



Educating Mind † Heart † Spirit

**PARENT/STUDENT HANDBOOK**

2025 - 2026

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*We Transform the World!*

**CATHOLIC  
SCHOOLS**

THE ARCHDIOCESE OF GALVESTON-HOUSTON



### **Our Mission**

***Centered in the Eucharist, the Catholic Schools Office advocates for and supports Catholic Schools in the formation of disciples, educated in faith and intellect, who transform the world through service and evangelization.***

### **Our Vision**

***As theological leaders centered in the Eucharist, we serve our school communities in their efforts to thrive as effective Catholic schools committed to unceasing growth, academic excellence, and the evangelizing mission of the Church. Our Catholic school graduates reflect the face of God as faithful disciples, active learners, critical thinkers, and effective communicators.***

***"The legacy of a Catholic education is more than the knowledge imparted to our students; it is the development of a deep and abiding sense of faith, the realization of the value of moral character and the inspiration of a life-long journey of learning."***

***—Daniel Cardinal DiNardo***



THE ARCHDIOCESE OF  
GALVESTON-HOUSTON

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August 2025

Dear Sacred Heart Families,

Welcome to the new school year. As partners in the mission of Catholic education, we are deeply grateful for your trust and commitment to forming your children in faith, knowledge, and character.

This handbook is designed to provide you with important information about our school's policies, procedures, expectations, and values. It is intended to help foster a strong, respectful, and cooperative relationship between home and school—one that supports the academic, spiritual, and personal development of every child entrusted to our care. Please take the time to read this handbook carefully and keep it for reference throughout the year.

At Sacred Heart, our Catholic identity is at the heart of everything we do. Rooted in the teachings of Jesus Christ and the traditions of the Catholic Church, we strive to create a nurturing environment where children are encouraged to grow in virtue, discover their God-given gifts, and become thoughtful, compassionate members of the Church and society.

We recognize parents as the first and most important educators of their children. Together, through prayer, mutual respect, and shared purpose, we can guide our students to become young people of faith, integrity, and excellence.

May God bless you and your family in the months ahead. Let us continue to walk together in faith and love.

In Christ,

Mrs. Deb Brown  
Principal

*Children are a gift from the Lord; they are a reward from Him.*

*Psalms 127:3*

***The school maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time giving parents prompt notification if changes are made. The school has the right to withdraw student(s) or parent(s) for failure to comply with any of the policies in this handbook. All interpretation and application of the rules and policies in the Parent Student Handbook are at the sole and final discretion of the pastor and principal.***

## **ACCREDITATION**

Every seven years, Catholic schools in Texas participate in the accreditation process conducted by the Texas Catholic Conference of Bishops' Education Department (TCCB ED). Sacred Heart Catholic School completed its most recent accreditation in the fall of 2023 and is scheduled to undergo this process again in the fall of 2030.

## **MISSION STATEMENT**

Sacred Heart Catholic School commits to forming Disciples of Christ by instilling the values and teachings of the Catholic faith. We cultivate an environment that calls to holiness through service, while creating a thirst for knowledge and promoting academic excellence.

## **SCHOOL VISION**

Sacred Heart Catholic School guides children to be the Light of Christ.

## **SCHOOL PHILOSOPHY**

Sacred Heart Catholic School strives to be an expression of the teachings of the Church, passing on Christian hope and faith, deriving its philosophy from the Gospel and the teachings of the Catholic Church. Students, staff, teachers and parents purposefully create a community infused with religious truths and Christian values where self-discipline, respect and responsibility are taught and lived.

Education is directed toward the whole child- spiritual, intellectual, moral, social and physical, in order to bring each child to their full potential. Individual talents are developed, and children are encouraged to use their gifts in service to God, neighbor and community.

## **CATHOLIC IDENTITY**

Catholic Schools have as their central goal the formation of disciples providing students, parents, faculty and staff with opportunities to learn and live their Catholic faith. Catholic Identity is what sets us apart from other schools. The foundation for our Catholic Identity comes from the command of Jesus. "Go, therefore, and make disciples of all nations." (Matthew 23:19) We recognize Christ as the unseen but ever-present teacher in our classrooms. With Him as our model, we work together to provide students with experiences and opportunities to know and feel God as a real presence each day. All members of our school community are encouraged and expected to live as Jesus taught us to live accepting the responsibility for serving others by sharing the gifts and talents received from God.

We follow the teaching and example of Jesus and seek others do the same as Disciples of Christ. To encourage moral, social and spiritual growth, students are immersed in their religion throughout the school day. Prayer and reflection begin, permeate and end our daily routine. Classroom prayer tables, crucifixes and religious bulletin boards are reminders that Christ is here with us. The teachings of Jesus are taught by example and built into all areas of the curriculum, as well as our discipline program. Students deepen their knowledge of our Catholic faith through masses, serving as altar servers, cantors, choir members and lectors. They serve others through stewardship projects that reach the local, area and global communities. Students participate in Catholic traditions such as feast days, Living Rosary, Stations of the Cross, May Crowning and the celebration of Catholic Schools' Week.

Continuing to build the Catholic identity of Sacred Heart Catholic School is an ongoing goal. Therefore, opportunities are provided so that they can grow spiritually through prayer, retreats and religious in-services. Teachers are required to complete the Archdiocesan Catechist Certification Program. A Religion Coordinator guides our religious programs and activities as well as represents our school at the Archdiocesan level.

## **INSTRUCTION**

The Archdiocesan Religion Curriculum Guide is key to accomplishing our mission of transforming our world by forming witnesses and evangelists of Jesus Christ. The goals and objectives identified are essential for students to achieve necessary learning expectations so that they are able to articulate their faith. Schools also implement the Circle of Grace program.

## **CIRCLE OF GRACE**

The goal of the Circle of Grace program is to educate and empower children and young people to actively participate in a safe environment for themselves and others. This framework was created by a joint effort of the Office of Evangelization and Catechesis, the Office of Adolescent Catechesis and Evangelization, and the Catholic Schools Office.

All students attending Sacred Heart Catholic School participate in religion that is taught daily and is integrated into other subject areas and school activities, as well as guidance and discipline programs. Our religion permeates all that we do. Textbooks and resources are selected from a list of Archdiocesan approved materials. The Archdiocese of Galveston-Houston requires that parishes and schools provide instruction in family life

issues, social justice and sexuality catechesis. Sexuality catechesis is conducted as a partnership between home and school during the school year for grades K-8 incorporating Theology of the Body. The Archdiocese works in collaboration with schools to increase the faith knowledge of both students and faculty/staff. To assess and monitor faith formation, the Catholic Schools Office utilizes the Assessment of Religious Knowledge (ARK) for both students and faculty. Sacred Heart Catholic School also maintains active membership in the National Catholic Educational Association (NCEA), supporting its commitment to excellence in Catholic education.

### **LITURGY AND WORSHIP**

Students attend mass weekly. While PK3 students begin attending school masses when it is decided they are ready to sit through mass. Feast days and commemorations of special events or liturgical seasons may be planned and celebrated. Students in 2nd-8<sup>th</sup> grades are given opportunities to participate in the sacrament of reconciliation during the school year. Parents, family members, friends and parishioners are invited to worship with us. Students wear designated mass uniforms to school masses and all students are pair with a mass “Big Buddy”.

### **SACRAMENTAL PREPARATION**

We recognize that sacramental preparation is the primary responsibility of a child’s parents. Sacramental study is an integral part of the second-grade religion curriculum at Sacred Heart Catholic School and serves to support the family in this preparation. If you have questions about the sacramental preparation program, please contact the parish Office of Faith Formation.

### **STEWARDSHIP**

We are all called to serve mankind with Christ as our model. To be of service to others, we are called to put our love for God into action as disciples, to help “the least of our brothers”, to act as Christ has enjoined us to when he said, “Love one another as I love you.” (John 15: 12). Members of our school community are encouraged to live as Jesus taught us to live and accept our responsibility as disciples for serving all people by sharing the gifts and talents received from God. Stewardship is a key component to our religion program allowing members of our school community to experience the grace and joy of giving, to be reminded of our mission to serve, and to utilize the resources God provides for His Glory and betterment of His creation. The ministry of Jesus Christ through Works of Mercy, are charitable actions that aid our neighbors in their spiritual and bodily needs. The Works of Mercy allow families, students, and staff to participate in a variety of stewardship projects throughout the year.

Stewardship projects are planned to be age and grade level appropriate. Projects may be school wide, by grade level or by an individual classroom. Upper grade levels may plan off campus stewardship projects in the local and surrounding area. School wide projects are planned and coordinated in ways to serve other school and parish as the community and world we live in. Responding to our Baptismal commitment to serving others, we have incorporated a service requirement into religion classes.

The service hour requirements for 4<sup>th</sup>/5<sup>th</sup> grade is 10 hours and 6<sup>th</sup> /7<sup>th</sup> /8<sup>th</sup>/ grade is 20 hours. Students complete their service hours during the school year. They are given a log in which they record the date, service performed, the number of hours, and signature of the supervisor. The completed log is turned in to the religion teacher at the end of the school year and is a major religion grade for the fourth quarter.

### **ADVANCEMENT/DEVELOPMENT/MARKETING**

The Advancement office was established to support and share the mission and vision of Sacred Heart Catholic School throughout the community to build relationships and create awareness. Advancement provides leadership and management of the direction, planning and execution of development, communications and fundraising related activities for SHCS through strategic planning and executing marketing and communication activities that support relationships between the school and its external constituents to create a greater community presence which invites stewardship and support for the school.

### **GOALS AND PROGRAMS**

All goals set forth by the Archdiocese are related to the National Catholic Education Association (NCEA) National Standards and Benchmarks for Effective Catholic Schools. The CSO will work to provide annual goals

that will enhance the programming of our schools and elevate from good to great, and from great to even greater. In addition, schools write annual goals for curriculum, instruction and/or assessment that address their local programming, current situation, and strategic plan.

### **ADMISSIONS POLICY AND PROCEDURES (Archdiocese Policy 5110)**

Sacred Heart Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs and athletic and other school-administered programs.

Students that are applying for admission that have been home-schooled or transferring from a non-accredited school will be given assessments prior to any acceptance. Students from non-accredited school may not be accepted due to the former school's non-accredited status.

### **ADMISSION PROCEDURE**

An admission packet may be found on the website at [www.shcstx.com](http://www.shcstx.com). The completed application and enrollment packet must be submitted online. The following documents must be uploaded online or submitted to the school office with the required application fee.

### **DOCUMENTS TO INCLUDE:**

- Birth certificate
- Baptismal certificate
- Immunization record
- Previous school records \*\*\*Sacred Heart will request school records.
- Most recent report card
- Standardized testing results (if applicable)

### **AGE REQUIREMENTS:**

- A student entering Pre-K 3 must be 3 years of age on or before September 1 of the current school year.
- A student entering Pre-K 4 must be 4 years of age on or before September 1 of the current school year.
- A student entering Kindergarten must be 5 years of age on or before September 1 of the current school year.
- A student entering first grade must be 6 years of age on or before September 1 of the current school year.

### **TOILET TRAINING**

All children entering school must be fully toilet-trained before coming to school. Children will not be allowed to wear diapers or pullups while at school.

A toilet trained child can do the following:

- be able to tell the teacher they need to go to the restroom in sufficient time to avoid accidents,
- be able to pull their underwear and pants down and up without assistance,
- be able to get on and off the toilet by themselves,
- be able to wipe themselves after using the toilet,
- be able to wash and dry hands, and
- be able to postpone going if they must wait for someone who is in the bathroom or if they are outside, or away from the classroom.

Upon receipt of the application packet and fee, an admissions assessment will be administered. Prospective students are encouraged to shadow students in his/her current grade.

Once a student is accepted, a non-refundable registration fee is required.

A student is admitted to a school with the understanding that he/she is admitted on a probationary period the first nine weeks of school. Students with conditional acceptance are subject to administrative withdrawal if they fail to meet the expectations of the school or to follow school policies and procedures pursuant to school handbook guidelines.

A student's disregard of the rules and regulations may be deemed sufficient cause for expulsion. Expulsion may be appropriate because of conduct contrary to rules, regulations or behavior expectations that occur both on and off the school campus. Unsatisfactory academic performance may result in a student being dismissed or not being issued an invitation to return the following year. The Pastor/Principal have full authority to suspend or dismiss a student for the good of the school with or without cause.

### **WITHDRAWALS**

To officially withdraw a student, notice in writing must be given to the school office prior to the date of withdrawal. Any family who withdraws must wait one (1) full calendar year before reapplying. Transcripts and other school records will be released after all financial obligations have been met and all textbooks, library books, school issued technology, and any other school related items have been returned to the school in the same condition as when checked out to the student.

### **TERMINATION OF STUDENT ENROLLMENT**

#### **1. Inability to serve the student**

At any time, upon review of the students' academic, behavioral, emotional, and social progress, if it is determined that the student's needs are not being met through minor accommodations, Sacred Heart Catholic School will determine the appropriate procedures to take regarding the educational program of the student which may include termination of enrollment.

#### **2. Withdrawal of student for parent, other family members or guest's behavior.**

Misconduct committed by a member of the school's community other than a student (including parents, other family members, and guest) can significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents, other family members, or guest) may result in the expulsion or an administrative withdrawal of the student from the school.

All members of the school's community, including parents, family members or guests, are expected to comply with all school rules and policies while on campus and in communications with the school. All community members should be respectful, cooperate with the school with respect to all decisions affecting the students, and avoid behavior which disrupts the orderly administration of the school.

If any SHCS community member engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in our disagreement with the School's policies, methods of instruction, discipline, including on social media or in public or private texts or chat groups, the school reserves the right to place restrictions on the community member's involvement or activity at school, on school property, and/or at school related events.

A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. The failure of the student's parents, other family members, or guests to comply with these expectations, separate and apart from the students' conduct, may result in restricted access to the campus or administrative withdrawal of the students.

### **EXPECTATIONS OF PARENT/ LEGAL GUARDIAN**

The education of your child is a collaborative effort between you, your child and the faculty and staff at Sacred Heart Catholic School. Our teachers are dedicated professionals who have the education, training and skills to

provide an education which is centered on Catholic values, moral character, and academic development.

In order to demonstrate your commitment, full support and cooperation with the faculty and staff of Sacred Heart Catholic School in this partnership, we request that you meet the following expectations:

- Be a supportive partner with the Parish, the school and the teachers and provide assistance and support to your child/children as needed for academic and social success and hold your child/children responsible for his/her own choices and behavior.
- Understand and support the spiritual mission and identity of the school.
- Read all communication from the school and request clarification when necessary.
- Observe parent-teacher conference dates and special requests for meetings.
- Obey all classroom rules, guidelines, and procedures.
- Discuss concerns or problems with the appropriate personnel instead of resorting to or listening to gossip or group texts.
- Address concerns and problems with the person(s) most directly involved, within the appropriate time frame, before contacting higher authorities. Contact with teachers and administrators should be during school hours and not at home on their personal time or at any school sponsored event, social, athletic, or otherwise.
- Demonstrate thoughtful stewardship by being actively involved with the life of the school and the parish and volunteer assistance to the best of your ability.
- Understand that all students and parents are responsible for the good name of both the school and the parish, knowing that behavior outside of school that is non-exemplary or harmful to the school or others is not acceptable.
  - o If any SHCS parent engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, discipline, including on social media or in public or private texts or chat groups, the school reserves the right to place restrictions on the parent's involvement or activity at school, on school property, and/or at school-related events.
- Honor your financial obligations to the school through timely tuition payments and support of Sacred Heart Catholic School fundraising efforts.
- Arrive on time each day for morning drop-off and afternoon pick-up and adhere to the carpool guidelines in the handbook.
  - o Please drive slowly and carefully when you are on the property and be mindful of children and pedestrians.
  - o Talking on your cell phone while driving is not permitted on the school property.
- Monitor your students' use of TV, computer, video games, social networking sites and other media.
- Sign in at the front desk using RAPTOR system, check in with the front office, and wear a visitor's badge while on campus during school hours.
- Turn phones off or set to vibrate while on campus or at school functions.
- Refrain from bringing any device on campus that would threaten school and students' safety, such as a firearm or knife.
- Use of the school's name, logo or motto on any type of social media or in any other way, e.g. putting the name on t-shirts, is strictly prohibited unless specifically approved by the Principal.
- All parents must be Safe Haven certified. All parents who volunteer in any capacity, i.e., Read-A-Story, Room Parent, Chaperone, etc. must be Safe Haven certified.
- Trust that the school faculty, staff and administration are doing everything in their power to facilitate your child/children reach their potential.

We acknowledge that we are not the school for all families, and we will exercise the right to ask families to leave if any of the above expectations are seriously breached.

## FINANCIAL POLICIES

### TUITION AND FEES

Sacred Heart Catholic School expects that all families who have a student(s) enrolled in the school will satisfy their tuition and fees obligation when due. Parents are required to sign a Registration and Tuition Payment Agreement to complete each student's enrollment. Families have an option to pay tuition in full, two half payments (one being in July and the other in December) or in ten monthly online payments that begin in July. All tuition payments must go through FACTS, an online management service. A service fee of 2.95 % will be assessed per FACTS credit card transaction. Online payments are made monthly using a credit card, debit card or a checking account. In the event of a return payment, Facts will automatically charge a \$30 return payment fee. A late payment of \$35.00 will be assessed for late payments, which will accrue monthly.

Catholic students are eligible for Catholic tuition rates. If the child has received the Sacrament of Baptism and First Holy Communion (if age appropriate). Parents/guardians must be tithing members of a Catholic parish or will be charged the non-Catholic rate.

In order to reserve seats for the upcoming school year, Re-registration fees are paid either later in the current school year or upon admittance to the school.

### TUITION ASSISTANCE AWARDS

Parents may complete and submit applications for tuition assistance from the Archdiocese of Galveston Houston at [www.choosecatholicschools.org](http://www.choosecatholicschools.org) . All awards are determined and distributed by the archdiocese and are based on need.

A tuition scholarship program is established to provide financial assistance to Sacred Heart families. Tuition scholarships are awarded based on need rather than academic excellence. Families seeking tuition scholarships from Sacred Heart are required first to apply online to the Archdiocese of Galveston-Houston for assistance before a meeting can be requested with Sacred Heart's Scholarship Committee. A report from the Archdiocese will be sent to the school showing any tuition assistance awarded to a family prior to a family receiving a Sacred Heart scholarship. PK students are not eligible for assistance..

The Tuition Scholarship Committee (made up of non-school family members) will award tuition scholarships based on the family needs presented to the committee. Tuition scholarships are limited to a portion of the total tuition. The funds will be credited to the family's tuition account in FACTS. Families will be responsible for the balance of tuition to be paid in accordance with the tuition and fees policy. A family receiving a tuition scholarship must provide volunteer services to the school in support of various school activities, programs and events.

In the genuine spirit of Christian sharing, if during the school year covered by the tuition scholarship, a family becomes financially able to attend school without financial assistance, that family is expected to pay the remaining tuition, thus allowing aid to be extended to another family in need. Unplanned financial hardships may occur including but not limited to job loss, separation or death of a spouse, unusual medical expenses, etc., resulting in a need for emergency assistance. It is the responsibility of the family to promptly notify the principal in writing of a potential hardship to avoid adversely impacting the student's continued enrollment. When hardship cases are reported to the principal, alternate methods for payment of fees and tuition may be arranged at the sole discretion of the principal and pastor. If such hardship continues and a desire to remain at Sacred Heart Catholic School the following year exists, families must complete the Archdiocese tuition assistance application process. Withdrawal of a student to attend another school is not considered a hardship.

### FINANCIAL OBLIGATIONS

The obligation to pay tuition for the full academic year is unconditional as of July 1 of the current year or the effective date of the Tuition Agreement. No deduction or remission of tuition shall be made by the school for any absences, dismissal or withdrawal for disciplinary, academic, personal or other reasons whatsoever including school closure in the event of a disaster or pandemic. The principal will send a letter if tuition is 30 days past due as a reminder of financial obligations. Tuition 60 days past due will receive a joint letter from the pastor and principal. After 60 days of non-tuition payment the student(s) will be withdrawn. If a student's

tuition is past due to the school, the child will not be able to participate in any after school activity. This includes, but is not limited to sports, clubs and extracurricular programs. In addition, if there are any unpaid fees and/or tuition at the time of re-registration a student may not register until fees and/or tuition are current.

### **STUDENT WITHDRAWALS**

If a student withdraws from Sacred Heart Catholic School, a prorated tuition balance refund will be granted only in the case of:

- An extended illness.
- A move of the student's family from the area.
- Withdrawal requested by Sacred Heart School.

Tuition balance refunds for withdrawals other than the reasons listed above will be granted as follows:

- Withdrawals prior to school in August – 75% tuition balance refunded.
- Withdrawals in November – 50% tuition balance refunded.
- Withdrawals in January – 25% tuition balance refunded.
- Withdrawals after the last day of January of the current school year will not be granted.

### **ADMINISTRATIVE WITHDRAWAL**

The parent(s)/guardian(s) withdraw(s) the student from the school in lieu of the student being expelled. Therefore, he/she is no longer enrolled as a student and is indefinitely forbidden to attend any classes or school functions. The student should be given credit for all work prior to expulsion.

### **PARTICIPATORY COSTS**

Before and After School Care, class pictures, field trips, athletic and/or extra-curricular activities and other optional services are paid for by each family through FACTS to participate in such programs.

Lunches are an optional program being offered which will be purchased through the lunch vendor's website.

### **MONEY SENT TO THE SCHOOL OFFICE**

If cash or a check is sent to the school, it should be put in an ENVELOPE and include the Student's NAME and the PURPOSE of the Check.

### **WITHHOLDING REPORT CARDS**

Report cards and/or transcripts are not issued until all financial obligations are met.

### **SUMMER CAMPS**

All end of year financial obligations must be paid in full prior to a student participating in any summer camps or extracurricular school activities that may be offered.

## **ARRIVAL AND DISMISSAL PROCEDURE**

### **BEFORE SCHOOL CARE PROGRAM**

Students must be registered in advance to attend Before School Care. The Hours of operation are from 7:00 a.m. – 7:45 a.m. when school is in session. **Parents are required to sign in their child in upon arrival.**

### **STUDENT ARRIVAL**

Parents are asked to drop students off using the drive through in front of the school (refer to map on following page) beginning at 7:45 a.m. Students will go directly to the gymnasium where teachers will monitor students before the start of school. Parents attending morning assembly park in the church parking lot.

### **MORNING ASSEMBLY**

School begins daily at 8:00 a.m. as a community, except on Wednesday in the gym. Prayers, reflections, pledges, celebrations and announcements are shared within the school community.

## **STUDENT DISMISSAL**

Students **may not** be picked up between 2:45 p.m. - 3:30 p.m. so as not to interfere with student dismissal procedures. Dismissal is at 3:30 p.m. Any remaining students after dismissal will be sent to after school care program and charged a fee. Students may not be released during the day to anyone other than the parent or another adult authorized by the parent in writing or who is listed on the emergency contact list.

## **CAR RIDERS/CARPOOLS**

Students will be dismissed at 3:30 p.m. to careline or After School Care program. Procedures are in place to load students in a quick and orderly fashion. Students are loaded into the car on the passenger side of the car.

## **WALKING OR BICYCLE RIDING TO SCHOOL**

At the discretion of the principle, students may be allowed to walk or bicycle to and/or from school. Parents must make a written request and obtain written approval from the principal or designee prior to their child being allowed to walk or bicycle to and/or from school. The plan shall be monitored and adjusted as needed.

## **WEATHER RELATED DISMISSAL**

In the event of severe weather (heavy rain/lightening), or heat advisories (temperatures over 95 degrees or heat index over 100 degrees), parents may be required to park and walk to classrooms to pick up their children. During severe weather, the safety of our students, staff and members of our school community is our primary concern and takes precedence over convenience.

## **ATTENDANCE POLICIES**

Daily attendance is the only effective way to ensure continued academic progress. In compliance with The Texas Catholic Conference Education Department, schools are in session 180 days each year or 75,600 minutes. Parents/guardians are expected to honor the published school calendar. School absences are defined as family emergencies, or serious prolonged illness, dental and doctor appointments. The school is obliged to keep and maintain an accurate record of daily attendance for each student.

If it is necessary for parents to remove a child from classes for reasons other than family emergencies, or illness, a written request should be submitted to the school secretary indicating the reason for the absence and the number of days the student will be absent. A student not physically present at school is marked absent. A parent must sign students out at the school office if a student is leaving school early or sign the student in at the office when tardy.

The Archdiocese of Galveston-Houston uses compulsory attendance laws for Texas. Students are required to be in attendance for at least 90% of the day's classes in session to receive credit for the class/course. Excessive absences of 18 days or more (excused or unexcused) in the school year which is equivalent to 10% of the school year may affect student promotion, assurance of Middle School credits and/or re-enrollment for the following year. Cases are reviewed on an individual basis.

**Full Day Attendance:** To be counted as present for a full day of school, a student must be in attendance for a minimum of four instructional hours (240 minutes) of the instructional day.

**Half Day Attendance:** To be counted present for a half day of school, a student must be in attendance for a minimum of two instructional hours (120 minutes) of the instructional day.

Parents are required to call or e-mail the school office by 9:00 a.m. on the day of an absence or in advance. Calls made by students are not acceptable. If a student's absence is not confirmed by 9:00 a.m., the school office will attempt to contact the parents. When a student is absent from school for any reason, a written excuse signed by a parent or guardian must be sent to the student's teacher. Please indicate the date(s) of absence(s), student name and reason.

**Medical Absences:** Verification of medical and dental appointments is required from the medical or dental office on letterhead with physician's signature. Medical absences that require extended time off campus

require a physician treatment letter

Students are expected to make up assignments and tests after absences. They are given one day for each day absent to complete make-up work. In most cases students are given make-up assignments upon their return to school. Class work or assignments may not be available prior to a planned absence. A student absent for three or more days may have class work or homework left in the office. To receive homework on days that students are not present; parents need to e-mail teachers by 9:00 a.m. to request the work. Homework will be ready to be picked up in the office by 2:00 p.m.; however, teachers are not required to provide make up work/homework for unexcused absences. The school faculty is not obligated to provide special services to a student when a parent opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the school's calendar.

### **MEDICAL APPOINTMENTS**

Making medical appointments during the school day is strongly discouraged. Please make a sincere effort to have all doctors' appointments made after school. If this is impossible and a student must be dismissed early, a note is to be sent to the teacher. Parents should report to the school office to check out a student. Parents are required to sign the student back in at the school office before the student returns to class. Students are required to bring a doctor's note if they miss any part of the school day.

### **RESTRICTED PHYSICAL ACTIVITY**

If a student is unable to participate in Physical Education classes for more than 1 day, a Doctor's Note on letterhead must be submitted to the school nurse and PE teacher. The note should include specific date(s) that participation cannot occur. If participation in PE is not allowed, the student may not participate in extra-curricular activities (sports, electives or recess). A student who misses more than one (1) day of PE classes due to an injury may be given a written assignment about the subject being studied to receive a grade in PE. If a middle school student sits out "more than five (5) consecutive days" – that is equivalent to three (3) weeks of PE classes.

### **TARDY**

A student is tardy if he/she arrives after the 8:00 a.m. bell ring. A student who is late in the morning is required to report to the front office before being admitted to class. A student who is not picked up on time in the afternoon will be sent to after school care. Habitual tardiness is disruptive and seriously affects a student's school performance. Tardies are recorded for each grading period on report cards.

On the 5th tardy per quarter a First through Eighth grade student will serve an hour detention after school and each tardy following for that quarter. Each student will be charged a fee of \$15.00 for after school detention. Pre-k and Kinder will be charged \$15.00 on the fifth tardy but will not serve detention. If necessary, parents will be contacted to discuss habitual tardiness, and students may be subject to dismissal from school. The \$15.00 fee per child/per detention will be included in the family monthly tuition payment. The fee is to pay an employee to man after school detention.

**A Perfect Attendance Award is given at the end of the year to students who have not been absent the entire school year. Five (5) tardies is equal to one (1) day absent.**

### **EARLY DISMISSAL**

There may be occasions when school dismisses at **12:00 p.m.** (noon). Early **dismissal days** are identified on the school calendar. The **After School Care Program (ASAP)** is always an option for students to attend, but students must be registered to attend ASAP and make the school aware of attendance in advance.

**Please note:** After School Care will **not** be available on early dismissal days scheduled for **Parent-Teacher Conferences** or **Field Day**. Families should make alternate arrangements for those specific dates.

### **EMERGENCY DISMISSAL**

Emergency dismissals may be made at any time by the Principal or designated administrator when a serious condition such as emergency weather, etc., warrants it. Students may not be released during the day to anyone

other than the parent or another adult who has been authorized by the parent in writing or who is listed on the emergency contact list.

### **EXCLUSION FROM SCHOOL**

Students diagnosed with a communicable disease will contact the principal and school nurse. Sacred Heart will follow the TCCB ED Health Manual exclusions and requirements.

### **STUDENT RECORDS**

Student Records are integral to the instruction process. The cumulative folder is a record of each student's school history and contains the student's yearly progress in academic subjects and indicates measurable student abilities such as those reflected by scores on standardized benchmarks. Parents or legal guardians may not scan, photograph, or otherwise digitally capture student records using a mobile device while viewing them on campus.

Contents in the cumulative folder should include, but are not limited to the following:

- legal name of student,
- place and date of birth,
- sex of student,
- name and address of parent (guardian) of minor student,
- religious preference,
- school entrance date,
- date and place of Baptism, First Eucharist, and First Reconciliation, if applicable,
- standardized benchmark results, and
- verification of required immunizations.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. A copy of such a document must be in the student's school file. Divorced or separated parents are required to file with SHCS certified copies of the most recent court orders together with all amendments, modifications and supplements. Parents are to ensure that the school has a complete and unaltered set of certified copies of the applicable court orders. Failure to follow this policy may result in the involuntary withdrawal of the student from the school. In cases of joint custody, both parents will be equally informed of their child's progress.

Continued strife between the parents is harmful to the student and does not set a good example for them. It is expected that divorced or separated parents will treat one another with Christian charity and will display a spirit of forgiveness. Ongoing parental disputes can be counterproductive to the mission of the school and in some cases, it is appropriate to discuss whether continued enrollment of the student is a viable option.

### **CUSTODY AND RELEASE OF STUDENTS AND/OR RECORDS**

#### **Subpoenas for Records in Child Custody Matter**

Catholic Schools in the Archdiocese of Galveston-Houston attempt to conform to appropriate court orders regarding their children, parents/guardians are to ensure that the school has a complete and unaltered set of certified copies of the applicable court orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the school. When parents/guardians choose to litigate their disputes in Court, both the Catholic Schools Office and the Archdiocesan Legal Department will attempt to minimize the involvement of the school, its teachers and personnel.

The school will endeavor not to take sides in disputes between parents/guardians, in recognition of the crucial role of both parents in the lives of their children. Continued strife between the parents/guardians is harmful to the children and does not set a good example for them. It is expected that parents and guardians will treat one another with Christian charity. Ongoing parental disputes can be counterproductive to the mission of the school and when appropriate, the Pastor will be contacted to discuss whether continued enrollment of the child(ren) is a viable option.

The parent/guardian initiating the subpoena must reimburse the school for reasonable costs of production. The school

shall charge the parent initiating a subpoena a fee for the time and resources spent on obtaining and copying records. Photocopy costs will be billed at a rate of \$1.00 per page. An additional fee will be charged to the parent/guardians issuing a subpoena for a personal appearance by a school employee. The parent/guardian issuing a subpoena for a personal appearance by a school employee. The parent/guardian will be charged for the cost of hiring a substitute or the daily rate for the subpoenaed employee. Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in the school, agrees that he or she shall pay a fee to the school.

**Request to Release Student Divorced parents:**

- Release student only to the custodial parent. An exception can be made only upon the written request of the custodial parent. Written requests shall be kept on file.
- A change in custody should be noted with a copy of the most recent court order or court document and kept on file.
- Any procedure outside of these guidelines must be approved by Principal.
- Release student to either parent unless there is a notarized statement from the parent-in-residence on file.

**Request to See Student at School**

**Divorced parents who do not have joint custody:**

- Contact a custodial parent and abide by the expressed wishes of that parent.

**Separated parents:**

- Permit either person to visit.

**Medical Emergency**

**Divorced parents:**

- Use emergency information listed in the student file.
- If joint custody has not been awarded, contact custodial parent first.

**Separated parents:**

- Use emergency information listed in the student file.
- May contact either parent

**The Archdiocese School Council Policy states: “A student shall not be released to any person other than the legal guardian (managing Conservator) except when the administrator has reasonable assurance that the release is authorized by the managing conservator.”**

**The guidelines to implement this policy are as follows:**

1. The parent(s), guardian or legal custodian (the term “legal custodian” shall mean all such persons) shall be those persons identified as such on the student’s enrollment, census registration and emergency form.
2. A student shall not be released to any person other than the legal custodian except when the principal has reasonable assurance that the legal custodian authorizes the release. The questioned authorization for the release of a student shall be confirmed by the principal with the legal custodian. The principal may demand appropriate identification or authorization in writing from the student’s legal custodian. Further, the principal may demand that written authorization be confirmed by telephone or in person.
3. When a person attempts to change the rights of release involving the originally stated custodian, the principal shall take the following actions before releasing the student:
  - Notify the person presumed to be the student’s legal custodian of the attempted change.
  - Ask the person requesting the change to produce a certified (state or provincial) court order, with an official seal and signature, authorizing such a change. Court orders from other (jurisdictions) will not be recognized.
  - Ask the person requesting the change to provide a copy of the court order for the student’s records. The written request shall state on the copy that the original court order has been verified

and is a true copy.

When the principal believes, an unauthorized person might attempt to remove a student from the school grounds, the principal shall use reasonable means to prevent the student's removal. When necessary, the principal shall contact the appropriate local law enforcement agency or officers to request assistance. The principal also shall contact the student's legal custodian.

## **CHILD ABUSE**

### **School Report of Suspected Abuse or Neglect**

Under Texas law, any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by anyone (including other children or adults) must promptly report the possible abuse or neglect to CPS. Additionally, all school employees (including but not limited to teachers, staff, assistants, and before and aftercare workers) must make the required report as soon as possible, but within 48 hours of suspecting the abuse or neglect.

### **FORGOTTEN ITEMS, MESSAGES, DELIVERIES & TELEPHONE USE**

An important part of building responsibility in children is allowing them to experience logical and natural consequences. We ask that you not bring forgotten academic items to school (homework, projects, etc.). If an academic item is brought to a student, the student will have the same consequence as if submitting a late assignment.

If lunch is forgotten it may be brought to the office. Otherwise, a lunch will be provided for students who forget to bring their lunch to school. Fast food may be brought in as a treat for birthdays, but not on a regular basis in place of forgotten lunches.

Deliveries of items, such as flowers, balloons, etc. for students are not accepted. Classrooms will not be interrupted to deliver messages or items to students unless it is an emergency. The office staff is not responsible for calling classrooms, emailing teachers, or delivering forgotten lunches or other items. Students may check the drop off counter in the front office to see if something has been left for them. Students may use the school phone only in an emergency but are not allowed to use campus telephones for forgotten items nor are they allowed to re-enter classrooms after dismissal to get forgotten items.

Your cooperation in efforts to build responsibility in our students is appreciated.

## **UNIFORMS**

Students are required to wear school uniforms every day, unless given special permission by the principal. **All clothing should be labeled with the student's name.** The uniform dress code is strictly enforced, and the dress code is to be always followed. Students in violation of the dress code will be given a uniform infraction. These violations will affect students' conduct grade. **Uniforms are to be purchased from Risse Brothers School Uniforms. [www.rissebrothers.com](http://www.rissebrothers.com) or at 346-319-4176. \*\*\*All uniform clothing must be purchased from Risse Brothers. NO EXCEPTIONS.**

## **DRESS CODE FOR STUDENTS**

A student's general appearance reflects his/her attitude toward the school and themselves. Sacred Heart Catholic School students dressed in uniform represent and reflect the tradition of Sacred Heart Catholic School. Sacred Heart Catholic School will be the sole judge of what is improper grooming and/or attire. Students' out-of-dress code will be sent to the office. Parents may be contacted to bring proper uniform attire for student(s) to remain at school.

Spirit Day: The first Thursday of the month is "SPIRIT DAY" unless otherwise noted on the school calendar or through a school-wide email. Students may wear the following as an option to the school uniform: the current year's spirit t-shirt (sold through the school) with long blue jeans (no stains, tears

or marking) or school uniform pants, shorts or skirts.

Shirts/blouses: All shirts/blouses must be neat, clean and tucked in allowing the waistband and/or belt to show. No 'blousing out'. Shirts/blouses are to be correct size, not baggy.

Shorts: Uniform walking shorts may be worn from the start of school through November 30<sup>th</sup> and from March 1<sup>st</sup> through the end of school.

Shoes: Matching pairs of athletic (rubber-sole) shoes for boys and girls may have the upper part of tennis shoes in solid black, grey, navy or white with a white sole. Laces must always be tied. No lights, pumps, platforms, boots, high tops, backless, open-toed, or wheels allowed on shoes. No prints or patterns. Neon colors are unacceptable on the shoe or the shoelaces. Shoes must tie or Velcro securely to the foot. (\*Please see Girls/Boys breakdown below for Sperry policy.) **Prior to Entering First Grade students must be able to tie shoelaces.**

Socks/tights: Girls must wear navy cable knee socks on Mass days. Non-mass day's girls may wear navy bobby socks and PK-3<sup>rd</sup> may wear navy bobby socks or white plaid ruffle socks. "No show" socks are not acceptable. Girls may not wear leggings under uniform shorts, dresses, skirts, or jumpers; navy tights are allowed during the cold weather. Boys may wear white crew socks with shorts and navy or black crew socks with pants. 8<sup>th</sup> grade boys will wear navy, black or khaki crew socks with pants. (Crew socks are socks that are above the ankle.)

School Jackets/Coats: Navy fleece jackets with the school logo may be worn and must be purchased through Risse Brothers. Sacred Heart hoodies may only be worn during sporting events not during school hours. Non-uniform jackets/coats are allowed when weather conditions require more than the fleece jacket.

Jewelry: Girls may wear one set of small, stud, pierced earrings at a time. No dangling, loop or brightly colored earrings are allowed. One religious bracelet permitted (girls or boys). A modest, religious medal or cross on a simple chain along with one small ring, and one watch are allowed. No Choker necklaces. No iWatches, or other beeping/chiming watches are permitted. No body piercing or tattoos. The school will not be responsible for the loss, breakage or theft of jewelry and/or other personal items. Jewelry not conforming to the guidelines will be taken from the student and returned as designated by the administration.

Cosmetics: Makeup, Nail polish, perfume, cologne or fake nails are not permitted to wear to school.

Hair: Hair must be neat, clean, natural color and always groomed. No bleaching, tinting, or highlights. Hairstyles that are deemed distracting to the educational environment are inappropriate. Boys' hair length cannot cover the eyebrows or be longer than the collar of a shirt. Boys' hair must be neatly trimmed, no ponytails and/or braids. Facial hair is not allowed. Girls' hair must be controlled with barrettes, clips, etc. to keep it out of the face (long hair should be pulled back on PE days). **Hair bows must be red, navy, white or uniform material purchased at Risse Brothers.** \*NO other color hair accessories are acceptable. Hair ribbons and ponytail holders are not to be worn as bracelets. A parent/guardian will be notified by the administration to remedy distracting appearance deemed not suitable for school.

Hats: No hats, caps, or head coverings may be worn in the school building during the school day.

Backpacks: Rolling backpacks are not allowed.

Scout uniforms: Boy and Girl Scouts are permitted to wear their uniforms to school for meeting days. Scout uniforms **may not** be worn to school on Mass days.

PE Uniforms: Middle School students (6<sup>th</sup> – 8<sup>th</sup>) are required to wear designated uniforms during PE

class. The uniform consists of a t-shirt, shorts (athletic pants- optional) which are available for purchase through the school. Tennis shoes are also part of the PE uniform requirements.

### **NON-UNIFORM PRIVILEGES**

During the school year, special days may be designated as non-uniform dress days. Students are instructed as to what constitutes appropriate attire for these occasions. Certain types of apparel are inappropriate for school even on non-uniform dress days including halters, shorts, skirts, or dresses that are not school uniform length, shorts with fringe, shorts made of sweat-pant or jersey material, spaghetti-strap tops or dresses, T-shirts with offensive slogans/symbols, backless shoes, “no-show” socks and ragged clothing.

Failure to dress appropriately will result in parents being notified to bring appropriate clothing to the student to change into to remain at school. A uniform dress code violation will be reflected in a student’s conduct grade.

Students not abiding by the dress code may result in exclusion from the special activity/event that day or the possibility of losing future “non-uniform” privileges.

**All articles of clothing MUST have the student’s name written inside the item. Please use a permanent marker to ensure that clothing can be returned to its rightful owner.**

### **GIRLS**

**Mass Uniform for PK3 – 3<sup>rd</sup> Grade Girls:** White short/long sleeve Peter Pan collared shirt depending on the weather is required to be worn under the Mass Jumper. **Jumpers are only for Mass.** The jumper may not be more than 2 inches above the knee. A red cardigan monogrammed with Sacred Heart Catholic School Conroe in white and block font should be worn with the jumpers, as a part of the mass uniform. Navy cable knee socks and closed toe “Sunday” shoes (no Sperry’s or tennis shoes) are allowed to be worn for Mass. *Ex. Mary Jane’s may be worn every day of the week, but school appropriate tennis shoes are always required for PE.*

**Mass Uniform for 4<sup>th</sup> – 7<sup>th</sup> Grade Girls:** White short/long sleeve Peter Pan collared shirt depending on the weather is required to be worn with the Mass plaid pleated skirt that has a 2-inch band at the top of the skirt and the skirt may not be more than 2 inches above the knee. A red sleeveless vest monogrammed with Sacred Heart Catholic School Conroe in navy with block font. Navy cable knee socks and closed toe “Sunday” shoes (no Sperry’s or tennis shoes) are allowed to be worn for Mass. *Ex. Mary Jane’s may be worn every day of the week, but school appropriate tennis shoes are always required for PE.*

**Mass Uniform for 8<sup>th</sup> Grade Girls:** White short/long sleeve Peter Pan collared shirt depending on the weather is required to be worn with the Mass khaki pleated skirt that has a 2-inch band at the top of the skirt and may not be more than 2 inches above the knee. A navy sleeveless vest monogrammed with Sacred Heart Catholic School Conroe in white with block font. Navy cable knee socks and closed toe “Sunday” shoes (no Sperry’s or tennis shoes) are allowed to be worn for Mass. *Ex. Mary Jane’s may be worn every day of the week, but school appropriate tennis shoes are always required for PE.*

**Non-Mass Attire for PK3-PK4 Grade Girls:** Red polo dress with school monogram with white or navy bobby socks with school plaid or white plain bobby socks with tennis shoes. Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes). In addition to tennis shoes, tan, navy or black Sperry’s (no patterns, enhancements/sequins are allowed on Sperry’s) or closed toe shoes like Mary Janes. Risse Brothers also sells a navy and white saddle oxford tennis shoe that is allowed to be worn for school but not for P.E. classes. Navy pants with red short or long sleeve polo shirt with school monograms in cold weather. White or navy tights may be worn red polo dresses in cold weather. Fleece Jackets are worn during cold months.

**Non- Mass Attire for K – 7<sup>th</sup> Grade Girls:** Red polo’s long or short sleeve depending on student’s preference with monogram Sacred Heart Catholic School Conroe in navy and block font. Plaid skirt no more than 2 inches above the knee or navy flat front pants. (PK and K girls are not required to wear belts and may buy pants with

elastic waists) If pants are worn, a navy or black braided or smooth belt must be worn. Navy nylon knee socks or navy bobby socks for 4<sup>th</sup> – 7<sup>th</sup> grades. In addition, PK – 3<sup>rd</sup> Grade may wear plaid ruffle socks. Navy tights may be worn during cold weather. Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) in addition to tan, navy or black Sperry's (no patterns, enhancements/sequins are allowed on Sperry's) or closed toe shoes. Parker also sells navy and white saddle oxford tennis shoes that is allowed.

**Non-Mass Attire for 8<sup>th</sup> Grade Girls:** Navy polo's long or short sleeve depending on student's preference with monogram Sacred Heart Catholic School Conroe in white and block font. Khaki skort no more than 2 inches above the knee or khaki flat front pants. If pants are worn, a brown braided or smooth belt must be worn. Navy nylon knee socks or navy bobby socks. Navy tights may be worn during cold weather. Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) in addition to tan, navy or black Sperry's (no patterns, enhancements/sequins are allowed on Sperry's) or closed toe shoes. Risse Brothers also sells navy and white saddle oxford tennis shoes that is allowed.

**\*\*Hair bows may be red, navy, white or plaid uniform material and may be worn on any day of the week.**

## **BOYS**

**Mass Uniform for PK3 – 7<sup>th</sup> Grade Boys:** White button-down collared shirt long or short sleeve depending on the weather with a red sleeveless vest monogrammed with Sacred Heart Catholic School Conroe in navy and block font. Navy flat front pants with a black or navy braided or smooth belt. **PK and K boys are not required to wear belts and may buy pants with elastic waists.** "Sunday" closed toe shoes in navy, black or natural/brown in color with navy or black crew socks. Boys may wear Sperry's to Mass. No tennis shoes may be worn for Mass. (crew socks are socks that are above the ankle.)

**Mass Uniform for 8<sup>th</sup> Grade Boys:** White button-down collared shirt long or short sleeve depending on the weather with a navy sleeveless vest monogrammed with Sacred Heart Catholic School Conroe in white and block font. Khaki flat front pants with brown braided or smooth belt. "Sunday" closed toe shoes in either navy, black or natural/brown in color with navy, black or khaki crew socks. Boys may wear Sperry's to Mass. No tennis shoes may be worn for Mass. (crew socks are socks that are above the ankle.)

**Non – Mass Attire for PK3 – 7<sup>th</sup> Grade Boys:** Red Polo's long or short sleeve depending on student's preference with monogram Sacred Heart Catholic School Conroe in navy and block font. Navy flat front or performance shorts no higher than 2 inches above the knee or navy flat front pants worn with black or navy braided or smooth belt.

**PK – K boys are not required to wear belts and may buy pants with elastic waists.** Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) in addition to navy, black or natural/brown Sperry's. Boys may wear white crew socks (socks that are above the ankle) with shorts and navy or black crew socks with pants.

**Non – Mass Attire for 8<sup>th</sup> Grade Boys:** Navy Polo's long or short sleeve depending on student's preference with monogram Sacred Heart Catholic School Conroe in white and block font. Khaki flat front shorts no higher than 2 inches above the knee or khaki flat front pants worn with black, navy or khaki braided or smooth belt. Solid upper part of tennis shoes in black, grey, navy or white with a white sole may be worn (no neon anywhere on tennis shoes) in addition to navy, black or natural/brown Sperry's. 8<sup>th</sup> grade boys may wear white crew socks (socks that above the ankle) with shorts and navy, black or khaki socks with pants.

**\*\*\*On PE days, all students are to wear tennis shoes or bring them to change into for PE class. PE shoes should be tennis shoes that have support and are for PE activities. Neon is not allowed on any tennis shoes worn at Sacred Heart Catholic School during school hours by any students. Tennis shoes must tie or Velcro securely to the foot.**

## ACADEMIC POLICIES

### CURRICULUM AND GUIDELINES

The Catholic School shall be distinguished by its unique curriculum which shall be designed to provide instruction not only in human knowledge and skills, but also in religious truths and Gospel values.

Religion is the center of education in Catholic schools in the Archdiocese of Galveston/Houston. The religious dimension of the school extends throughout all subject areas and all school activities. Daily prayer, in addition to the weekly Mass and special liturgical celebrations provide a framework in which Gospel values can flourish.

Sacred Heart Catholic School shall maintain a balanced curriculum that includes Religion, Language Arts (English-grammar and composition, reading, vocabulary, spelling, and handwriting), science (including inquiry-based investigations), social studies, fine arts, health, guidance, physical education, technology application and foreign language.

Standards and Instructional Resources the Archdiocese of Galveston-Houston has identified are the Texas Essential Knowledge and Skills (TEKS) as the academic standards that serve as the foundation for curriculum development. Catholic identity is incorporated using the Catholic Curriculum Standards from the Cardinal Newman Society. We are committed to providing a curriculum that is coherent, guaranteed, and viable so that our students are prepared for heaven, college, and career. The Curriculum Growth Continuum is an ongoing process for creating, revising, and updating resources for schools to utilize as we strive to provide academic excellence for the students. Archdiocesan Guidebooks specific to content areas and grounded on the premise of research-based best practices serve as a primary resource for schools in planning curriculum, instruction, and assessment that meet the needs and expectations of the school community. The use of Guidebooks ensures our Catholicity and raises the bar through rigor.

It is the responsibility of the school principal to ensure that the instructional goals and objectives of the school are effectively developed, implemented, and evaluated by the faculty and staff through organization of the curriculum, the learning climate, and the educational experiences that provide for the personal growth and development of each student.

### ARTIFICIAL INTELLIGENCE

This policy outlines the guidelines and principles governing the appropriate use of Artificial Intelligence (AI) in our Catholic school community. As a faith-based educational institution, we recognize the potential benefits and challenges that AI presents. Our commitment to upholding Catholic values and ethical standards extends to the integration of AI technologies into our learning environment. The primary aim of this policy is to ensure that AI applications are utilized responsibly, ethically, and in alignment with our mission of fostering holistic development, respect for human dignity, all the cultivation of responsible digital citizenship, all while promoting and emphasizing Catholic values.

The purpose of incorporating AI into our educational practices for sixth through eighth grades is to enhance teaching and learning experiences, promote academic excellence, foster creativity, and streamline administrative processes.

**Definitions for the Purpose of this Policy:** Artificial Intelligence (AI): Refers to the development of computer systems that can perform tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making, and language translation.

**AI Technologies:** Encompasses machine learning, natural language learning, natural language processing, computer vision, and other advanced computational methods used to enable machines to mimic cognitive functions.

**AI Applications:** Specific uses of AI technologies, such as educational software, virtual assistants, and automated decision-making tools.

## RESPONSIBILITY OF USING AI IN THE CLASSROOM

**Educational Enhancement:** AI should be utilized to augment and enhance teaching and learning activities, fostering individualized learning, and supporting students with different learning styles. AI integration aims to enhance education by tailoring learning materials to individual needs, accommodating diverse learning styles, and addressing specific challenges. This fosters inclusivity and maximizes each student's academic potential.

**Student Ethical AI Usage and Academic Integrity:** The school is committed to educating students on the ethical use of AI in academic settings, emphasizing the importance of learning thinking, and problem-solving, as well as original work and proper attribution. Students are expected to uphold academic integrity standards and use of AI tools responsibly. Faculty members are expected to provide guidance on the acceptable use of AI, emphasizing the importance of independently producing work, and citing sources appropriately. In cases where AI tools are integrated into assignments, clear guidelines will be provided to ensure that students understand how to leverage these tools ethically, avoiding plagiarism, and promoting academic honesty. Violations of these principles may result in disciplinary actions in accordance with the school's academic integrity policies. This policy aligns with the school's mission to foster a learning environment that values integrity, individual effort, and responsible use of technology.

## MISSED CLASS ASSIGNMENTS

To promote responsibility in our students it is the responsibility of the student (beginning in 4<sup>th</sup> grade) to keep up with class assignments. Students with excused absences will make up any work missed.

- Students entering the school later in the day will make up the work missed.
- Students absent on the day of a test are expected to take the test on the first day of returning to school.
- Students will be given an allowance of one school day for each day the student was absent to make up assigned work.
- On the day of an absence, class work/homework requests need to be emailed to the homeroom teacher by 9:00 a.m. to allow sufficient time for teachers to collect work. If an email is not received by 9:00 a.m. the student will receive the work from the teacher the following day or upon returning to school.

## HOMEWORK

Assignments should reinforce skills previously taught, foster habits of independent study and meet the growth needs of students. Third, through Fifth Grades and Middle School structure requires coordination of assignments to avoid excessive amounts of work.

PK – Fifth Grade will be assigned homework Monday – Thursday and Sixth – Eighth Grades will be assigned homework Monday – Friday.

The approximate homework time allotment per night is:

PK	0 - 15 minutes
Grades K – 1 <sup>st</sup>	15 - 30 minutes
Grades 2 <sup>nd</sup> – 3 <sup>rd</sup>	30 - 45 minutes
Grades 4 <sup>th</sup> – 5 <sup>th</sup>	45 - 60 minutes
Grades 6 <sup>th</sup> – 8 <sup>th</sup>	60 – 90 minutes

## REPORT CARDS AND PROGRESS REPORTS

Sacred Heart's grading period is reported in quarters; (approximately every 45 days).

Report cards are issued four times a year at the end of each quarter and Progress Reports are sent home at the midpoint of each quarter.

## PROMOTION AND RETENTION

A student is promoted when all skills and objectives have been attained for a particular grade level. Social promotions and skipping of grade levels are prohibited by TCCB ED.

### Retention at the Elementary/Middle School Level

Retention of a student is to be considered a last resort for students who do not meet the academic criteria for promotion. Any decision concerning retention must be made after considering all factors including:

- age of student
- maturity of student
- degree of deficiency in the students learning, as per grade level requirements
- achievement and instructional data
- review of academic interventions and
- any other special circumstances that have hindered academic progress for the student.

### STANDARDIZED TESTING

The Archdiocese has identified the following assessments as the standardized testing program for elementary schools. The Catholic Schools Office determines and publishes testing windows as part of the master calendar.

The standardized assessment provides longitudinal and growth data. The ARK (Assessment of Religious Knowledge) test is a standardized assessment designed to measure the religious knowledge and beliefs of students in Catholic Schools specifically for grades second and is given once a year. The ARK is administered to all professional personnel every three years. In addition, all professional personnel take classes to attain a Catechetical Certification/Renewal and non-Catholics receive a Catholic Knowledge Certificate.

Grade Level	Assessment	Time of Year
Pre-K & K	No Requirements	
1st Grade	<b>NWEA</b> •*Reading Fluency with Dyslexia Screener •MAP Growth-Reading, Math	<b>3 Times a Year:</b> Beginning, Middle, and End of Year based on NWEA assessment windows <b>3 Times a Year:</b> Beginning, Middle, and End of Year based on ARCHGH assessment windows
2nd -3rd Grades	<b>NWEA</b> •*Reading Fluency with Dyslexia Screener •MAP Growth-Reading, Math, Language	<b>3 Times a Year:</b> Beginning, Middle, and End of Year based on NWEA assessment windows <b>3 Times a Year:</b> Beginning, Middle, and End of Year based on ARCHGH assessment windows
4th-8th Grades	<b>NWEA</b> •MAP Growth-Reading, Math, Language •Science	<b>3 Times a Year:</b> Beginning, Middle, and End of Year based on NWEA assessment windows <b>2 Times a Year:</b> Beginning, Middle, and End of Year based on ARCHGH assessment windows
1st-8th Grades	<b>ARK</b>	End-of-Year
Professional Staff Members	<b>ARK</b>	End-of-Year (Every 3 Years)
*Reading Fluency should be assessed outside of the ARCHGH assessment windows.		

### ASSESSMENT AND GRADING

We believe that all students can learn and can demonstrate mastery through use of their God given gifts. Each school is responsible for assessment of student progress based upon curriculum standards adopted by the Archdiocese of Galveston-Houston. Consistency is necessary in grading practices to ensure that grades are accurate, meaningful, and supportive of learning.

It is important to assess students based on the expectations of the curriculum and clearly defined learning criteria. As we shift our focus towards raising academic rigor, it is logical that we shift assessment and grading practices to support the development of long-term understanding and 21st Century skill acquisition. Teachers will collect authentic evidence of student achievement, and for this reason, a balanced process including formative summative assessments.

**Formative assessments** are designed to monitor student learning and understanding prior to and during the teaching of the content and to inform instructional decisions such as the need for re-teaching. They are used to identifying needs, planning next steps, and providing students with feedback.

**Summative assessments** are designed to measure student learning and understanding at the conclusion of teaching the content. The purpose of summative assessment is to evaluate student learning at the end of an instructional unit (by comparing it against some standard or benchmark). Summative assessments are conducted after sufficient instruction, practice, and feedback are delivered, usually requiring students to demonstrate mastery of grade level content standards.

<b>Formative Assessment Examples</b>	<b>Summative Assessment Examples</b>
Informal teacher questions Conference with student Informal observation Rough drafts of written work Learning log (in process) Reflective journal (multiple entries) Mathematical problem-solving steps Practice science experiment Rehearsal of a presentation Working portfolio Practice checklists Practice rubrics (analytical) Graphic organizer Classwork Quiz Exit Ticket Self-evaluation Benchmark or interim test	Formal oral interview Conference with student Formal observation Final copy of written work Final learning log entries Mathematical final solution Final science experiment Final presentation End of unit project/product Showcase portfolio Final checklist Final rubric (analytical & holistic) Self-evaluation Teacher-made test Chapter test End of unit test Semester, mid-term, or final exams Standardized test

The suggested range of percentages for formative and summative assessment for Grade Levels.

<i>Elementary (1<sup>st</sup>-5<sup>th</sup>)</i>	<i>Middle School (6<sup>th</sup>-8<sup>th</sup>)</i>
Formative Assessments – 40-60%	Formative Assessments – 30-50%
Summative Assessments – 30-50%	Summative Assessments – 40-60%
*Homework - <=10%	*Homework - <=10%

Weight of grades is required in first through eighth grade. Averages are calculated on a percentage basis for each type or category of assignment.

**Elementary 1<sup>st</sup> -5<sup>th</sup>**  
 Formative 45%  
 Summative 55%

**Middle School 6<sup>th</sup> -8<sup>th</sup>**  
 Formative 45%  
 Summative 55%

**1<sup>st</sup> – 8<sup>th</sup> Grades**

Numerical grades are given on student report cards for all core subjects. An academic Average is any subject that is below 70% is an F. The highest grade and report card is 100%. The designated Evaluation Code is used for all

other subjects and conduct grades.

**Core Subjects**

Grade Levels	Format	Scale	Required for...
1st-2nd	Numerical	A-F	Religion, Reading, English, Writing, Math
	Alpha	E-U	Science, Social Studies, Ancillary, Conduct
3rd -5th	Numerical	A-F	Religion, Reading, English, Writing, Writing, Math, Science, Social Studies, Spanish(5th)
	Alpha	E-U	Ancillary, Conduct
6th – 8th	Numerical	A-F	Religion, Reading, English, Writing, Math, Science, Social Studies, Spanish/Ancillary
	Alpha	E-U	Conduct

\* Spelling is graded as part of English (1st -4th grades)

**ELEMENTARY SCHOOL GRADE**

**ACADEMIC GRADES:**

**Early Childhood Grading Scale (Grades PK3 through Kindergarten)**

- NY Not Yet
- S Sometimes
- C Consistently
- NA Not Assessed (Not used on K Report)

**Content Area Grading Scale (Grades 1st-8th)**

- A 93-100
- B 85-92
- C 77-84
- D 70-76
- F 69 or Below

**ANCILLARY GRADING SCALES (Elementary 1<sup>st</sup> -5<sup>th</sup>)**

- E Exceeds Expectations 93-100
- S Satisfies Expectations 85-92
- N Needs Improvement 77-84
- U Unsatisfactory 69 or below

**ANCILLARY GRADING SCALE (Middle School)**

- A 93-100
- B 85-92
- C 77-84
- D 70-76
- F 69 or Below

**CONDUCT (PK-8<sup>th</sup> Grades)**

- E Exceeds Expectations
- S Satisfies Expectation
- N Needs Improvement
- U Unsatisfactory

**CONDUCT GRADES**

Conduct is marked for each subject when multiple teachers teach different content at the same grade. In the case of a self-contained classroom, one grade is given for conduct. Conduct in Special Classes should be reflected in the weekly conduct grade. Specials' Teachers are responsible for contacting parent(s) about student(s) behavior in their perspective classes. The Evaluation Code of E, S, and N is to be used for Conduct Grades.

## MID-TERM AND FINAL TESTS GRADES FOR CORE SUBJECTS

6<sup>th</sup> – 8<sup>th</sup> Grades - Each Quarter Grading Period is 20% of the final yearly average. In addition, mid-term exams are 10%, final exams are 10% and together with each quarter the total is equal to 100%.

Ex.	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	Midterm	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Final	Yearly Average
	20%	20%	10%	20%	20%	10%	100%

## CALCULATION OF FINAL AVERAGES ON REPORT CARDS/PERMANENT RECORD

The Final Average will be calculated by averaging only the core subjects. Non-core grades will not be considered in the final average. This will add consistency from year to year when looking at a student's overall average and growth.

Report cards and Permanent Records will have number grades. A Permanent Record of grades is kept for each student in his/her Cumulative Folder housed in the office.

## MODIFIED GRADES

When the curriculum expectations are modified and a Catholic School Accommodation Plan (CAP) specifies modifications, then the student's progress is transitioned to an individualized standard-based report.

## CREDIT RECOVERY POLICY

Middle school students must complete the minimum of 8 credits per year for each year 6-7-8 to graduate. Should a student receive an F as a final average, the student should be given an opportunity for credit recovery. The method used for credit recovery is determined by the school principal. Students should register at their local independent school district to take a credit recovery class.

## CREDIT BY EXAMINATION

TCCB ED allows students in grades 6th – 12th to earn credit for a course based on credit by examination (CBE). CBE is one method for students to demonstrate proficiency in grade level or course content and CBE's may be administered by the school or test provider of an assessment. A CBE can be taken either with no prior instruction or with prior instruction. Once a credit is earned, the student's grade for the course will be reported as "CE" for credit earned by examination.

## GRADUATION

Eighth Grade Graduation is scheduled five instructional days before the last day of school. Students are given information on the appropriate attire for graduation and all students are required to attend graduation practice in order to participate in the graduation ceremony. (In the case of a severe violation of the school's policies, a student may lose the privilege of participating in graduation activities.) Should a student fail a subject or end the school year with an incomplete score, he/she may participate in graduation activities. A completion certificate and transcript for the student will be issued only after successful completion of the course requirements to remove the incomplete or receiving a passing grade in summer school. In the event of non-payment of tuition and/or fees, lost items such as library books, textbooks, athletic uniforms, etc., Report Cards, Completion Certificates and other academic records will be held until accounts are settled.

Graduation is held in the church during a school scheduled Mass with a reception in the Moran. Siblings of the graduates are excused from school activities to attend family graduation celebrations after the reception. Other activities planned by parents are held off campus.

## AWARDS

An award ceremony is held at the end of each quarter to acknowledge students who are receiving the A or AB Honor Roll Certificate. Students achieving the following criteria for each category will be recognized.

- **A Honor Roll – all A's in all core subjects**
- **AB Honor Roll – all A's and B's in all core subjects and at least one A in a core subject must**

**be earned to be awarded the AB Honor Roll.**

- **Light of Faith Award-presented at mass to 1 student in each grade level**

The end of year Award Ceremony will recognize those students who are receiving an Academic Award, Perfect Attendance Award and 4<sup>th</sup> quarter A or AB Honor Roll Award.

**Academic Award:** Final yearly average of 93 or above in all core subjects.

**Perfect Attendance:** No absences during the school year. Five (5) tardies is equal to 1 absence.

**A Honor Roll:** All A's in all core subjects

**AB Honor Roll:** All A's and B's in all core subjects and at least one A is received in a core subject.

### **OUTSTANDING ACADEMIC STUDENT AWARD**

The Outstanding Student Award is presented to an Eighth-Grade student who has attained the highest-grade point average. The grade point average is an average of core subjects in 6<sup>th</sup> – 8<sup>th</sup> grades and is obtained from the student's permanent record card. The principal will verify all calculations.

### **SPECIAL NEEDS LEARNERS AND REFERRALS**

Consistent with the contents of the Church document, To Teach as Jesus Did, and the Pastoral Statement of the U.S. Bishops, Persons with Disabilities, the Archdiocese seeks to include students with special needs in our schools to the extent that the needs of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, Sacred Heart Catholic School is cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for Sacred Heart Catholic School, the local district is Conroe ISD). This process must be conducted in consultation with the private schools' representatives to ensure equitable access for the private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

### **LEGAL REFERENCES TO SERVICES**

The Rehabilitation Act of 1973, Section 504 educational, provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, Sacred Heart will offer services to eligible students with special needs, when possible. Private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

### **SPECIAL SERVICES RECORDS**

All psychological and diagnostic evaluations and reports regarding testing of students received from local public schools, persons, or agencies are forwarded to Sacred Heart Catholic School, upon request. These records are kept in a secure file area and accessible only to the principal, and the appropriate personnel working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

### **CRITERIA FOR ACCEPTANCE**

In making a determination, regarding the admittance of a special needs learner, the school will review the child's ability to meet the school's academic, behavioral, social, and physical qualifications. Sacred Heart Catholic School will determine its ability to meet the need of the student applicant. Consideration will be given to the following:

- Students demonstrated the ability to meet grade level requirements.

- Record of student's ability to follow school rules and regulations.
- Student's ability to meet the physical requirements of attendance.
- Student's ability to meet socially acceptable behaviors.

### **Admissions for Students with Special Needs**

Parents must complete a Special Needs Information Disclosure Form and an Authorization for Release of Confidential Information/Records Form, prior to acceptance. Principals and other appropriate school personnel review current academic, social, medical, and psychological/diagnostic evaluations to determine if the applicant is qualified to enroll, with or without his or her disability. If the applicant is qualified for enrollment, the principal will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If eligibility for admission is determined, the school will discuss a Catholic School Accommodation Plan with parents. The CAP must be on file at the school and updated annually.

### **Student Identification for Referral of Currently Enrolled Students**

If a student is identified by the teacher or parent as having difficulty with school tasks, academics, behaviors, and/or emotions he or she will discuss concerns with the principal.

The principal appoints an educational team to review the child's classroom observations and academic progress to determine if additional interventions are required or a psychological/diagnostic evaluation referral is recommended. The team may include the principal, classroom teacher, designated intervention specialist, guidance counselor and any other school personnel that work with the student. If a psychological/diagnostic evaluation is recommended, then the principal and educational team will provide parents with referral information to the local school district and/or private agency.

Documentation for all referrals must be kept in the student file. The principal and the educational team will be responsible for gathering the following data and documentation:

- The student's current educational status including attendance records, grades, assessment data, and classroom observations,
- Previous educational interventions and strategies provided for the student and results,
- Documentation of recent vision and hearing screening,
- Updated general health history inventory
- Other relevant information is provided by the parents or teachers.

After all evaluations are completed by the local school district and/or private agency parents will be expected to disclose any pertinent information that may assist Sacred Heart Catholic School in determining the appropriate educational program for the child.

The principals and other appropriate school personnel will review the evaluation and determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. When accommodations are determined; the school will begin the process with parents to discuss a Catholic School Accommodation Plan.

### **ACCOMMODATIONS**

The purpose of the accommodation is to provide the appropriate instruction according to the individual student's special needs. Accommodation does not alter the content, expectations, or standards, but rather adjusts instructional methods. When using accommodation, students are expected to meet the grade level standards set for all students. Accommodation does not alter grading of student progress for a student on a CAP Plan.

Any student diagnosed with a disability has received a thorough psychological/diagnostic evaluation from the local school district and/or a private agency may be eligible for an accommodated educational program.

The Catholic Schools Office reserves the right to access any student file as appropriate. Accommodation for a student may be noted on the progress report and report card but not on the permanent school record.

## **MODIFICATIONS**

Modifications are changes in what a student is expected to learn. They refer to changes made to curriculum expectations to meet the needs of the students. Modifications are made when the grade level expectations are beyond or below the student's level of ability. The changes are made to provide a student with the opportunity to participate meaningfully and productively, along with other students, in classroom and school learning experiences. Modifications include changes in instructional level, content, and performance criteria.

Catholic Schools strive to recognize and address the needs of all those who seek a Catholic education. Within the resources of each school, schools will offer services to eligible children with exceptional learning needs, when possible. However, private schools are not required to significantly alter their programs, lower, or substantially modify their standards to accommodate a child with special needs. Catholic schools are only required to make minor adjustments to accommodate eligible students. Modifications to a student's educational program are documented on the report card, progress report, and the cumulative permanent school record.

Any modifications made to a student's educational program must be requested from the Catholic Schools Office via special request.

## **STANDARDIZED ASSESSMENT FOR STUDENT WITH EXCEPTIONAL LEARNING NEEDS**

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocesan standardized assessment. Accommodation is provided to students who are diagnosed with a disability and have provided the school with a complete psychological/diagnostic student evaluation from a psychologist or diagnostician. A student must have a Catholic School Accommodation Plan on file with documented testing recommendations from the local school district or private agency to receive testing accommodations.

## **GUIDANCE PROGRAM**

The mission of the Archdiocese of Galveston-Houston comprehensive developmental guidance program is to foster a student's spiritual, social, emotional, academic, and physical growth. It provides opportunities for all to learn and live creatively, and to relate to God, self, family, peers, and others responsibly. Through this program students will learn to manage their emotions, build self-awareness, maintain positive relationships, show empathy and understanding for others, and make decisions based on their faith. In supporting student social-emotional learning, the Archdiocese of Galveston-Houston has implemented The Collaborative for Academic, Social, and Emotional Learning (CASEL) Framework, the Disciple of Christ-Education in Virtue Framework and a Bullying Prevention Framework. CASEL fosters knowledge, skills, and mindsets across five areas of competence and multiple key settings to establish positive learning environments. The Disciple of Christ Education in Virtue is steeped in a Catholic worldview and fosters cardinal and theological virtues formation.

## **LIBRARY**

Sacred Heart Catholic School is fortunate to have an ever-growing library and media center. The library is central to the school's total education mission. As such, the library program is fully integrated into the curriculum serving the school's educational goals and objectives. The principal works together with the librarian, teachers and students to ensure that the program contributes fully to the educational process of the school and meets the library standards of the Texas Catholic Education Department. The library offers both traditional resources and new technologies such as teaching and learning tools. Care is taken to ensure that books in the collection are consistent with Catholic tradition and values.

Each class has a scheduled library time. Students are allowed to check out a specified number of books according to their grade level. Parents are urged to encourage reading and proper care of borrowed materials.

## **LIBRARY FINES**

- Books that are lost or completely defaced must be paid for.
- If a student pays for a lost library book and later finds the book the money will be returned.

Books may be purchased for birthdays or in memory of a loved one and donated to the school library in that person's honor. To celebrate the donation, your child will be the first to check out the new book from the library.

## LUNCH

### SCHOOL NUTRITION PROGRAM

The link between nutrition and learning is well documented. Healthy eating habits are essential for students to achieve their full academic potential, full physical and mental growth, as well as lifelong health and well-being. To promote a healthier environment in schools, the Texas Department of Agriculture issued the Texas Public School Nutrition Policy. Although we are not required to comply with the policy, we have adopted many of the policy recommendations as part of our lunch and snack program. These recommendations pertain mainly to the fat and sugar content of foods, and foods of minimal nutritional value (certain candy, sodas, water ices, etc.). More fruit and vegetables will be included in the lunch menu. Frying will not be used as a method of preparation of food. The USDA recommendation for portions sizes will be used as a guideline for school lunches. **Note: the kitchen on campus is a catering kitchen and does not support a full-service meal program and may limit some of the menu options offered to students and staff.**

### SNACKS

Students are encouraged to bring a healthy snack to school each day. Please help your student pack snacks low in fat, sodium, caffeine, sugar, and dyes. Due to food allergies, students are not permitted to share or exchange food during snack time. School staff do not routinely give candy to students as a reward or treat.

Students may bring their lunch from home or purchase lunch from the school's vendor, which can be accessed from the school website School Lunch Program. Parents preorder and prepay for lunches through the lunch vendor's website. The lunch vendor sets prices for meals.

Students who bring their lunch do not have access to cold storage or heating appliances. Large cooler type lunchboxes are not permitted due to the limited space in classrooms for storage. Students bringing lunch and snacks must furnish utensils and condiments. Please help your student pack lunches low in fat, sodium, caffeine, sugar, and dyes. Students should bring no more than one each day. Carbonated and energy drinks and gum are prohibited. For safety purposes, glass containers should not be used to pack lunches or drinks. Due to food allergies, students are not permitted to share or exchange food during lunchtime.

A lunch will be provided for students who forget to bring their lunch to school. Parents will be billed by the lunch vendor. Fast food may be brought in as a treat for birthdays, but not on a regular basis in place of forgotten lunches. Lunchtime is an opportunity for students to develop friendships and independence. Our goal is to create a situation where children can socialize and enjoy their meal in an orderly environment.

The school offers a lunch program that allows meals to be purchased. Participation is not required, and students may choose to bring lunch from home if they prefer. (Lunches brought from home may not be packed with glass containers). The program provides a variety of nutritious meal options designed to meet dietary guidelines and support healthy eating habits. Students are not permitted to share or exchange food during snack or lunch times. Students bring their own water bottles to school for water during the day and for lunch. There is a refilling water station on each floor for students to refill water bottles. Carbonated drinks, gum and candy are not allowed to be brought for lunch. Fast food may be brought in as a treat for birthdays, but not on a regular basis in place of forgotten lunches.

Parents/Guest are invited to have lunch with their child on special occasions but not daily. For out-of-town family members who come for a single visit and join students for lunch, a birthday lunch or single special treat, safe haven compliance is not necessary. Lunch is enjoyed at a designated area and upon completion of lunch visitors check out through the school office.

We ask that you assist us by following procedures and implementing the cafeteria expectations below while in the cafeteria and at guest tables. Visitors should refrain from interacting with or redirecting students other than their own.

## LUNCH EXPECTATION

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> <li>• Include others</li> <li>• Use quiet voices</li> <li>• Use good table manners</li> <li>• Respect cafeteria staff</li> <li>• Respect others' food &amp; space</li> <li>• Follow adult directions</li> <li>• Take turns &amp; wait patiently</li> </ul>	<ul style="list-style-type: none"> <li>• Eat your own food</li> <li>• Sit in assigned area</li> <li>• Use signals to leave seat</li> <li>• Use your time wisely</li> <li>• Clean your area, table &amp; floor</li> <li>• Throw trash away when instructed</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Stay in line with hands, feet &amp; objects to self</li> <li>• Report &amp; clean up spills &amp; messes</li> <li>• Lights off - voices off</li> </ul>

Lunchtime is an opportunity for students to develop friendships and independence. Our goal is to create a situation where children can socialize and enjoy their meals in an orderly environment.

## LUNCH/RECESS SCHEDULE

Grades	Lunch	Recess
Kinder - 2 <sup>nd</sup>	11:00 a.m. – 11:30 a.m.	11:30 a.m. – 11:55 a.m.
3 <sup>rd</sup> – 5 <sup>th</sup>	11:30 a.m. – 12:00 p.m.	11:00 a.m. – 11:25 a.m.
6 <sup>th</sup> – 8 <sup>th</sup>	12:05 p.m. – 12:25 p.m.	12:35 p.m. – 12:45 p.m.
PK	12:35 p.m. – 1:05 p.m.	Flex Times -10:30 a.m. – 11:00 a.m.

### PLAYGROUND SUPERVISION

During Recess, students are expected to play safely, follow school rules, and treat others with respect. They should use playground equipment properly and stay within designated areas. Teachers and staff are responsible for supervising the playground, ensuring student safety, addressing any issues that arise, and encouraging inclusive play among students.

All faculty and staff have been assigned duty positions where students will be supervised. A “Duty Schedule” will be shared with all faculty and staff at the beginning of each school year. The playground areas include the field, playground equipment for appropriate ages and the new playground area behind the school.

Effective supervision of students during recess and lunch periods is required so that discipline may be maintained, and student conduct regulated.

Staff should refrain from distractions such as use of a cell phone, grading, etc. while supervising students. Students are never to be left unsupervised in a classroom or common area. Restrooms should be monitored closely

#### Guidelines for monitoring students on the playground:

- Walk among the students, do not stand or sit in a group away from them. Circulating and monitor.
- If you notice a stranger on the playground, please use walkie-talkie to notify the school office.
- Games that involve pulling or grabbing on clothing or tackling are not allowed.
- When a student is doing something that could be unsafe to him/her or others; first tell them to stop and explain danger briefly. If the behavior continues, remove the student from the activity and isolate him/her from playing the remainder of playtime. All Students will mind and respect all school personnel and parent volunteers.
- All students must stay away from fences and bushes against the fences.

- When a ball goes over the fence: The person on duty needs to remain on duty. Maintenance personnel will retrieve balls when they are available. No student ever goes over or outside the fence.

**EXTENDED DAY PROGRAMS**

**AFTER SCHOOL ACTIVITIES PROGRAM (ASAP)**

Sacred Heart Catholic School offers an extended day program to Sacred Heart students. The After School Activities Program (ASAP) is provided for use by parents whose working hours do not permit them to pick up their students at dismissal times. The program is open from 3:30 p.m. to 6:00 p.m. Monday – Friday. ASAP is offered on days when school is in session, and on early release days. ASAP will be offered on staff development days if student registration requires it to be open.

Registration fee: There is a \$45.00 registration fee per child. Every child that stays for ASAP must be pre-registered. The form must be completely filled out, signed and include the registration fee which is non-refundable.

ASAP is not prepared for drop-ins. If an emergency arises such that a family member is unable to pick up a student by 3:30 p.m., the parent must call the school office and ask for the student to be sent to ASAP. A fee will be charged for using ASAP.

Fees for After School Care are all pro-rated based on required student days/minutes set TCCB ED. Parents accept full responsibility for the payment of all tuition and fees if a student is dismissed from the program.

<b>Tuition for ASAP</b>	<b>Monthly Rate</b>	<b>Full Time Annual Rate</b>
Monday-Friday	\$295.00 per month	\$2,000.00
Three days/week Two days a week	\$195.00 per month \$135.00 per month	\$1,640.00
Emergency Drop-in Fee \$25.00 per day		

**A \$45.00 FEE WILL BE LEVIED ON ALL RETURN CHECKS.**

The tuition is billed on the first of the month, and is non-refundable if the child is absent. Payment must be made online through FACTS. Financial policies apply as previously stated in the financial section.

Families must commit to using the ASAP program for two, three or five days per week from August to May to qualify for this rate. The two- or three-day option must identify the days the program will be used to ensure adequate adult supervision and to be prepared for activities each day. This commitment must be made in August.

Rules and regulations: ASAP is an extension of Sacred Heart Catholic School and adheres to the same procedures and regulations.

1. Dress Code
2. Behavior Expectations
3. Discipline

If a student enrolled in ASAP is present at school, he/she will attend ASAP unless the school is notified by 2:45 p.m. the parent of a change to the normal routine.

Facilities used: After School Room, Playground and Gym.

Activities: Snacks, study time/ quiet time, organized free time, crafts, games, etc.

Pick-up policies: Parents will park on the east side of the school by the ASAP rooms to pick up students attending ASAP. Parents will call ASAP at 936-521-5917 or 936-521-5921 and the students will be escorted to the locked gate to be signed out by parents. **All students must be picked up by 6:00 p.m.** If a student is not picked

up on time, the charge is \$1.00 per minute, starting at 6:00 p.m. (Sacred Heart Catholic School clock time). This fee will be added to the parents FACTS account.

No adult other than those listed on the ASAP form will be allowed to pick up a student from the program. If there is a change in a person picking up a student, the school office and ASAP must be notified in writing. Any adult picking up a student, other than parents, will be asked to show a valid driver's license. An Uber is not allowed to pick up a student unless the parent is in the Uber.

Termination: ASAP services may be terminated for an individual student by the Principal. Written notice will be issued for the following:

- The abuse of ASAP hours (continual late pick-up).
- Non-payment of fees/tuition for the program. Tuition in arrears for one month will be grounds for termination.
- Failure of an adult or student to maintain a standard of conduct.

Any enrolled ASAP student who attends an after-school activity (Scout meetings, dance, etc.) must first report to ASAP to sign in. Student(s) will then be escorted to the after-school activity and return to ASAP when the activity is complete by the adult leader of the activity.

# Become A Saint Guidelines

## *Peacemakers*

Follow Directions

- |                               |                              |
|-------------------------------|------------------------------|
| ✚ Shall Not Hit               | ✚ Shall Not Call Names       |
| ✚ Shall Not Show Disrespect   | ✚ Shall Not Threats          |
| ✚ Shall Not Argue             | ✚ Shall Not Whine            |
| ✚ Shall Not Tease             | ✚ Shall Not Cheat            |
| ✚ Shall Not Act Irresponsibly | ✚ Shall Not Destroy Property |
| ✚ Shall Not Lie               | ✚ Shall Not Annoy Others     |
| ✚ Shall Not Throw Tantrums    | ✚ Shall Not Steal            |

## *Peacebreakers*

Do Not... Follow Directions

- |                     |                    |
|---------------------|--------------------|
| ✚ Hit               | ✚ Call Names       |
| ✚ Disrespect        | ✚ Threaten         |
| ✚ Argue             | ✚ Whine            |
| ✚ Tease             | ✚ Cheat            |
| ✚ Act Irresponsibly | ✚ Destroy Property |
| ✚ Lie               | ✚ Annoy Others     |
| ✚ Throw Tantrums    | ✚ Steal            |

## **DISCIPLINE**

In a Catholic school, discipline is viewed as a form of loving guidance rooted in the teachings of Jesus Christ. It is not simply about enforcing rules, but about forming character, promoting self-control, and helping students grow in virtue. Discipline in this context seeks to nurture the whole person – spiritually, morally, emotionally, and intellectually – so that students learn to make responsible choices, respect others, and live in accordance with Gospel values. Through consistent expectations and compassionate correction, discipline in a Catholic school supports a community of faith, respects, and learning.

When a student disturbs the learning environment of the school and/or is disruptive to others, school personnel will take appropriate action to promote the individual students' positive self-development and self-discipline. The primary consideration in all disciplinary decisions is the obligation of the school to maintain a learning environment that is not disrupted due to a student's behavior and is a safe place for students to learn. It is the role and responsibility of parents, as the first educators of their children, as well as teachers to facilitate this type of growth and development of children.

## **SCHOOL WIDE AND CLASSROOM DISCIPLINE PLANS**

School-wide and classroom discipline plans are essential for creating a safe, respectful, and productive learning environment. A school-wide discipline plan establishes consistent expectations, rules and consequences that apply to all students across campus. This unified approach promotes fairness, reinforces positive behavior, and ensures that everyone – students, teachers, and staff – understands their roles in maintaining order and respect.

Behavior of students in school wide – setting can affect the overall climate of the school and have an impact on classroom behavior, expectations for conduct in areas such as hallways, restrooms, playground, cafeteria and church are taught, modeled and practiced. We believe that all students can work toward and attain good conduct with Christ as their model. The school wide plan revolves around four beliefs that faculty, staff and students strive to model each day. The following chart details the school's wide expectations for behavior in relation to the four school beliefs.

Sacred Heart Catholic School faculty,  
staff and students work to...

- ✓ **BE Respectful**
- ✓ **BE Responsible**
- ✓ **BE Safe &**
- ✓ **BE Christ-like**

in all that we do.

In the classroom, individual discipline plans align with the school-wide framework but are tailored to meet specific needs and dynamics of each class. Teachers set clear expectations, routines, and consequences while fostering a supportive atmosphere where students feel valued and responsible for their actions. Both school wide and classroom discipline plans aim to guide students toward self-discipline, respect for others, and personal growth, expulsion, revocation of the volunteer's services, or being asked to withdraw the students from the school.

**\*\*A Refocus Form or Principal Forms is given to a student when undesired behavior occurs consistently on campus.**

Parents and students must sign the Parent Student Handbook Acknowledgement Form. By doing so, they agree to read and follow rules and regulations set forth in the Parent Student Handbook. The principal retains the right to amend the policy book for just cause and the parents will be given prompt notification if changes are made.

## **EVALUATION**

Evaluation by an outside agency may be recommended when a student repeatedly fails to respond to efforts made to correct behavior that is unacceptable or that interferes with the learning environment.

## **STUDENT RIGHTS – SCHOOL ENVIRONMENT**

### **PERSONAL PROPERTY**

Toys, CD players, laser pens, handheld computer games, iPods, iPads, electronic games, other electronic gadgets, etc. should not be brought to school. Inline skates, skateboards, and shoes with concealed inline wheels are prohibited on school property. The school is not responsible for damage, breakage, lost items, or liability for injury. If school personnel see students with personal property that should not be at school, items are confiscated and held until the end of the school day. Repeated incidents may require parents to come to school to retrieve the items from the teacher or principal.

Animals should not be brought on campus without prior approval of the principal and the classroom teacher since they can pose health and safety issues for students and staff, especially to those who have allergies or may have a fear of animals. This includes before and after school activities, athletic events and personal pickup during dismissal. Visiting animals must be on a leash or in a cage and always supervised by an adult.

### **BULLYING/HARRASSMENT/SEXUAL HARRASSMENT**

- Sacred Heart Catholic School endeavors that all students enjoy a safe and healthy school environment. As a matter of both school policy and religious moral teaching, students engaging in bullying, harassment, and other such behavior, seriously or in jest, whether verbally written or online, may be subject to disciplinary action up to and including suspension and/or expulsion.
- The Principal and/or other designated administrator will explore all complaints of bullying, harassment, or any other types of threatening behavior, whether verbal, written, or online according to the guidelines listed in the policy. All allegations of bullying, harassment, and/or other threatening behavior shall be taken seriously and addressed in a timely manner.

#### **Bullying**

Bullying occurs when a student or group of students engages in ongoing written, verbal expression, or physical conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property, or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
- Examples: Bullying of a student may include, but is not limited to, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor reading, ostracism and cyberbullying.

#### **Harassment**

Harassment is conduct:

- Based on one's race, color, religion, sex, national, and ethnic origin, age, or disability when the conduct is so severe, persistent, or pervasive that the conduct affects one's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, hostile or offensive educational environment: has the purpose or effect of substantially or unreasonably interfering with one's academic performance; or otherwise adversely affects one's educational opportunities.
- That threatens to cause harm or bodily injury; is sexually intimidating; causes physical damage to the property of a student's subjects, a student to physical confinement or restraint or maliciously and substantially harms a student's physical or emotional health or safety. \*This is punishable as the crime of harassment under Penal Code 42.07\*

The types of harassment include conduct as follows:

- Verbal Harassment includes, but is not limited to, inappropriate, derogatory, threatening, obscene, or sexually suggestive comments, letters, notes, invitation, or jokes, communicated verbally or in written form, including those sent or shared through electronic means.
- Physical Harassment includes, but is not limited to, unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual Harassment includes, but is not limited to, derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, clothing, or suggestive looks, leering, gesturing, or staring at another's body.
- Sexual Harassment includes, but is not limited to, unwelcome sexual advances, request for sexual advances or factors, or other verbal or physical conduct or communication of a sexual nature. Sexual harassment may require the school to notify local law enforcement authorities.

### **Reports of Bullying, Harassment, or other Threatening Behavior**

Any member of the school community who witnesses or becomes aware of, an instance of bullying behaviors directed against a member of the school community shall report such bullying behaviors to the Principal/designee. All reports shall be kept confidential to the extent possible. Any questions regarding bullying behaviors or making complaints should be directed to the Principal/designee.

When reports of bullying, harassment, abuse, or other threatening behavior are made, the Principal/Designee shall follow best practices in dealing with this type of behavior including:

- Communicating the expectation that every individual engaged in the school program should be mindful of the behavior between and amount students taking corrective action, when necessary;
- Addressing allegations rather than brushing them off as “just teasing”;
- Enforcing the school's discipline policies and procedures justly and consistently;
- Reviewing discipline policies and procedures related to reports of bullying, harassment, or other threatening behavior in the Family Handbook to inform parents and students.

Failure to promptly report may impair the principal/staff member's ability to explore and address the prohibited conduct. CPS and the police authorities may need to be notified as bullying, harassment, sexual harassment, and behaviors such as this can result or lead to a matter that needs to be reported. This is true even when the behavior is between students.

### **Consequences of Bullying or Harassment**

Any student who engages in bullying or harassment of another individual is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

NOTE: Should substantiated conduct outside of the school environment come to the attention of the school, this may serve as grounds for discipline, as students at this school are expected to always align their lives to Christian Principles. Off-Campus or off-network incidents that cause a substantial disruption to the operation of the school may be treated as if they had occurred on-campus.

A charge of bullying or harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying will result in disciplinary action up to, and including, expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged bully or harasser may be sent home pending the conclusion of the investigation from the school.

## **SEARCH & SEIZURE**

**SCHOOL OWNED PROPERTY AND EQUIPMENT** Employees and volunteers shall have no expectation of privacy in the use of school property and equipment. The school retains the right to conduct searches of school premises, property, and equipment, including school communication and information systems such as school-owned cell phones and computers.

### **SEARCH OF LOCKERS AND SEARCH AND CONFISCATION OF STUDENT BELONGINGS**

Lockers are school property and should be maintained by school authorities to protect the safety of all. A student assigned to a locker might have exclusive use, but not proprietary rights versus the school. Personal belongings, including cell phones and digital devices on school property or at school events can be confiscated if they are deemed illegal, unsafe, material to an investigation, or disruptive to the operation of the school. School officials have the right to protect the health, welfare, and safety of students against alcohol and drugs, weapons, and other contraband materials.

### **WEAPONS AND FIREAMS**

Sacred Heart Catholic School prohibits anyone, except for licensed peace officers, from possessing or carrying firearms or anything constructed to be a weapon. (toy gun, replica of a weapon, explosives, knives, or other potentially dangerous items) on school property or on or at any school function conducted on the school campus. Any threats or acts of violence, aggressive behavior or offensive comments will not be permitted.

A student on school property or attending a school sponsored or school related activity may be subject to removal from class, suspension, expulsion, and/or referred for prosecution if he or she possesses, uses, or conceals a weapon/firearm.

Upon discovery of a weapon/firearm, the Principal will immediately confiscate the weapon/firearm and notify the parent/guardian and the proper authorities.

### **POSSESSION OR USE OF CONTROLLED SUBSTANCES**

A student is subject to removal from class, suspension, expulsion and/or referred for prosecution if he or she:

- Possesses or uses a chemical substance.
- Sells or Dispenses illegal drugs and narcotics (hard or soft drugs, alcohol, inhalers, marijuana or a controlled substance)
- Acts under the influence of an illegal drug-alcohol, narcotic, marijuana or controlled substance
- Misuses or overdoses on prescription or over-the-counter medication.
- Possession of and/or distributing nicotine/vape pen to self or others.
- Possession of vape pens and/or lighters.

### **VAPING POLICY**

Smoking or using tobacco products including e-cigarettes/vape pens at a school-related or school-sanctioned activity on or off school property is prohibited. If a student is caught vaping in school, he/she could face disciplinary action, including detention, suspension, or even expulsion.

### **IN SCHOOL AND OUT OF SCHOOL SUSPENSION**

It is the philosophy of this school that every child should be privileged to attend classes every day of the school year in order to receive thorough instruction in all subject areas. Under certain circumstances, however it may become necessary to place a student in in-school or out of school suspension. When a student is suspended, he/she will be allowed to make up test and quizzes.

A student MAY be suspended for the following reasons:

- Vandalizing or defacing school property;
- Involvement in a physical altercations;
- Persistent disobedience or violation of school regulations;
- Forging names of parents or guardians;
- Abusive or vulgar language and/or actions;
- Stealing;
- Possession of pornographic materials;
- Bringing to school items that threaten the safety of the students and or school;
- Making threats of any kin to harm the students, the staff, and or the school;
- Violation of any part of the harassment policy.

A student WILL be suspended for the following reasons:

- Smoking or possession of tobacco including vapor cigarettes;
- Use of or possession of harmful substances;
- Possession of fireworks;
- Possession of pocket knives or weapons.

### **SUSPENSION**

A student may be placed on suspension for up to four days for conduct that, in the principal's judgment, warrants such action and merits suspension. Such conduct may take place on or off campus and may include, but is not limited to, serious violations of school rules and continued misconduct after a warning. The school is not required to suspend a student prior to more severe disciplinary action being taken, up to and including expulsions. *A suspension lasting five or more days requires the approval of the Superintendent of Catholic Schools and Chancellor and/Moderator of the Curia.*

### **EXTENDED SUSPENSION**

A student is temporarily prohibited from attending classes and/or school for five (5) or more days. The student may not attend any school functions or be on the campus while he/she is suspended. He/she shall be afforded the opportunity to complete make-up work, including exams while serving a suspension. If the extended suspension results in an expulsion, the student should be given credit for all prior work. All suspensions lasting five (5) or more days must be approved by the Secretariat Director and the Superintendent of Catholic Schools.

### **EXPULSION**

The grounds for expulsion listed below need not be applied without consideration of individual mitigating factors. Certain actions are so severe that expulsion is appropriate to deter future misconduct and maintain orderly school administration. Examples of such severe misconduct include but are not limited to:

- Actions gravely detrimental to the moral and spiritual welfare to self or other students,
- assault, battery, or any threat of force or violence – whether intended in jest or not – directed toward any school personnel, students, member of the school community, or other person on school property or during school – related activities
- habitual or persistent violence of school regulations,
- use, sale, distribution or possession of narcotics, controlled substances, tobacco or nicotine delivery systems, alcohol beverages
- on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage, tobacco or nicotine delivery systems,

- use or possession of firearms or other potentially harmful objects or weapons,
- gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiation, and hand signals commonly associated with gangs.
- Theft, extortion, arson,
- Malicious damage or destruction of real or personal property at school,
- Bullying and/or harassment, including sexual harassment
- Conduct which may damage the reputation of the school or its employees or parish
- Threats to transmit or the actual transmittal of nude or otherwise inappropriate images of any person,
- Use of social media on personal or school devices in such a manner as constitutes bullying or online harassment, blackmail, or extortion, or which causes another student or member of the school community to fear for the safety of any member of the school community
- Risk taking or other inappropriate behaviors associated with the use of digital devices, social media, and the internet, and
- Incurable or disruptive behavior which impedes the progress of the rest of the class.

The student is permanently prohibited from attending classes and/or school. He/she is no longer enrolled as a student and indefinitely forbidden to attend any school functions. The student will be given credit for all work prior to expulsion.

#### **GROUND FOR EXPULSION RELATED TO DRUG AND ALCOHOL ABUSE**

The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the area of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse. Therefore, possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion.

#### **HOME STUDY PROGRAM**

The Home Study Program may be appropriate when a student has been accused of a serious behavior infraction. Placing a student on a home study program allows the student to be removed immediately from the situation until the school has had time to explore the allegations, or legal proceedings against the student are resolved. Home study programs serve as a vehicle of fair treatment and due process. A Home Study Program may also be utilized when determined to be medically necessary.

## COMMUNICATION

### SCHOOL OFFICE HOURS

Office hours are 7:45a.m. to 3:45a.m. on days when school is in session.

### WEBSITE

Important information regarding events, the school calendar, Parent Handbook and The Eagle's Nest will be posted and updated on the school website. Please visit the website regularly at [www.shcstx.com](http://www.shcstx.com). Parents may sign in under the Parent Portal to view grades.

### PRINCIPAL LETTER - EAGLES NEST

The principal sends home a weekly letter, the Eagle's Nest, (the school's newsletter), is an electronic parent letter sent bi-weekly with upcoming school events and information.

### RENWEB

**All parents are given a login for the parent portal section of the website and the Parent/Student Handbook will be posted online at the website. Parents and students are required to sign the Handbook Acknowledgment Form indicating that they have read all procedures, regulations and policies of Sacred Heart Catholic School as well as a Media Consent Form. The Handbook Acknowledgement and Media Consent Forms will be sent home to be returned to school with signatures. Forms may also be found in the Ren Web parent portal.**

### WEEKLY FOLDERS

Elementary students will bring home a communication folder once a week. The folder will contain weekly work, quizzes and test scores. Folders are to be signed and returned to the homeroom teacher the next school day.

### CONFERENCE

There is a required Parent/Teacher Conference in the fall and a requested Parent/Teacher Conferences in March. Other conferences will be scheduled as the need arises throughout the year. Parent/Teacher conferences are designated ONLY for the Parents/Guardians of a current student and Teachers/Administration to be present. Parents may not interrupt any teaching moments or expect teachers to interrupt their normal class routines for such conferences. Teachers are not allowed to discuss other students or teachers in Parent/Teacher Conferences.

#### Conference Guidelines:

- Parent/Teacher Conferences are held in the Fall for all students.
- Middle School conferences are held in the gym; all other grade conferences are held in classrooms.
- Students are required to attend Fall Parent/Teacher Conferences.
- Students will be present at other conferences only at the request of the teacher/parent.
- Telephone conferences are frequently unavoidable. If this is the only means of conferencing, please relay that information to the teacher(s).
- If a situation has not been resolved, a conference with the parents, teacher and principal is in order.

### SCHOOL CRISIS PLAN

The school has a comprehensive Emergency Plan in place to address a variety of potential situations, including, but not limited to fire, severe weather, lockdowns, and medical emergencies. This plan outlines clear procedures to ensure the safety and well-being of all students, faculty and staff. To stay prepared, the school regularly conducts drills throughout the year, helping everyone know how to respond quickly and effectively in case of an actual emergency.

## **CAMPUS WALKTHROUGH**

The Principal and Pastors should conduct walkthroughs of all areas of campus on a regular basis to confirm that areas are secure and that any maintenance required is communicated to appropriate staff of the school and/or parish for repair.

## **SCHOOL RESOURCE OFFICER**

The school has a resource officer on campus to help maintain a safe and secure environment for all students, faculty and staff. In addition to ensuring security, the resource officer serves as a trusted presence, helping to promote respect, responsibility, and good citizenship among students.

## **EMERGENCY SCHOOL CLOSING**

In case of inclement weather Sacred Heart Catholic School will often but not always follow the decisions of Conroe Independent School District. Announcements will be made through the *IRIS* Alert System. *IRIS* allows Sacred Heart Catholic School to use phone numbers and email addresses to notify parents of emergency and non-emergency events.

Please add [alert@irisdispatch.com](mailto:alert@irisdispatch.com) to your address book so that these emails will not be filtered out as junk mail. In the event of an actual emergency an email will be sent immediately followed by a phone call to all phone numbers on file. The system is designed to call your cell, work, and home telephone numbers. Due to this emergency system, it is important to keep your contact information current.

## **CHANGE OF ADDRESS/EMERGENCY INFORMATION**

Parents need to log in to RenWeb to make any phone or physical address changes. All emergency card information **MUST** be kept current. Whether a child is not feeling well, or a serious accident occurs, parents or authorized people should be able to be always contacted.

## **EXPECTATIONS OF PARENT/LEGAL GUARDIAN**

The education of your child is a collaborative effort between you, your child and the faculty and staff of Sacred Heart Catholic School. Our teachers are dedicated professionals who have the education, training and skills to provide an education which is centered on Catholic values, moral character, and academic development.

In order to demonstrate your commitment, full support and cooperation with the faculty and staff of Sacred Heart Catholic School in this partnership, we request that you meet the following expectations:

- Be a supportive partner with the Parish, the school and the teachers and provide assistance and support to your child/children as needed for academic and social success and hold your child/children responsible for his/her own choices and behavior.
- Understand and support the spiritual mission and identity of the school.
- Read all communication from the school and request clarification when necessary.
- Observe parent-teacher conference dates and special request for meetings.
- Obey all classroom rules, guidelines, and procedures.
- Discuss concerns or problems with the appropriate personnel instead of resorting to or listening to gossip or group texts.
- Address concerns and problems with the person(s) most directly involved, within the appropriate time frame, before contacting higher authorities. Contact with teachers and administrators should be during school hours and not at home on their personal time or at any school sponsorship events, social athletic, or otherwise.
- Demonstrate thoughtful stewardship by being actively involved with the life of the school and the parish and volunteer assistance to the best of your ability.

- Attend school family weekends at Mass to the best of your ability.
- Understand that all students and parents are responsible for the good name of both the school and the parish, knowing that behavior outside of school that is non-exemplary or harmful to the school or others is not acceptable.
  - If any SHCS parent engage in behavior, communication, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, discipline, including on social media or in public or private texts or chat groups, the school reserves the right to place restrictions on the parent's involvement or activity at school, on school property, and/or at school-related events.
- Honor your financial obligations to the school through timely tuition payments and support of fundraising efforts.
- Arrive on time each day for morning drop-off and afternoon pick-up and adhere to the carpool guidelines in the handbook.
  - Please drive slowly and carefully when you are on the property and be mindful of children and pedestrians.
  - Talking on your cell phone while driving is not permitted on the school property.
- Monitor your students' use of TV, computers, video games, social networking sites and other media.
- Sign in at the front desk using the RAPTOR system, check in with the front office and wear a visitors' badge while on campus during school hours.
- Turn phone off or set to vibrate while on campus or at school functions.
- Refrain from bringing any device on campus that would threaten school and student safety, such as a firearm or knife.
- Refrain from emailing students during school hours.
- Use of the school's name, logo or motto on any type of social media or in any other way, e.g. putting the name on t-shirts, is strictly prohibited unless specifically approved by the principal.
- All parents are asked to be Safe Haven certified. All parents who volunteer in any capacity, i.e., Read-A-Story, Room Parent, Chaperone, etc. must be Safe Haven certified.
- Trust that the school faculty, staff and administration are doing everything in their power to facilitate you child/children reach their potential.

We acknowledge that we are not the school for all families, and we will exercise the right to ask families to leave if any of the above expectations are seriously breached.

## **CONFLICTS**

When a parent has an issue or concern; the following is the established order that meetings will occur to try to arrive at a resolution.

- Parent/Teacher
- Parent/Principal
- Parent/Pastor
- Parent may appeal in writing to the Level Two Grievance Committee at the Catholic Schools Office or the Archdiocese of Galveston-Houston

## **PARENT/GUARDIAN GRIEVANCE PROCESS**

### **Purpose**

The purpose of this process is to provide parents/guardians of students enrolled in any parish or regional school within the Archdiocese of Galveston-Houston with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes through subsidiarity, at the lowest possible level, in a cooperative, conciliatory Christian atmosphere.

## **Scope**

The process is not intended to be adversarial in nature and neither party to the grievance shall be represented by Legal Counsel during any phase of the process. This process replaces all previous processes and statements regarding the initiating and processing of complaints at both the local and Archdiocesan levels. All submitted documents must be accessible and not password protected.

## **Exclusions**

Parents who have students currently enrolled in our schools may utilize the grievance process. During an investigation by local, state, or federal officials, a student will be placed on Student Extended Leave. These absences will be excused, and the student will have an opportunity to complete assignments without reduced credit during the leave. A parent/guardian may not avail themselves of the grievance process when a student is placed on Student Extended Leave.

## **PROCEDURAL ISSUE**

While the grievance process is designed to accommodate all parent disputes that may arise within the Archdiocese, it is understood that some situations require flexibility. Any issues regarding the use of Level One or Two of the grievance process, or the appropriate administrator at those levels, shall be resolved by the Archdiocesan Superintendent of Catholic Schools.

### **Level One- Informal Resolution/Conciliation (Campus)**

It is the intent of this policy to resolve parent/guardian complaints at the lowest possible administrative level and in a cooperative Christian atmosphere through subsidiarity. This process is not intended to be adversarial in nature. Prior to using the steps set forth below, the parent or guardian shall meet with the person with whom he/she is having a dispute. If the concern is not resolved, he/she should move to the person's direct supervisor to find a resolution.

If the matter is not satisfactorily resolved with the person's direct supervisor, the parent should request a meeting with the principal within five working (5) days. If the matter is not satisfactorily resolved with the principal, the parent should request a meeting with the Pastor within five working (5) days. If the Pastor agrees with the principal's decision, Pastor may decline to meet, and parent may then proceed directly to Level Two. If the Pastor agrees to meet, but the matter is not then settled satisfactorily, the parent may appeal the decision within seven (7) working days to the Level Two Grievance Committee.

### **Level Two - Grievance Committee (Catholic Schools Office)**

The Catholic Schools Office for the Archdiocese of Galveston-Houston has established a Grievance Committee for the purpose of hearing complaint appeals from Level One of the Parent Grievance Process. The committee reviewing the complaint will consist of an Assistant Superintendent from the Catholic Schools Office and two Archdiocesan Principals selected by the Superintendent of Catholic Schools or their designee. The following procedure shall then be utilized:

- The parent/guardian shall contact the Catholic Schools Office at 713-741-8704 to request the Level Two Appeal/Grievance Form within seven (7) working days of the Level One decision.
- The written appeal shall be submitted to the Level Two Grievance Committee within seven (7) working days following the parent/guardian's receipt of the Level Two Appeal/Grievance Form to submit their grievance in writing (using the form provided) to the Catholic Schools Office via an email addressed to [csogeneral@archgh.org](mailto:csogeneral@archgh.org) along with any additional materials or documentation the parent/guardian would like reviewed by the committee.
- The principal and pastor will receive a copy of the Level Two Appeal/Grievance Form and other attachments filed with the Catholic Schools Office. The principal and pastor will forward their response to the Level Two Grievance Committee within seven (7) working days of their receipt of the Level Two Appeal/Grievance Form submitted by the parent/guardian.
- The record for the Level Two Grievance Committee's consideration shall consist of all materials submitted by the parent/guardian and the written response provided by the pastor and principal. The committee has the discretion to

accept or deny an appeal based on the evidence presented. If the appeal is denied, the decision rendered at Level One of the Parent Grievance Process will be final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

- If the appeal is accepted for review, the Level Two Grievance Committee shall then schedule a conference with the parent/guardian and/or school administration, if necessary, within fifteen (15) working days from the date the written appeal is received. The committee will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the committee shall hear the appeal and review the materials presented, as well as any other information the committee deems relevant.
- In an Archdiocesan parish school, the Level Two Grievance Committee shall make a recommendation for decision to the pastor within seven (7) days after the scheduled conference has been held and a copy of the recommendation will be sent to the Archdiocesan Superintendent. The pastor may accept, reject or modify the Level Two Grievance Committee's recommendation. The pastor's decision will be communicated to the principal, parent/guardian and Superintendent within seven (7) working days upon receiving the Level Two Grievance Committee's recommendation.
- If the Pastor does not issue a written decision within the seven (7) working day limit, that will be deemed as acceptance of the committee's recommendation who will then communicate the decision to the parent/guardian, principal, pastor and Superintendent of Catholic Schools.
- In an Archdiocesan regional school, the Level Two Grievance Committee shall make a recommendation to the Archdiocesan Superintendent. The Archdiocesan Superintendent may accept, reject or modify the committee's recommendation. The Archdiocesan Superintendent's decision will be communicated to the principal and parent/guardian within seven (7) working days upon receiving the Level Two Grievance Comm Page 39 recommendation. If the Archdiocesan Superintendent does not issue a written decision within the seven (7) w ----- days limit, that will be deemed an acceptance of the committee's recommendation. The Level Two Grievance Committee will then communicate the decision to the parent/guardian and principal.
- Decisions at Level Two reached by the pastor (parish schools) and Superintendent of Catholic Schools (regional schools) are final and no further appeals may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

### **Appeal and Review of Expulsions and Extended Suspensions (Archdiocesan Superintendent of Catholic Schools)**

A parent/guardian may appeal directly to the Archdiocesan Superintendent when the issue is concerning an expulsion, administrative withdrawal or a discipline issue involving suspension (in or out of school) of a student from classes for more than five (5) consecutive school days.- In such cases, the following procedure shall be utilized:

- A written appeal shall be submitted to the Archdiocesan Superintendent within five (5) working days following the parent/guardian's notification of expulsion or suspension lasting more than five (5) consecutive school days.
- The record for the appeal to the Secretariat Director and the Superintendent of Catholic Schools shall consist of a written statement setting forth with specificity the reason(s) for the parent/guardian's dissatisfaction with the decision to expel or suspend the student for more than five (5) consecutive days. It will also consist of information provided by the principal including, but not limited to, the student's probationary status, disciplinary record, and/or behavior plan.
- In consultation with the Chancellor/Moderator of the Curia for the Archdiocese of Galveston-Houston, the Archdiocesan Superintendent has the discretion to accept or deny any appeal based on the evidence presented. If the appeal is denied, the decision rendered by the Principal and Pastor will be final and no further appeals

may be made to the school, the Catholic Schools Office, or any other Archdiocesan ministry or entity.

- If the Secretariat Director and the Superintendent of Catholic Schools accepts the appeal for review, he/she shall then schedule a conference with the parent/guardian within ten (10) working days from the date the written appeal is received. The Superintendent will make a reasonable effort to schedule a conference at a time agreeable to all parties. At this conference, the Superintendent will hear the appeal and review the materials presented provided as a matter of record.
- The Secretariat Director and the Superintendent of Catholic Schools shall make a recommendation for decision to the Chancellor and Moderator of the Curia within five (5) working days after the scheduled conference has been held, and a copy of the recommendation shall be forwarded to the parent/guardian.
- The Chancellor/Moderator of the Curia, in consultation with the Archbishop, may accept, reject, or modify the Secretariat Director and the Superintendent of Catholic Schools recommendation, or take any other action he deems appropriate. The Chancellor and Moderator of the Curia's decision will be communicated in writing to the parent/guardian within fifteen (15) working days of receipt of the Archdiocesan Superintendents' recommendation and shall be final for all purposes.
- No provision of this process shall be understood to limit the ecclesial authority of the Chancellor and Moderator of the Curia and/or Archbishop. The Chancellor/Moderator of the Curia and/or Archbishop may, in their sole discretion, choose to intervene in this process at any stage if they deem it necessary.

#### **Computation of Time**

The time limits of the complaint process shall be based on working days, i.e., Monday through Friday. If any of the timeline falls on school holidays or breaks; the timeline shall be extended to add the corresponding number of working days to the timeline. Time limits may require flexibility and, if necessary, may be modified at the discretion of the Catholic Schools Office.

## STUDENT TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

Sacred Heart Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement. TUAP's forms will be sent home with each student to be signed and returned to school.

### WHAT IS EXPECTED?

Sacred Heart Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement. TUAP's forms will be sent home with each students to be signed and returned to school.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing any technology resources. The students are never expected to access, keep, or send/communicate anything that they would not want their parents or teachers to see.

Whether occurring within or outside of school, on school device or personal device, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

### INTERNET AND EMAIL

Access to the Internet will enable students to explore thousands of libraries, databases, museums and other repositories of information. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages.

In order to continue to keep your child in a safe and academically driven atmosphere with minimal distractions students may **NOT** access any personal email and/or other accounts other than their school-issued Google account from their Chromebook.

### CYBER-BULLYING

Cyber-bullying is defined as the use of the internet, cell phone or other electronic devices to send or post text messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:

- Cruel instant computer messaging or threatening emails and/or text on any form of Media, i.e. Snapchat, Instagram/Thread, Tik Tok, X (formally known as Twitter), BeReal, Discord, Twitch, Facebook.
- Mean, repeated cell phone text messages.
- Creating a website for the purpose of mocking certain students or school personnel.
- Posting humiliating "photo shopped" or digitally modified images of students, family members, or school personnel.
- Forwarding "private" photos or videos to other students.
- Pretending to be someone else by using someone else's online screen name.

Students are encouraged to report any incident of harassment to the teacher or principal. The principal has the responsibility to investigate harassment or bullying complaints in an expeditious manner. Retaliation or intimidation for having reported or threatened to report harassment or for assisting the school in the investigations is strictly prohibited. Acts of retaliation will result in disciplinary action.

## **CELL PHONES AND ELECTRONIC DEVICES**

Sacred Heart Catholic School is a smart device free Campus. Students are not permitted to have a smart phone in their possession while on campus before, during or after school.

### **Definition:**

Smart Device: A smart device is considered any internet enabled electronic device with a visual display or screen and the ability to transmit or receive data, text, and/or voice, either via a school-approved cellular network or personal network. This includes, but is not limited to smartphones, cellular equipped tablets, laptops, and electronic watches.

Dumbphone: A dumbphone is considered a cellular device that has no capabilities other than sending and receiving calls and text messages. To ensure our campus is free from distractions, the scope of this policy also extends to include dumbphones.

### **Aims:**

Digital well-being is the social and emotional well-being we achieve by paying attention to our digital practices. Sacred Heart Catholic School is committed to safeguarding the welfare of all students and recognizes that an effective strategy is paramount to protect health and privacy, as well as the academic, social, and emotional development of all our students. Student use of technology is a privilege and must be consistent with the school's mission and values. Smart Device technology is a significant component in many safeguarding and wellbeing issues.

The aim of this policy is to ensure a safe, beneficial, and acceptable environment for all students and staff using the extensive facilities provided by Sacred Heart Catholic School to safeguard and promote the welfare of students, by anticipating and preventing the risks arising from:

- distractions which interrupt the learning process.
- exposure to illegal, inappropriate, or harmful content (such as pornographic, racist, extremist, or offensive materials).
- misuse which can impact an individual's right to privacy, dignity, and confidentiality.
- personal online behavior that increases the likelihood of, or causes, harm to themselves, other students, or staff; for example, making, sending, and receiving explicit images, sharing personal data, cyberbullying, and other forms of abuse. The US Department of Justice provide further guidance on responding to incidents and safeguarding children and young people in 'Keeping Children Safe Online' <https://www.justice.gov>.
- sexual violence and sexual harassment, including the sharing of explicit content.
- being subjected to harmful or inappropriate online interaction with other users; for example: peer-to-peer pressure, commercial advertising, and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- increased exposure to content that can cause irreparable harm and physiological addiction, such as gaming, gambling, and social media sites.

## **SMART DEVICE AND WELL BEING POLICY**

The Smart Device and Digital Well-Being Policy aims to address some of the additional challenges posed by Smart Devices in school, and will work to:

- minimize the risk of harm to the assets and reputation of Sacred Heart Catholic School.
- minimize excessive use of Smart Devices.
- help all users take and extend responsibility for their own digital safety and wellbeing (i.e., limiting the risks that users are exposed to when also using their own Smart Devices at home)
- ensure that students use technology safely and securely and are aware of both external and peer-to-peer risks when using Smart Devices.
- protect personal data; and
- prevent the unnecessary criminalization of the user.

**Rationale:**

A major goal of Catholic education is to provide a holistic and well-rounded education that not only focuses on academic excellence but also on the spiritual, moral, and ethical development of students. Catholic education aims to integrate faith and reason, helping students grow in their relationship with God and their understanding of the Catholic faith while also equipping them with the knowledge and skills needed for success in life. The rapid transformation to a digital society has prompted the Sacred Heart Catholic School community to research, understand, and respond to the challenges, opportunities, and risks to our students.

A 2023 Global Education report released by the United Nations Educational, Scientific and Cultural Organization (UNESCO) recommends removing phones from the classroom to reduce cyberbullying and prevent negative effects on children's emotional stability and academic performance. In addition, further research observed that pupil achievement improves when phones are not permitted on school grounds.

The foundation of this policy is not simply based upon banning devices; we aim to foster a nurturing environment for our students to thrive. By taking this united stand, we aim to empower parents, teachers, and students to navigate the digital world with mindfulness and resilience. Creating a Smart-Device free campus will align with the research that states that children at this age do not have the social, emotional, neurological, moral, and spiritual maturity to navigate the risks that smart device usage pose.

**Roles and Responsibilities**

All staff (including Administration, faculty, and substitute staff) are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a staff member if they witness, or are aware of, a breach of this policy.

We recognize that children have a fundamental right to be protected from harm, that their safety is a shared responsibility, and that our school should provide a safe and secure environment. It is the responsibility of the school to provide parents with timely information on the status of their child's safety and changes to school scheduling. School faculty and staff, including those involved with after school activities and sports, shall adhere to the Smart Device and Digital Well-Being policy through facilitating communications directly with parents when necessary. This practice strengthens strong parent-staff relationships and removes all responsibility from the child to co-ordinate unexpected changes to their day.

**Policy Outline**

- Sacred Heart Catholic School is a Smart Device Free Campus. Students are not permitted to have a Smart Device in their possession while on campus before, during, or after school.
- Smart devices are not permitted to be used during after-school activities and sporting events, including those events that take place off campus. It is our expectation that students actively engage and participate in these events free from distractions. Research suggests that participation in extracurricular activities may increase students' sense of engagement or attachment to their school, promote competence, allow for the development of healthy human connection and interaction between peers and teammates, as well as build character, and increase empathy.
- Smart devices will not be permitted for use on field trips or other off campus learning opportunities. Any urgent communication will be relayed directly to parents through the appropriate staff members.
- Any medical exception requires a signed note from a physician on file with the nurse's office and the device can only access medically necessary software (all other applications must be disabled including messaging, internet browsing, and emailing).
- Parents wishing to contact their child during the school day should call the school office. We have a well-established and efficient system for getting messages to children and pastoral support if it is needed.
- Any student found using a Smart Device during school hours will face appropriate consequences, or other disciplinary measures as outlined in the school's code of conduct.

**Sanctions: (Include, but not limited to)**

If a Smart Device or Dumbphone is seen by a staff member it will be confiscated by them. Schools are permitted to

confiscate devices from children under section 37.082 of the Texas Education Code.

#### First Offense

- Device will be kept in the principal's office for the day, parents will be contacted.
- Parent MUST pick up the device from the school (no students will be allowed to retrieve their smartphone/device).
- Warning to students and parents about additional consequences that will happen for non-compliance of device-free environment.

#### Second Offense

- Device will be kept in the principal's office for the day; parents will be contacted.
- Parents MUST pick up the device from school (no students will be allowed to retrieve their smartphone/device).
- Meeting to be held with child and school counselor.
- Parent in-person meeting scheduled.

#### Third Offense

- Violations of the smart device phone policy beyond the third offense may result in the assignment of out-of-school suspension.
- Device will be kept in the principal's office for the day; parents will be contacted.
- Parents MUST pick up the device from school (no students will be allowed to retrieve their smartphone/device).
- Meeting to be held with child and school counselor.
- Creation of a Smart Families Smart Device Plan for student.

### **SOCIAL NETWORKING**

Accessing social networking websites is off limits on or off school premises and property. The use of circumventors to get around school network security is prohibited.

### **SACRED HEART LEARNING PLATFORMS**

Grades 5-8 use Google Classroom as their learning platform. Google Classroom helps both teachers and students organize assignments, boost collaboration, as well as fostering better communication skills.

### **Ethical Use of Internet, Other Technologies, and Electronic Devices**

It is the policy of the Archdiocese of Galveston/Houston, Catholic Schools Office and Sacred Heart Catholic School to require the ethical use of the internet and related technologies by all employees, volunteers and students. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense. Final dispensations will be determined by Sacred Heart Catholic School.

*Individuals will be held financially responsible for costs incurred as a result of an act of intentional vandalism or damage to software, computers, or related hardware.*

## **PARENTAL INVOLVEMENT**

### **SCHOOL VISITORS**

All parents and visitors are buzzed into the main gate of the school and then buzzed into the front doors leading to the lobby of the school. For the safety of our students and faculty/staff all visitors must check in at the office. Guests provide their driver's licenses that are run through the Raptor Program and once cleared are issued a school badge to be worn while on the campus. If a visitor is found without a pass, he/she will be escorted to the front office by school personnel.

### **ADVISORY SCHOOL COUNCIL**

The Advisory School Council (ASC) is comprised of the Pastor and the principal along with 7-11 members elected by the process of discernment or appointed by the pastor. The representatives consist of parents of students attending Sacred Heart Catholic School, alumni parents and parishioners with no children at the

school.

### **PARENT-TEACHER ORGANIZATION (PTO)**

The Sacred Heart Catholic School PTO is a network of parents who are actively involved in supporting and building school community through fund-raisers and special events at school. Every parent is encouraged to become involved with PTO to foster collaboration in educational and social endeavors.

### **BOOSTER CLUB**

This organization consists of parents and supporters of the Sacred Heart Catholic School Athletic Program that is part of the Greater Houston Catholic Athletic Association (GHCAA). GHCAA seeks to enhance the total development of students through organized, cooperative competition in a Catholic Christian environment. While challenging students to work to the best of their abilities, the Association focuses upon the concepts of teaching Catholic values, fair play, fellowship, teamwork and sportsmanship.

### **OKTOBERFEST**

Oktoberfest is a fun-filled family event that brings our school community together for a day of games, delicious food, and festive activities. It's a wonderful opportunity for families, students, and faculty and staff to enjoy time together, build friendships, and celebrate our school spirit. With something for everyone, Oktoberfest is a highlight of the year and a cherished tradition that strengthens our sense of community.

### **HEART OF GOLD GALA**

The school gala is our largest and most anticipated fundraising event of the year, bringing together parents, faculty and staff, alumni, and community members for an evening of celebration and support. This elegant event off campus includes dinner, entertainment, auctions, and raffles, all aimed at raising vital funds for school programs, facility improvements, and student resources. The gala not only helps sustain and enhance our educational mission but also strengthens the sense of community and shared commitment to our students' success.

### **SACRED HEART CATHOLIC SCHOOL GOLF CLASSIC**

The Golf Classic is held in the spring to enhance the athletic department with equipment, supplies and other needs to assist student athletes.

### **ANNUAL FUND**

Annual Fund is the cornerstone of Sacred Heart Catholic School. Each year, parents, parishioners, grandparents and friends of Sacred Heart impact on the lives of our students by contributing to the Annual Fund. Annual Fund contributions are essential to the operation of the school and are tax-deductible for the donor. These funds help fill the gap in the operating budget and provide extras for the students that are not covered by tuition and other fees.

### **STEPS FOR STUDENTS**

Steps for Students is an annual archdiocesan-wide event where all school and parish communities can come together as one to support Catholic education. All funds pledged to Sacred Heart Catholic School in Conroe remain with the school. This day of family fun also includes a 5k Family Fun Run. The goal is to have 100% of school participation each year.

### **VOLUNTEER HOURS**

Schools often require volunteer hours to encourage family involvement and strengthen the partnership between home and school. Volunteering allows parents and guardians to actively support school events, classroom activities, and essential programs, helping create a vibrant and supportive learning environment. It also fosters a sense of community, shared responsibility, and investment in the success of all students. By contributing their time and talents, families help enrich the overall school experience for everyone. Each family is required to complete 15 volunteer hours during the school year. Families who are unable to fulfill the required hours will be charged \$25.00 for each hour not completed. This helps support school programs and events that rely on parent involvement.

**\*\*All volunteers are required to take the CMG Connect (formerly Safe Haven) workshop online. GMC Connect will assist in ensuring that all employees, volunteers, and parents who are in position of trust with children are trained to recognize behavior patterns of potential abuses and provide proactive measures for preventing abuse in any context. The original course expires every 5 years, and a refresher course needs to be taken 6 weeks prior to the renewal date. Visit <https://galvestonhouston.cmgconnect.org/> For more information, please contact Jennifer Limon at [jlimone@shcstx.org](mailto:jlimone@shcstx.org) .**

## **FUNDRAISING**

All fundraising is done under the supervision of the principal and school pastor. The following guidelines will be used as ancillary funds are raised.

- No committee or groups may raise funds independently or specify how funds are to be distributed.
- Any person or outside group must have specific permission from the school principal to sell anything to school families and/or personnel.

Unless previously designated and approved by the principal and pastor, all funds raised on behalf of the school, or its activities are ultimately used at the discretion of the principal and pastor.

## **HEALTH**

Students in all schools of Texas Catholic Conference Education Department must comply with all required immunizations as set forth by the Texas Department of State Health Services. All immunizations should be completed by the first day of attendance. Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. Pharmacy vaccination records may be accepted from any US pharmacy as long as the records are sent directly to the school from the pharmacy. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the state of Texas, including the physician's number. Immunization records are required to be written in English.

- Registration requirements for first-time students include a current immunization record on all required immunizations. (Immunization exemptions are only permitted for medical reasons.)
- Parents/guardians will be informed of needed immunization(s) for students already enrolled in school. Parents/guardians have 14 days to obtain the required immunization(s). If the student has not received the required immunization(s) after 14 days, the student will not be allowed to return to school until the school receives proof of immunization(s).

All immunizations must include day, month, and year and must be validated. If the record is from another state or country and does not have the day, month and year, a copy of the record can be submitted by the school to the Immunization Division for approval.

**IMMUNIZATION CHECKLIST K-12**  
**Catholic Schools Office**  
 Archdiocese of Galveston-Houston

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Date Due: \_\_\_\_\_

The Texas Catholic Conference of Bishops Education Department (TCCBED) immunization policy requires every student enrolled in a Catholic School in the State of Texas be immunized in accordance with the immunization schedule adopted by the Texas Department of State Health Services. All students admitted to a Catholic School in the State of Texas are required to furnish a copy of their immunization record to the school office before they may enter school on the first day. The checked items on the list below are missing from your child's health records. Please provide the school office with a complete immunization record (day, month, and year) with physician validation.

VACCINE	SERIES	SERIES	SERIES	SERIES	SERIES
<b>DTaP/DTP/DT</b> (Diphtheria, Tetanus, Pertussis) <i>One dose on or after 4<sup>th</sup> birthday</i>	<input type="checkbox"/> DOSE 1	<input type="checkbox"/> DOSE 2	<input type="checkbox"/> DOSE 3	<input type="checkbox"/> DOSE 4	<input type="checkbox"/> DOSE 5
<b>Polio</b> (IPV) <i>On or after 4<sup>th</sup> birthday dosage</i>	<input type="checkbox"/> DOSE 1	<input type="checkbox"/> DOSE 2	<input type="checkbox"/> DOSE 3	<input type="checkbox"/> DOSE 4	
<b>HepB</b> (Hepatitis B)	<input type="checkbox"/> DOSE 1	<input type="checkbox"/> DOSE 2	<input type="checkbox"/> DOSE 3		
<b>MMR</b> (Measles, Mumps, Rubella) <i>One dose on or after 1<sup>st</sup> birthday</i>	<input type="checkbox"/> DOSE 1	<input type="checkbox"/> DOSE 2			
<b>HepA</b> (Hepatitis A) <i>One dose on or after 1<sup>st</sup> birthday</i>	<input type="checkbox"/> DOSE 1	<input type="checkbox"/> DOSE 2			
<b>Varicella</b> (Chicken Pox) <i>One dose on or after 1<sup>st</sup> birthday</i>	<input type="checkbox"/> DOSE 1	<input type="checkbox"/> DOSE 2			
<b>Meningococcal</b> (MCV4, MPSV4) <i>One dose on or after 11th birthday</i>	<input type="checkbox"/> DOSE 1				
<b>Tdap/Td</b> (Tetanus Diphtheria, Pertussis)	<input type="checkbox"/> DOSE 1				

Requested by Immunization Screener: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- PROVIDE ONE COPY TO PARENT
- PLACE ONE COPY IN STUDENT HEALTH RECORD!

## 2025 - 2026 Texas Minimum State Vaccine Requirements for Students Grades K - 12

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This document is not intended as a substitute for the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38.

### IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level												Notes	
	Grades K - sixth						Grade seventh	Grades eighth-12th						
	K	1	2	3	4	5	6	7	8	9	10	11		12
Diphtheria/Tetanus/ Pertussis(DTaP/DTP/DT/ Td/Tdap)	Five doses or four doses						Three dose primary series and one booster dose of tdap / td within the last five years	Three dose primary series and one booster dose of tdap / td within the last 10 years	For K – sixth grade: five doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the fourth birthday. However, four doses meet the requirement if the fourth dose was received on or after the fourth birthday. <sup>1</sup> For students aged 7 years and older, three doses meet the requirement if one dose was received on or after the fourth birthday. <sup>1</sup> For seventh grade: one dose of Tdap is required if at least five years have passed since the last dose of tetanus-containing vaccine.* For eighth – 12th grade: one dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. **Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.					
Polio	Four doses or three doses												For K-12th grade: four doses of polio; one dose must be received on or after the fourth birthday. <sup>1</sup> However, three doses meet the requirement if the third dose was received on or after the fourth birthday. <sup>1</sup> Polio vaccine is not required for persons eighteen years of age or older.	
Measles, Mumps, and Rubella <sup>2</sup> (MMR)	Two doses												For K – 12th grade: two doses are required, with the first dose received on or after the first birthday. <sup>1</sup> Students vaccinated prior to 2009 with two doses of measles and one dose each of rubella and mumps satisfy this requirement.	
Hepatitis B <sup>2</sup>	Three doses												For students aged 11 – 15 years, two doses meet the requirement if adult hepatitis B vaccine (Recombivax <sup>®</sup> ) was received. Dosage (10 mcg /1.0 mL) and type of vaccine (Recombivax <sup>®</sup> ) must be clearly documented. If Recombivax <sup>®</sup> was not the vaccine received, a three dose series is required.	
Varicella <sup>2,3</sup>	Two doses												For K – 12th grade: two doses are required, with the first dose received on or after the first birthday. <sup>1</sup>	
Meningococcal (MCV4)							One dose						For seventh – 12th grade, one dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11th <sup>1</sup> birthday.	
Hepatitis A <sup>2</sup>	Two doses												For K – 12th grade: two doses are required, with the first dose received on or after the first birthday. <sup>1</sup>	

NOTE: Shaded area indicates that the vaccine is not required for the respective grade.

<sup>1</sup>Receipt of the dose up to (and including) four days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup>Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

<sup>3</sup>Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively and online at [dshs.texas.gov/immunizations/school](http://dshs.texas.gov/immunizations/school)

### **Exemptions**

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [dshs.texas.gov/immunization/school/exemptions](http://dshs.texas.gov/immunization/school/exemptions). The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

### **Provisional Enrollment**

All immunizations must be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. Student must not be overdue for the next dose in a series to be considered provisional. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, students in foster care, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

### **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.



Texas Department of State Health Services • Immunizations • MC-1946 • P. O. Box 149347 • Austin, TX 78714-9347 • 800-252-9152

## **INSURANCE**

Information on the insurance program is sent home at the beginning of the school year. Supplemental coverage, if obtained by the parents, is paid by the parents. This is not a primary insurance.

## **SICKNESS**

The school clinic is not set up to care for sick students for an extended amount of time. A student having one or more of the following symptoms (listed below) will be sent home. For the protection of all the students, the following guidelines have been set up.

<b>EXCLUSION GUIDELINES</b>	<b>RETURN TO SCHOOL GUIDELINES</b>
Oral temperature of 100 degrees or above	Fever free for 24 hours.
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours.
Marked drowsiness or malaise	Symptom free.
Sore throat, acute cold, or persistent cough	Symptom free.
Red, inflamed, or discharging eyes	Written physician release.
Wound, skin and soft tissue infections	Exclude until redness is contained and covered with a clean dry bandage.
Swollen glands around jaws, ears, and neck	Written physician release.
Suspected scabies or impetigo	After treatment has begun.
Any skin lesion in the weeping stage	Covered and diagnosed as non – infectious.
Earache	Symptom free.
Pediculosis (head lice)	After one treatment of medicated shampoo and returning to school, the child will be checked by clinic personnel. Child must be nit free. Child will be re-checked again by clinic personnel in 7-10 days.
Other symptoms suggestive of acute illness	Written physician release

Other than emergencies, the student will be attended to in the clinic and allowed to return to the classroom. All families will fill out an Emergency Information Form at the beginning of each new school year. All phone numbers and emergency contacts **MUST** be kept up to date. Whether a student is not feeling well, or a serious accident occurs, parents or authorized people should be able to be always reached. Please log into RenWeb and make any changes to contact information, when necessary, throughout the school year.

## **COMMUNICABLE DISEASE CONTROL MEASURE**

If a student has any type of infectious disease or rash, please notify the school clinic immediately. After such a disease, and upon return to school, the parent will take the student to the school clinic before re-entering the classroom. Students will need a signed note from their physician for re-admission to school. (Examples: measles, mumps, chicken pox, pink eye, lice, impetigo, scabies, ring worm, hepatitis, mononucleosis, etc.)

## **MEDICATIONS IN SCHOOL**

School personnel designated by the principal will give medication necessary to allow a student to stay in school. Parents/guardians are encouraged to schedule the administration of a student's medication in such a manner that medication brought to school will be kept to a minimum. The physician may be able to prescribe the medication to be taken before or after school hours. Written documentation must be obtained from a parent/guardian stating that the parent/guardian understands that a non-licensed school employee may give medication. It is the responsibility of the parent/guardian to bring to the school office all medications, permission written and signed by a physician, and any equipment needed. Students are not permitted to keep any medication or drugs in their pockets, locker, backpack, or lunch kit. All medications must be kept in the school clinic. Non-school employees may not administer medication.

Medication taken by mouth, inhalers, ointments and other external preparation, cough syrup, cough drops, sore throat lozenges and all medications that can be purchased over the counter with or without a physician's order.

Parental consent - To give permission for something to happen or be done. Parental consent must be provided through a medication authorization form for the school nurse to administer medications to a student.

### **SCHEDULED AND AS NEEDED (PRN) MEDICATION PERMISSION**

Only necessary medication (prescribed for but not limited to the treatment of: ADD/ADHD, Asthma, Diabetes, and Epilepsy) may be given at school. All medication should be given outside of school hours, if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. Should school personnel refuse to give medication, the parent/guardian is informed and the incident documented. If necessary, medication can be given at school only under the following conditions:

- If medication is needed for a student to remain in school, the form attached must be completed by the parent/guardian, signed by the physician, and returned with the medication to the nurse or principal designee.
- All necessary medication prescribed for a student must be signed by a physician, dentist, physician assistant, podiatrist, or nurse practitioner and parent/guardian. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in its original labeled container and have the student's name on the bottle. Medications sent in baggies or unlabeled containers will not be given. "Over the counter" include cough drops, ointments, and eye drops and may not be given without a physician and parent signature.
- It is the responsibility of the parent/guardian to bring all medication to the clinic/office and to pick up unused medicine. Any unused medicine that is not picked up will be destroyed.
- Experimental medication/dosages will not be given. Herbal medication, dietary supplements, and other nutritional aids not approved as medication by the FDA will not be administered at school.
- Only antibiotics prescribed are to be taken four times a day at noon, as one of those times will be dispensed.
- Medications must be kept in locked cabinet/drawer in the school office/clinic and administered in the school office/clinic. Unless other considerations are made.
- A student may need medication in a school-related event. The principal is to authorize a school employee to administer medication. The medication must be in the original container, a photocopy of the parental permit, and the time(s) the medication is to be given.
- Only the **school nurse** can give nebulizer treatments in school. Non-licensed school personnel are not permitted to administer this treatment. A parent must come to school to give the treatment if there is no nurse.
- No one-time medication such as an antibiotic or sedative will be given.
- Complete the "As-Needed Medications, Special Medication or Treatment" section for medications that are "prn" any other route other than oral and for special treatment needed.
- Special forms must be filled out for emergency medications such as those for allergies. A special form must be filled out when a student is to carry asthma medication.

### **ANNUAL STUDENT SCREENINGS**

Student screening for vision and hearing problems is state regulation pursuant to the Special Senses Communications and Disorders Act of 1983. Student screening for spinal curvature is state regulation according to TAC, Section 37.141- 37.152

#### **VISION AND HEARING**

- **4 years old by Sept. 1**
- **Any first-time entrants**
- **Grades K-5<sup>th</sup> and 7<sup>th</sup>**

#### **SPINAL**

**All students in 6<sup>th</sup> Grade**

## **CAR SEATS**

On September 1, 2009, legislation was passed to strengthen current child passenger safety protections by mandating that children younger than eight years old, unless they are four feet, nine inches in height, must be properly secured while riding in an operating vehicle in a child passenger safety seat system in accordance with the instructions of the manufacturer of the safety seat system.

## **ASBESTOS**

In order to promote and protect the health of students, staff and visitors in Catholic Schools and in accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1986, each Catholic School must comply with all asbestos management regulations and requirements as contained in the most current official, professional asbestos management inspection report for the school and additionally will ensure compliance with training and communications requirements as specified in the AHERA. Every three years the state visits to review Sacred Heart's Asbestos Management Plan. A copy of the Asbestos Plan is available for parents' and employees' inspection at the principal's office.

## **GENERAL INFORMATION**

### **FIELD TRIPS**

Field trips serve as the instructional program by utilizing educational resources of the community to supplement classroom work. Parents must sign a field trip permission form allowing their student to participate. Students must return the proper form; no other form will be accepted. Phone permissions are not allowed, and no exceptions will be made. If a parent does not want their child to participate, the school should be notified in writing. Students not participating in the field trip will be expected to attend school that day and participate in an alternative planned activity or receive a zero for the day's participation grade.

- Field trips are privileges and students can be denied participation if they fail to meet academic or behavioral requirements.
- All tuition must be current for a student to attend any field trip.
- Uniforms or school spirit shirts will be worn on field trips unless otherwise indicated on the permission slip.
- Any parent driving for school field trips is required to complete and present all necessary documentation.
- To ensure the safety of our students, Field Trip drivers/chaperones may not bring younger children on the field trip.
- A 5:1 youth/adult ratio should be in effect for all off-campus trips involving students.

### **EIGHT GRADE FIELD TRIP TO WASHINGTON, D.C.**

The 8<sup>th</sup> Grade students travel to Washington, D.C. in the spring as part of the history curriculum. Students are responsible for paying the activity fee. To help defray the cost of the trip, students are allowed to have Sacred Heart "mini fundraisers." (bake sales, car washes, garage sales, etc.) All funds collected by this group shall be deposited into an authorized account for this activity and funds will be evenly divided amongst all students participating in each fundraiser. One check will be sent to the travel agency for all the money earned. Each student will be responsible for any remaining balance. No check will be written to any individual for any monies fundraised.

### **STUDENT SAFETY**

- a. The preferred method of transporting students is by bus or by a properly certified common carrier. Common carriers must have an approved safety rating as determined by the Office of Risk Management, and have a written contract approved by the Legal Services Department for the Archdiocese of Galveston-Houston. Entities that operate buses are solely responsible for understanding and compliance with all applicable state and/or federal regulations, laws, and ordinances at all times.
- b. Teachers should carry first aid kits, medication and permission slips when taking students on field trips
- c. When students travel on foot, they should be instructed and supervised regarding the crossing of streets, use of

- trails, bicycle paths, etc.
- d. The field trip plan shall include arrangements for entering and leaving vehicles to ensure students' safety and to avoid the disruption of traffic. When students travel on a bus, there must be at least one adult supervisor, excluding the driver, on each bus.
  - e. If during any field trip students shall be given the opportunity to engage in an activity that presents special hazards, appropriately certified or trained adults must be available for supervision.
  - f. Fifteen (15) seat passenger vans expressly prohibited for use.

The Archdiocese has guidelines for adults driving on field trips which may change at the discretion of the Archdiocese or the Administration:

- The driver must be 21 years of age.
- The driver must have a copy of a valid and current driver's license on file in the school office.
- The driver must read and complete the *Ethical and Personal Conduct Policies* booklet.
- The driver must complete the *Volunteer Drivers* form.
- The vehicle must have a valid and current registration and a copy on file in the school office.
- The vehicle must have valid and current license plates.
- The vehicle must be insured for the following minimum limits:
  - \$100,000 per person / \$300,000 per occurrence.
- A copy of the current proof of insurance must be on file in the school office.

#### **PARTY POLICY**

Sacred Heart Catholic School celebrates two holidays each year with classroom parties - Christmas and Mardi Gras. The Room Parent will contact the teacher in advance to discuss the party guidelines and parent responsibilities. Valentine's may be exchanged on Valentine's Day and all students may wear jeans and Valentine's shirt.

#### **BIRTHDAYS**

Each student's birthday is recognized at morning assembly. If a student brings birthday treats for the class, they will be distributed and eaten at lunch. Invitations to private parties/birthday parties may not be distributed at school UNLESS each member of the class receives an invitation. The only exception is if the party is only for one gender, then each girl or each boy in the homeroom class receives an invitation. The student should consult the teacher before distributing invitations. Invitations sent to school that do not comply with the above rules will be sent home for distribution by mail.

#### **YEARBOOK AND SCHOOL PICTURES**

Yearbooks and class pictures are taken in the fall of the school year. Mass uniforms are required for these pictures and all students are photographed for the yearbook. An individual picture day is scheduled in the spring for casual photos. Parents have the option of purchasing pictures as well as the yearbook.

#### **STUDENT ARTICLES FORGOTTEN AT SCHOOL**

After the dismissal bell, students will not be allowed to return inside the school building to retrieve forgotten items and/or textbooks/notebooks without permission from office staff. No one will be granted permission to re-enter until dismissal is complete. This is to ensure the safety of students and an orderly dismissal procedure.

#### **LOST AND FOUND**

Please label ALL articles of clothing, lunch boxes, and backpacks with your student's first and last name. Any items found will be sent to the Lost and Found Designated area. The school is not responsible for any lost or stolen property. Any unclaimed items will be donated to the St. Vincent de Paul Society at the end of the school year.

#### **USE OF SCHOOL GROUNDS AND FACILITIES**

School grounds and facilities are supervised from 7:00 a.m. to 3:45 p.m. by school personnel on days when school is in session. Supervision for athletic practices, extracurricular programs and other activities, such as parish-sponsored programs are the responsibility of the heads of these programs or organizations. Students are not allowed on school grounds or in school facilities unsupervised. Students found on school property outside of authorized periods are subject to disciplinary action. Before or after school use of school grounds and facilities requires approval of the school administration and the parish office.

### **EXTRA-CURRICULAR ACTIVITIES**

Sacred Heart Catholic School offers a wide range of extracurricular programs and activities to meet the interest of students. Attendance at school is required on the day of an extracurricular activity to participate. Siblings of students registered in extra-curricular activities may not attend the activity. The school makes no provisions for supervision of siblings for after school activities.

### **ATHLETICS**

Sacred Heart Catholic School belongs to the GHCAA (Galveston-Houston Catholic Athletic Association) and competes in soccer, volleyball, basketball and track. Coaches are employed by Sacred Heart and must be Safe Haven certified.

Participation in a sport requires serious commitment. Academic and behavior requirements must be met for eligibility. Any student with a grade below a 70% on a progress report or report card will not be eligible to participate in the program including participating in practice or games until the failing grade returns to a passing grade. Grades will be checked every two weeks. Attendance at school is required on the day of a sporting event to participate. Parents are responsible for transportation to and from games and some off-campus practices. A fee is charged per student per sport for participation. The Athletics Program is under the direction of the school's Athletic Director. A separate Athletics Handbook is provided for all athletes.

**Late policy:** If a student is picked up later than the designated end time for any activity, he/she will be taken to the After School Care Program, and parents will be billed a \$5 per minute late fee. In addition, the student may not be allowed to continue participating in the after-school sporting program if tardiness continues.

**Altar Servers:** Catholic boys and girls in grades 4<sup>th</sup> – 8<sup>th</sup> are eligible to participate in the Altar Server program. Sacred Heart Parish coordinates this program. Please contact the church office for more information.

**Student Council:** The Student Council is the governing body of Sacred Heart Catholic School. Student Council is open to students in 5<sup>th</sup> – 8<sup>th</sup> grades. Officers are selected from 7<sup>th</sup> and 8<sup>th</sup> grades and 6<sup>th</sup> – 8<sup>th</sup> grades have two student representatives.

**National Honor Society:** The National Honor Society at Sacred Heart Catholic School. Student Council is open to 7<sup>th</sup>-8<sup>th</sup> grade students who maintain a 90% overall grade point average and who are good role models to the other students in their academics, behavior and who abide by the handbook regulations and all school rules.

**Robotics:** Students in 3<sup>rd</sup> – 5<sup>th</sup> grades may register for Robotics. The club meets once a week after school.

**Dance:** PK – 4<sup>th</sup> Grade students may take ballet/jazz lessons after school. The PK – 1<sup>st</sup> grade class is on Tuesday and the 2<sup>nd</sup> – 4<sup>th</sup> grade class is on Thursday. A fee is charged to parents for this activity.

**Camp Kappe:** The home of the School of Environmental Education (S.E.E.), which is an accredited school offering a supplemental education program to parochial school students. S.E.E. provides a four-day outdoor experience of God's gift of nature while studying life cycles, food chains, the environment's effect on man, man's effect on environment, conservation of resources, etc. It offers hands-on experience with farm animals and gardening along with many other exciting adventures in outdoor education. Each year the fifth-grade students attend this school for four days in Plantersville, Texas. Camp Kappe is part of the 5<sup>th</sup> grade science curriculum.

**Scouts:** There are various levels of Boy Scouts and Girls Scouts associated with Sacred Heart Catholic Parish. Scouts is not a Sacred Heart Catholic School sponsored activity; therefore, the school is not kept informed of troop and pack happenings. Please call the parish office for more information.

**Cheerleading:** Girls in fifth through eighth grades have the opportunity to participate as cheerleaders for school athletic events. This program allows students to show school spirit, support their teams, and develop teamwork and leadership skills. Cheerleaders play an important role in promoting a positive and enthusiastic atmosphere during games and school events.



Educating Mind † Heart † Spirit

### Parent/Student Handbook Acknowledgment

School Year 2025-2026

The Parent/Student Handbook for the school year is posted on the website, [www.shcstx.com](http://www.shcstx.com) under the Parent tab. Parents are expected to read and discuss the handbook policies, with their child(ren). Please note that this handbook is a living document. The Administration of Sacred Heart Catholic School reserves the right to modify this Handbook, rescind any policies, procedures, or portion of the handbook as it deems appropriate, in its sole and absolute discretion.

Initial each line below:

- \_\_\_\_\_ I will read and refer to the Parent/Student Handbook.
- \_\_\_\_\_ I will follow the policies and procedures in the Parent/Student Handbook.
- \_\_\_\_\_ I will seek clarification from the principal about any policies and procedures if unclear.

\_\_\_\_\_  
Parent/Family Printed Name

\_\_\_\_\_  
Student (s) Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (s) Name

\_\_\_\_\_  
Student (s) Name



**MEDIA/PUBLICITY RELEASE AND AUTHORIZATION FOR CHILD/CHILDREN**

I hereby grant permission to the Archdiocese of Galveston - Houston, the Catholic Schools Office (hereinafter referred to as AGH)/Sacred Heart Catholic School my campus based Catholic School, its successors and assigns and those acting under its permission or upon their authority, or pursuant to their request, the unqualified right and permission to photograph, interview, reproduce, publish, or circulate or otherwise use, my child/children's name(s) and any photographic/digital reproduction or other likeness of my child/children. It is my understanding this photographic/digital reproduction or portions thereof will be used for public view. I agree to allow my child to participate in this project without financial remuneration and the consideration for this Release is my desire and intent to assist AGH. I further understand this releases AGH from any future claims or liabilities arising from the use of said photographic/digital image. This authorization and release applies to any medium of advertising/publicity, including the Internet, for an unlimited period of time.

1) Child's name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

2) Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

3) Child's name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

If needed, please attach additional forms for additional children.

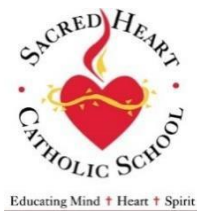
A photostatic copy hereof shall be considered as effective and valid as the original.

\_\_\_\_\_  
Signature of Parent or Authorized Guardian

\_\_\_\_\_  
Driver's License number & State

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## **TECHNOLOGY ACCEPTABLE USE POLICY (TAUP): GRADE K – 2<sup>nd</sup>**

At Sacred Heart Catholic School, Chromebooks, Tablets, iPads, and other digital equipment are available for students use to:

- Enhance learning.
- Improve research skills.
- Learn typing, word processing and multi-media skills.
- Educate students for the future.
- The use of technological equipment is a privilege. Securely is our third-party URL monitoring system in place for internet browsing safety. Students should know that the use of the computer network is not private, and files and Internet activity are monitored.

### **EXPECATIONS**

- Students will only use computer equipment with supervision and permission of a teacher.
- Students will use computer equipment with care.
- Students will follow school behavior rules when using technology.
- Students will always use appropriate language.
- Students will respect the privacy of other users' files, accounts and passwords by not opening, using or changing someone else's files.
- Students will not share their passwords with other students.
- Students will only use Internet sites that have been approved by the teacher.
- Students will stop and tell an adult if any inappropriate Internet sites are reached.
- Students will not share their personal information on the Internet.
- Students will only use the computer for academics.
- Students do not have e-mail.
- Whether occurring within or outside of school, on school device or personal device, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

### **ARTIFICIAL INTELLEGENCE**

As a faith-based educational institution, we recognize the potential benefits and challenges that AI represents. Our commitment to upholding Catholic values and ethical standards extends to the integration of AI technologies into our learning environment for appropriate grade levels. The primary aim of this policy is to ensure that AI applications are utilized responsibly, ethically, and in alignment with our mission of fostering holistic development, respect for human dignity, all the cultivation of responsible digital citizenship, all promoting and emphasizing Catholic values.

**TECHNOLOGY ACCEPTABLE USE POLICY (TAUP): GRADE K – 2<sup>nd</sup>**  
**CONTINUE**

**Artificial Intelligence (AI):** Refers to the development of computer systems that can perform tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making, and language translation.

**AI Technologies:** Encompasses machine learning, natural language learning, natural language processing, computer vision, and other advanced computational methods used to enable machines to mimic cognitive functions.

**AI Applications:** Specific uses of AI technologies, such as educational software, virtual assistants, and automated decision-making tools.

**CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS**

- Not allowed to use computer equipment and materials at school.
- Be required to write a letter explaining what they did wrong.
- Repeating or intentionally violating the rules may result in longer periods or permanent loss of technological privileges.

\_\_\_\_\_ has read and agrees to abide by the Technology and Acceptable Use Policy.

**Student Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_ has my permission to check out a Chromebook from Sacred Heart Catholic School.

**Student Name**

I have read and agree to the terms and conditions of the Chromebook Agreement.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**



### **Grade 3-4 - APPROPRIATE CHROMEBOOK USAGE**

Each 3<sup>rd</sup> - 4<sup>th</sup> grade student will be issued a Chromebook that will travel with him/her from class to class as part of the school's curriculum. Each Chromebook will be left at school and charged overnight in the designated charging stations. Each student is responsible for recharging his/her Chromebook.

***Chromebooks in the classroom: 1 to 1 Google Chromebook*** - The teacher is the instructional leader and determines when and how the classroom Chromebooks are to be used.

1. Personal devices may NOT be brought to school.
2. A Chromebook will be assigned to each individual 3<sup>rd</sup> and 4<sup>th</sup> grade student.
3. All Chromebooks have been barcoded, and each student will be tracked this way.
4. 3<sup>rd</sup> and 4<sup>th</sup> Grade students are required to carry the Chromebook in a Chromebook Case they have purchased. Chromebooks are not allowed to be stored or transported in students' backpacks.
5. Students will use Chromebooks integrated into daily lessons, research, and presentation of projects.
6. There will be NO video, photos or voice recordings to be taken of anyone or anything unless it is part of an assignment that has been approved by their teachers. Students are not allowed to post images of any student or staff member. Distribution of unauthorized media may result in disciplinary action. NO EXCEPTIONS.
7. **No social media** is to be brought up, logged into or uploaded to any Chromebook (**ex. Snapchat, Instagram/Thread, Tik Tok, X (formally known as Twitter), BeReal, Discord, Twitch, Facebook and any other similar programs on school Chromebooks or personal devices.**
8. Students are not allowed to share or borrow each other's Chromebook. If something were to happen or damage occurred to the Chromebook, then the student responsible would be the one that the Chromebook is checked out according to the barcode.
9. Google accounts have been set up for each 3<sup>rd</sup> and 4<sup>th</sup> Grade student and will be managed through Google Management Console. Email has been turned off with each Google account.
10. Students at Sacred Heart Catholic School have access to a student wireless network. It is the responsibility of each student to know how to connect to the Sacred Heart Catholic School Student wi-fi network.
11. Chromebooks will be checked at random times to make sure guidelines are followed.
12. Games are not allowed to be played on Chromebooks.
13. Do not create your own (students) google classrooms.
14. Do not stream YouTube videos for anything else other than educational needs as directed by the instructor.
15. Wireless headphones are not allowed.
16. Whether occurring within or outside of school, on school device or personal device, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

### **ARTIFICIAL INTELLEGENCE**

As a faith-based educational institution, we recognize the potential benefits and challenges that AI represents. Our commitment to upholding Catholic values and ethical standards extends to the integration of AI technologies into our

learning environment for appropriate grade levels. The primary aim of this policy is to ensure that AI applications are utilized responsibly, ethically, and in alignment with our mission of fostering holistic development, respect for human dignity, all the cultivation of responsible digital citizenship, all promoting and emphasizing Catholic values.

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**AI Applications:** Specific uses of AI technologies, such as educational software, virtual assistants, and automated decision-making tools.

### CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS

- Not allowed to use computer equipment and materials at school.
- Be required to write a letter explaining what they did wrong.
- Repeating or intentionally violating the rules may result in longer periods or permanent loss of technological privileges.

### Technology and Acceptable Use Policy (TAUP) and Chromebook Agreement Must be returned to school prior to the use of school Chromebooks.

\_\_\_\_\_ has read and agrees to abide by the Technology and Acceptable Use Policy.

**Student Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_ has my permission to check out a Chromebook from Sacred Heart Catholic School.

**Student Name**

I have read and agree to the terms and conditions of the Chromebook Agreement.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**



## Grades 5-8 - APPROPRIATE CHROMEBOOK USAGE

Students are required to purchase a Chromebook before the beginning of the school year. At this time, I, \_\_\_\_\_ am giving Sacred Heart Catholic School guardianship of the Chromebook purchased through the school's website. **Listed below, as well as those detailed in technology acceptable use policy documents are the guidelines my child and I have read, reviewed, and agree to.** If a rule is broken each student will be dealt with on an individual basis and will receive a consequence that is equivalent to the infraction. For example, a possible consequence could be suspension from using technology for a certain amount of time. Both student and parent signature indicate that you understand the appropriate Chromebook usage guidelines.

### TECHNOLOGY GUIDELINES

1. Do not use technology to harm other students or their work.
2. Do not damage the network or any technology resource in any way.
3. Chromebooks will be checked at random times to make sure guidelines are followed.
4. Do not interfere with the school's network or daily operation by accessing any personal non-issued school accounts.
5. There will be NO video, photos or voice recordings to be taken of anyone or anything unless it is part of an assignment that has been approved by their teachers. Students are not allowed to post images of any student or staff member. Distribution of unauthorized media may result in disciplinary action. NO EXCEPTIONS.
6. Do not violate copyright laws.
7. Do not view, send, distribute or display offensive or bullying messages or images.
8. **No social media** is to be brought up, logged into or uploaded to any Chromebook (ex. Snapchat, Instagram/Thread, Tik Tok, X (formally known as Twitter), BeReal, Discord, Twitch, Facebook and any other similar programs).
9. Do not share your passwords/personal information or in any way obtain another person's password/personal information.  
Do not waste technology resources such as cloud-based storage or printing supplies.
10. Students are required to carry the Chromebook in a Chromebook Case they have purchased. Chromebooks are not allowed to be stored or transported in students' backpacks.
11. Do not trespass in ANYONE's folders, work or files.
12. Games are not allowed to be played on Chromebooks.
13. Do not create your own (students) google classrooms.
14. Do not stream YouTube videos for anything else other than educational needs as directed by the instructor.
15. Wireless headphones are not allowed.
16. Do not attempt to circumvent network filters or security in any way.
17. Notify an adult immediately, if by accident, you encounter materials which violate the Rules of Appropriate Use.
18. Using materials found online and using them as your own is plagiarism and is strictly prohibited.
19. BE PREPARED to be held accountable for your actions and for the loss of privileges if the appropriate use of technology is abused.

20. Whether occurring within or outside of school, on school device or personal device, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.
21. **No social media** is to be brought up, logged into or uploaded to any Chromebook (ex. **Snapchat, Instagram/Thread, Tik Tok, X (formally known as Twitter), BeReal, Discord, Twitch, Facebook and any other similar programs on school Chromebooks or personal devices.**

**ARTIFICIAL INTELLEGENCE**

This policy outlines the guidelines and principles governing the appropriate use of Artificial Intelligence (AI) in our Catholic school community. As a faith-based educational institution, we recognize the potential benefits and challenges that AI presents. Our commitment to upholding Catholic values and ethical standards extends to the integration of AI technologies into our learning environment. The primary aim of this policy is to ensure that AI applications are utilized responsibly, ethically, and in alignment with our mission of fostering holistic development, respect for human dignity, all the cultivation of responsible digital citizenship, all while promoting and emphasizing Catholic values.

The purpose of incorporating AI into our educational practices for fifth through eighth grades to enhance teaching and learning experiences, promote academic excellence, foster creativity, and streamline administrative processes.

**Definitions for the Purpose of this Policy:** Artificial Intelligence (AI): Refers to the development of computer systems that can perform tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making, and language translation.

**AI Technologies:** Encompasses machine learning, natural language learning, natural language processing, computer vision, and other advanced computational methods used to enable machines to mimic cognitive functions.

**AI Applications:** Specific uses of AI technologies, such as educational software, virtual assistants, and automated decision-making tools.

**Technology and Acceptable Use Policy (TAUP) and Chromebook Agreement  
Must be returned to school prior to the use of school Chromebooks.**

\_\_\_\_\_ has read and agrees to abide by the Technology and Acceptable Use Policy.

**Student Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_ has my permission to check out a Chromebook from Sacred Heart Catholic School.

**Student Name**

I have read and agree to the terms and conditions of the Chromebook Agreement.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

### ADMINISTRATION

Father Nicolas Ramirez	Pastor	nramirez@shconroe.org
Mrs. Deb Brown	Principal	dbrown@shcstx.org
Mrs. Beth Istre	Director of Advancement	bistre@shcstx.org
Mrs. Michelle Bordovsky	Second in Command & Student Services	mbordovsky@shcstx.org
Mrs. Melissa Gonzalez	Technology Coach/Library Manager	mgonzalez@shcstx.org
Dr. Yvonne Clark	Counselor	yclark@shcstx.org

### STAFF

Mrs. Tami Allen	Executive Assistant / Secretary	tallen@shcstx.org
Mrs. Marie Everett	Bookkeeper	meverett@shcstx.org
Mrs. Michele Adame	Health Coordinator	madame@shcstx.org
Mrs. Jennifer Limon	Advancement Assistant.	jlimon@shcstx.org
Mr. Matthew Chodorow	Athletic Director	mchodorow@shcstx.org

### PK – 2nd TEACHERS & ASSISTANTS

Mrs. Kelly Ducotey	PK3	kducotey@shcstx.org
Mrs. Veronica Contreras	PK4	vcontreras@shcstx.org
Mrs. Wendy Brandt	PK4	wbrandt@shcstx.org
Mrs. Stacey Hartsell	PK4 Teacher Assistant	shartsell@shcstx.org
Mrs. Margaret Guajardo	PK3 Teacher Assistant	mguajardo@shcstx.org
Mrs. Nancy Veit	PK4 Teacher Assistant	nveit@shcstx.org
Mrs. Emily Patzwall	Kindergarten	epatzwall@shcstx.org
Ms. Alanna Moore	Kindergarten	amoore@shcstx.org
Mrs. Cynthia Masterson	Kindergarten Assistant	cmasterson@shcstx.org
Mrs. Faith Rogers	1st Grade	frogers@shcstx.org
Mrs. Jennifer Baker	1st Grade	jboka@shcstx.org
Mrs. Patricia Martinez	2nd Grade	pmartinez@shcstx.org
Mrs. Leslie Dellmore	2nd Grade	ldellmore@shcstx.org

**3<sup>rd</sup> – 5<sup>th</sup> TEACHERS**

Mr. William Barnes	3rd Grade ELA & Religion	wbarnes@shcstx.org
Mrs. Jody Stephenson	3 <sup>rd</sup> Grade Math, Science, Social Studies	jstephenson@shcstx.org
Mrs. Lori Gustinella	4 <sup>th</sup> /5 <sup>th</sup> Science, Social Studies	lgustinella@shcstx.org
Mrs. Carroll Ann West	4 <sup>th</sup> /5 <sup>th</sup> Reading, English, Writing	cwest@shcstx.org
Mrs. Karen McNamara	Social Studies/4 <sup>th</sup> Religion	kmcnamara@shcstx.org
Mr. John Cullinan	4 <sup>th</sup> / 5 <sup>th</sup> Math	jcullinan@shcstx.org

**MIDDLE SCHOOL**

Mrs. Molly Nobile	MS 5 <sup>th</sup> Math, 4 <sup>th</sup> Religion, Religion Coordinator	mnobile@shcstx.org
Mrs. Michelle LaFleur	MS Religion	mlafluer@shcstx.org
Mrs. Annette Freund	MS Science/6 <sup>th</sup> Social Studies, 7 <sup>th</sup> TX History, and 8 <sup>th</sup> US History	<a href="mailto:afreund@shcstx.org">afreund@shcstx.org</a>
Mrs. Judy Barrett	ELA and 7th and 8th Grade Writing	jbarrett@shcstx.org

**SPECIALS/ELECTIVES**

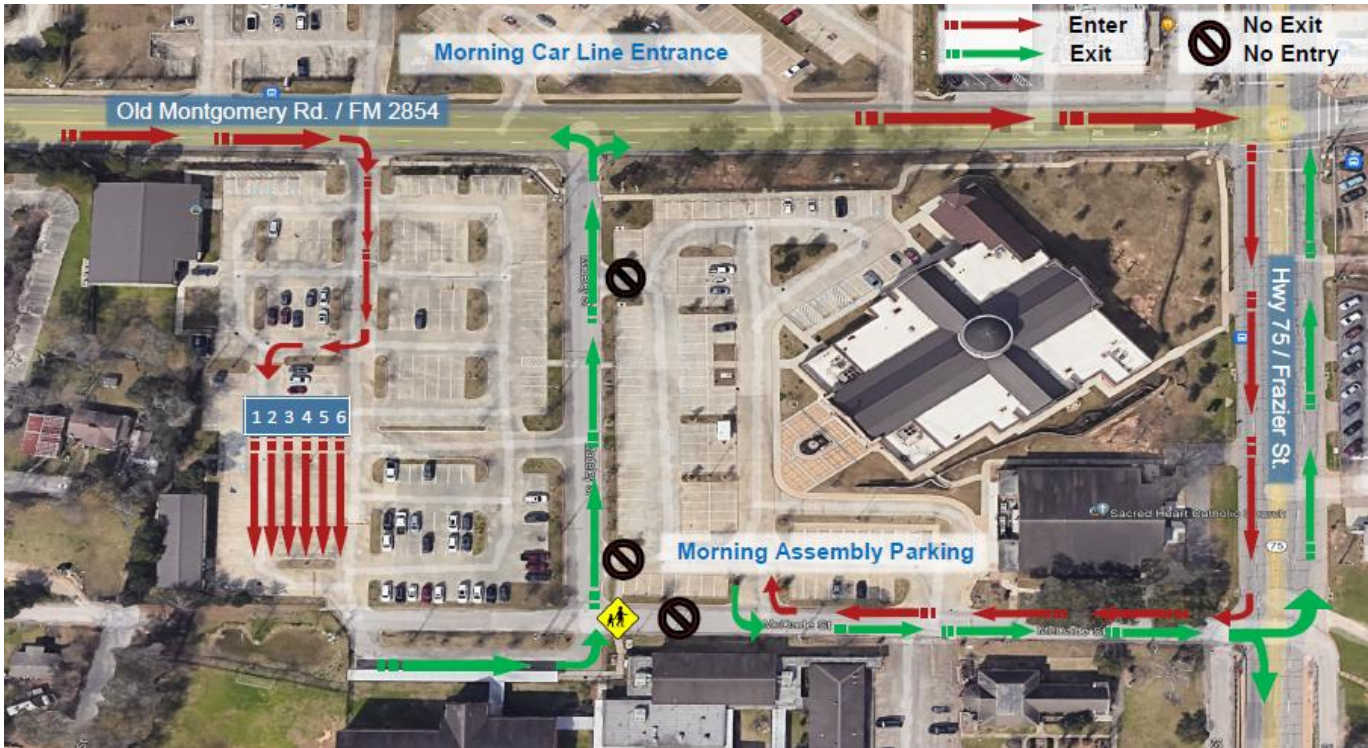
Mrs. Sheri McDonald	Librarian	smcdonald@shcstx.org
Señora Adriana Ruiz	Spanish	aruiz@shcstx.org
Mrs. Laura Landry	Physical Education	llandry@shcstx.org
Mr. Matthew “Chico” Chodorow	Physical Education Assistant/ AD	mchodorow@shcstx.org
Mrs. Lacey Kainer	Electives Coordinator/Art	lkainer@shcstx.org
Mrs. Larisa Kholodnaya	Music	lkholodnaya@shcstx.org
Mrs. Stacey Crom	Elective and After School Dance	gracepointdance@gmail.com
Ms. Paula Criel	Chimes Elective	Paula.Criel@gmail.com

**BEFORE AND AFTER SCHOOL CARE**

Mrs. Eunice Boussac	Before & After School Care	eboussac@shcstx.org
Mrs. Margaret Guajardo	After School Care	mguajardo@shcstx.org

## Exhibit A

### Sacred Heart Catholic School 2025 – 2026 Morning Drop Off Route



#### **Morning Arrival Route for Drop Off in Front of the School**

Vehicles will turn from Hwy. 2854 into the entrance by St. Vincent de Paul and follow the red arrows to the front of the school. Once students have been unloaded in front of the school vehicles will proceed to Madeley St. where Officer Martinez will be directing traffic onto Hwy. 2854 to expedite traffic. Vehicles that want to enter the church parking lot after students have been unloaded are asked to use the entrance on Madeley closest to Hwy. 2854.

#### **Drop Off Procedures If Parents Attending Morning Assembly with Students**

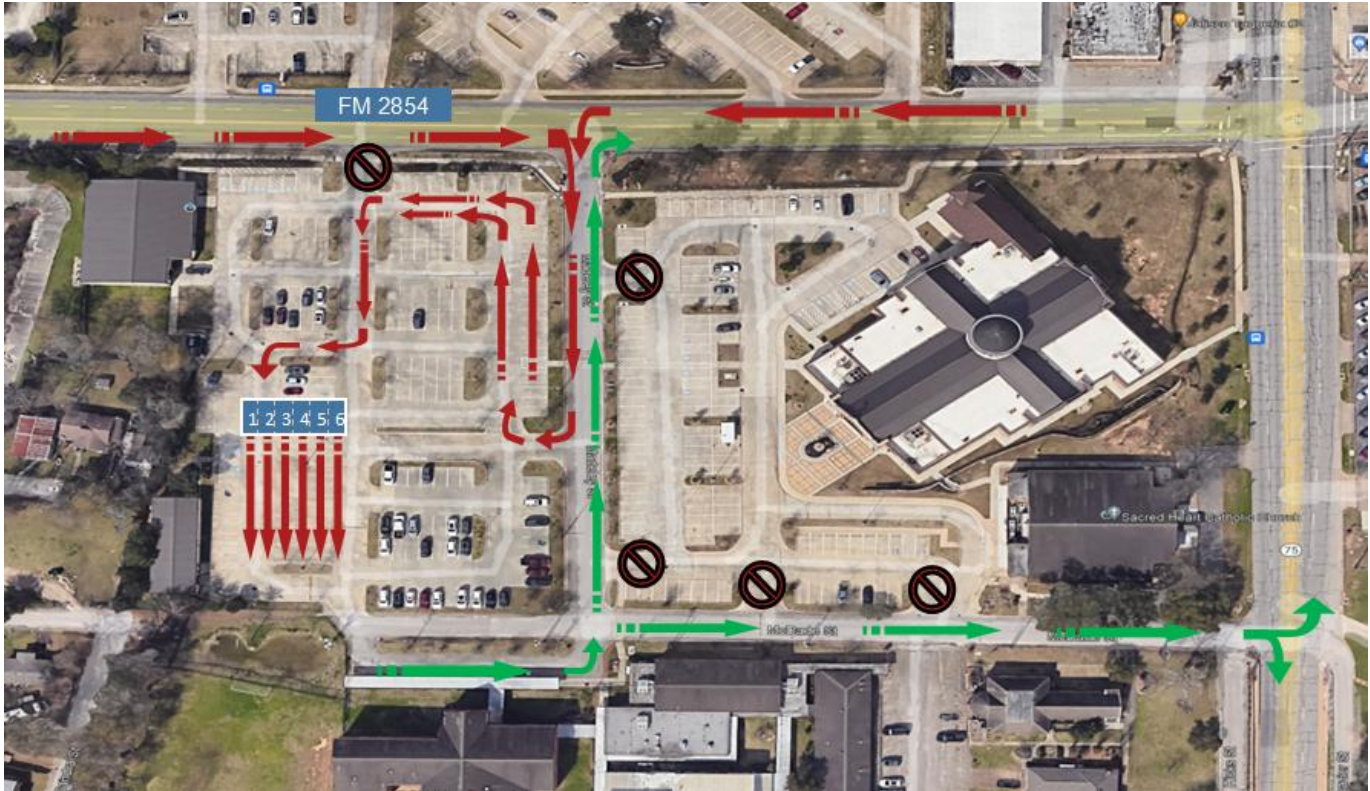
Travel down Frazier St and turn onto McDade St., then turn right into the first entrance of the church parking lot. Vehicles will exit the same way. Parents must use the crosswalk and walk students across the crosswalk into the gym. Be mindful of speed in the church parking lot and of pedestrians in the church parking lot.

**\*\*To ensure everyone's safety, cell phones ARE NOT ALLOWED to be used DURING ARRIVAL or DISMISSAL procedures/carline.**

**Thank you.**

## Exhibit B

### Sacred Heart Catholic School 2025 – 2026 Afternoon Dismissal Route



To ensure an orderly and speedy dismissal, each family will be given 2 “Family Name” tags to be hung from the rear view mirror. Teachers will be positioned in car line to relay FAMILY NAMES to school personnel who will then arrange for students to be ready for their NAME to be called at dismissal. Additional car tags are \$10.00 each.

The school office must be notified of any carpools, students included in the carpool or any changes to to carpools. A parent must call the school office if a student’s dismissal varies from the normal routine. If the office is NOT notified, the student will NOT BE ALLOWED to be dismissed differently.

#### **WEATHER RELATED DISMISSAL**

In the event of severe weather (heavy rain/downpours), lightning or heat advisories (temperatures over 95 degrees or heat index over 100 degrees), parents may be required to park and go to classrooms to pick up their children. During severe weather, the safety of our students, staff and members of our school community is our primary concern and takes precedence over convenience.

**\*\*To ensure everyone’s safety, cell phones ARE NOT ALLOWED to be used DURING ARRIVAL or DISMISSAL procedures/carline.**

**Thank you.**



**Exhibit C**



Educating Mind † Heart † Spirit

**Student Refocus Form**

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Teacher/Class:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Observed Behavior(s):**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**\*\*\*Return signed form to school.**

**Exhibit D**



Educating Mind † Heart † Spirit

**Principal Conference Form**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Teacher/Class:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Reason for Conference:**

- Refocus Forms previously
- given Hurting Others
- Extreme Disrespect (Defiant
- Behavior) Cheating/Stealing
- Destruction of Other's or School's
- Property Other

**What I did . . .**

**What I should have done . . .**

**What I will do in the future . . .**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

***Return signed form to principal.***

## Exhibit E

March 1, 2024

### SYMPTOM GUIDELINES



If an individual has any of the following symptoms or is not feeling well, they should stay home until they feel better. Individuals are recommended to seek a medical provider to review their symptoms. Texas Catholic Conference of Bishops Education Department (TCCB ED) <sup>1</sup>has specified guidelines for fever, vomiting/nausea, and diarrhea.

#### Symptoms:

Fever	Nausea/Vomiting	Headache
Body aches	Chills	Fatigue
Congestion/Runny nose	Sore throat	Shortness of breath
Diarrhea		

### TCCB ED GUIDELINES:

SYMPTOM	RETURN TO SCHOOL GUIDELINE
FEVER	Fever-free for 24 hours without fever-suppressing medication.
VOMITING/NAUSEA	No Vomiting for 24 hours without nausea-suppressing medication.
DIARRHEA	Diarrhea-free for 24 hours without diarrhea-suppressing medication.

### CDC<sup>2</sup> AND TEXAS DEPARTMENT OF HEALTH AND HUMAN SERVICES<sup>3</sup>

#### RESPIRATORY VIRUS RECOMMENDATIONS:

When you go back to your normal activities, take added precautions over the next 5 days, such as taking additional steps for cleaner air, hygiene, masks, physical distancing, and/or testing when you will be around other people. Keep in mind that you may still be able to spread the virus that made you sick, even if you are feeling better. You are likely to be less contagious at this time, depending on factors like how long you were sick or how sick you were.

- Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in the trash. If you do not have a tissue, cough, or sneeze into your elbow, not your hands.
- Learn and use proper handwashing techniques.
- Clean frequently touched surfaces, such as countertops, handrails, and doorknobs regularly.

## Exhibit F

### Sacred Heart Catholic School

#### 2025-2026 School Calendar

August						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

In service
Holiday
Weather Day
Noon Dismissal
Students Return to School

May						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**First Day of School** – Aug. 13 Noon Dismissal  
**Last Day of School** – May 22 Noon Dismissal

**Grading Periods**

1<sup>st</sup> Quarter      August 13 – October 16  
 2<sup>nd</sup> Quarter      October 17 – January 9  
 3<sup>rd</sup> Quarter      January 12 – March 20  
 4<sup>th</sup> Quarter      March 23 – May 22

**Student Holidays**

Labor Day                      September 1  
 Fall Break Holiday          October 13  
 Thanksgiving Holiday      November 24-28  
 Christmas Holiday          December 19- Jan. 6  
 MLK Day                        January 19  
 Spring Break                  March 9-13  
 Easter Break                    April 3 – April 6

**Teacher In service Days:**

August 4-8, 11-12; October 10  
 January 6, February 16, May 26

**Parent-Teacher Conference Days**

(Noon Dismissal)  
 September 25 and September 26  
 February 20

**Weather Days**

May 27, 28

**NO ASAP (After School Care)**

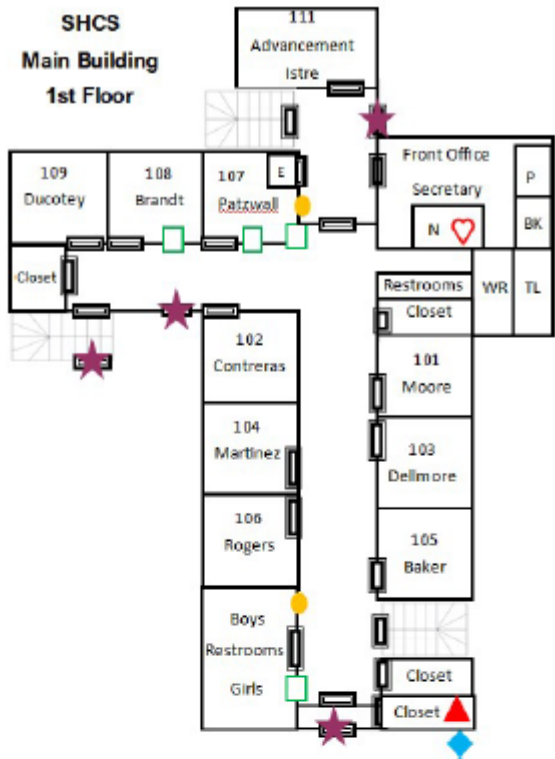
December 19  
 May 22

**Important Dates**

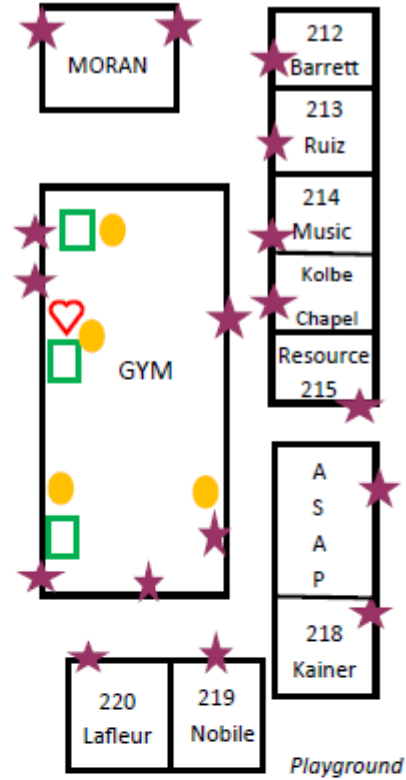
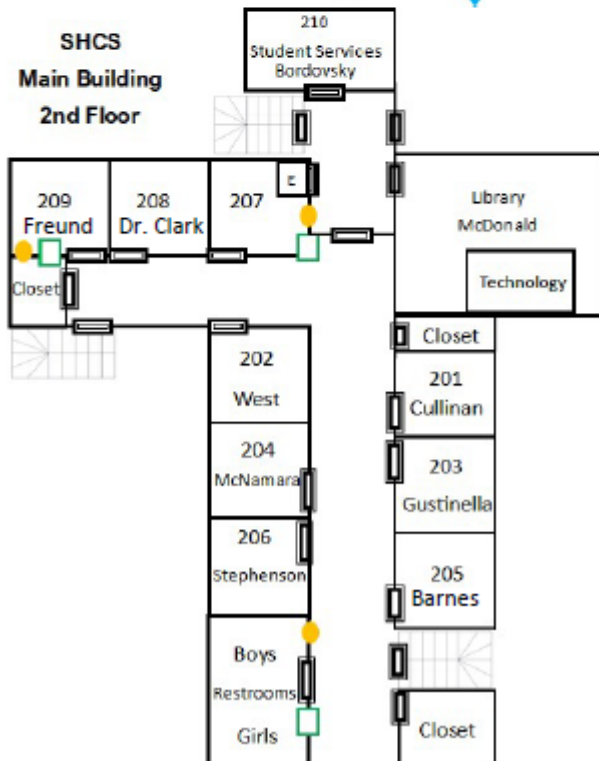
- New Parent Orientation – 8/7/25
- Back to School Picnic – 8/10/25
- Back to School Night – 8/28/25
- Pottery Day – 9/18/25
- Oktoberfest Festival – 10/18/25
- Saints' Day Parade – 11/3/25
- Veterans' Day Program – 11/6/25
- SH Gala Dinner/Auction – 11/8/25
- Pajama Day – 12/4/25
- Christmas Program – 12/18/25
- Science Fair – 1/15/26
- Mother/Son Day – 1/18/26
- Catholic Schools Week – 1/25 -1/30
- Father/Daughter Dance – 2/7/26
- Mardi Gras Parade/Parties -2/17/26
- Ash Wednesday – 2/18/26
- SHCS Golf Tournament – 4/24/26
- May Crowning – 5/1/26
- 1<sup>st</sup> Communion – 5/8/26
- 8<sup>th</sup> Grade Graduation – 5/15/26
- Kindergarten Graduation – 5/22/26

# Exhibit G

## SHCS Main Building 1st Floor



## SHCS Main Building 2nd Floor



Playground

### KEY:

- P=Principal
- BK=Bookkeeper
- N=Nurse
- TL=Teacher's Lounge
- WR=Workroom
- E=Elevator
- =Fire Extinguisher
- ▲=Electrical
- =Pull Station
- ♥=AED
- ◆=Water Risers / Meter
- ★=Water Risers / Meter