the injury
- Forgets plays • Seizures or “has a fit”
- Is unsure of game, score, or opponent • Any change in typical behavior or personality
- Moves clumsily or awkwardly • Passes out
- Answers questions slowly

Symptoms may include one or more of the following:

- Headaches • Loss of memory
- “Pressure in head” • “Don’t feel right”
- Nausea or throws up • Tired or low energy
- Neck pain • Sadness

- Has trouble standing or walking • Nervousness or feeling on edge
- Blurred, double, or fuzzy vision • Irritability
- Bothered by light or noise • More emotional
- Feeling sluggish or slowed down • Confused
- Feeling foggy or groggy • Concentration or memory problems
- Drowsiness • Repeating the same question/comment
- Change in sleep patterns

What is Return to Learn?

Following a concussion, students may have difficulties with short- and long-term memory, concentration and organization.

They may require rest while recovering from injury (e.g., limit texting, video games, loud movies, or reading), and may also need to limit school attendance for a few days. As they return to school, the schedule might need to start with a few classes or a half-day. If recovery from a concussion is taking longer than expected, they may also benefit from a reduced class schedule and/or limited homework; a formal school assessment may also be necessary. Your school or physician can help suggest and make these changes. Students should complete the Return to Learn guidelines, successfully returning to a full school day and normal academic activities, before returning to play (unless your physician makes other recommendations). Go to the CIF website (cifstate.org) for more information on Return to Learn.

How is Return to Play (RTP) determined?

Concussion symptoms should be completely gone before returning to competition. A RTP progression is a gradual, step-wise increase in physical effort, sports-specific activities and then finally unrestricted activities. If symptoms worsen with activity, the progression should be stopped. If there are no symptoms the next day, exercise can be restarted at the previous stage.

RTP after concussion should occur only with medical clearance from a physician trained in the evaluation and management of concussions, and a step-wise progression program monitored by an athletic trainer, coach, or other identified school administrator. Please see cifstate.org for a graduated return to play plan. [AB 2127, a California state law effective 1/1/15, states that return to play (i.e., full competition) must be no sooner than 7 days after the concussion diagnosis has been made by a physician.]

Final Thoughts for Parents and Guardians:

It is well known that students will often not talk about signs of concussions, which is why this information sheet is so important to review with them. Teach your child to tell the coaching staff if they experience such symptoms, or if they suspect that a teammate has had a concussion. You should also feel comfortable talking to the coaches or athletic trainer about possible concussion signs and symptoms that you may be seeing in your child.

References:

- American Medical Society for Sports Medicine position statement: concussion in sport (2013)
- Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Berlin, October 2016
- <https://www.cdc.gov/traumaticbraininjury/PediatricmTBIGuideline.html>
- <https://www.cdc.gov/headsup/youthsports/index.html>

CIFSTATE.ORG Revised 02/2019 CIF