



Educating Mind † Heart † Spirit

PARENT/STUDENT HANDBOOK
2026 – 2027

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This Parent / Student handbook is provided to inform students and parents of the procedures and policies of Sacred Heart Catholic School. We ask parents to carefully read the handbook and review the appropriate sections with their child(ren).

Sacred Heart Catholic School operates in accordance with the Archdiocesan Board of Education policy number 621 that reads: **“A school within the boundaries of the Archdiocese of Galveston-Houston that will be known as a Catholic School shall follow the regulations as set forth by the Catholic Schools Office.”**

Sacred Heart Catholic School Adheres to the guidelines established by the Texas Catholic Conference Bishops Education Department, which is recognized by the Texas Education Agency. We hold membership in the National Catholic Education Association.

Catholic schools in the Archdiocese of Galveston – Houston admit all students to the rights, privileges, programs, and activities made available to the student body. Catholic schools do not discriminate based on race, color, age, or national or ethnic origin in the administration of its admission, loan, athletic or scholarship programs.

Sacred Heart Catholic School and administration retain the right to amend the Parent/Student Handbook for just cause. By no means is this handbook considered all inclusive. Families will be given notification if changes are made.

The enrollment of a child(ren) at Sacred Heart Catholic School is an agreement on the part of the student and parents/guardians that they will comply with school procedures, regulations, and policies including, but not limited to those in this handbook. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

After reviewing the handbook with your child(ren), acknowledge your review by completing the Family Handbook Acknowledgement as part of Back-to-School Forms.

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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Educating Mind + Heart + Spirit

August 2026

Dear Sacred Heart Families,

Welcome to a new and exciting school year at Sacred Heart Catholic School. We are honored to partner with you in the sacred mission of Catholic education and are grateful for the trust you place in us to nurture your children in faith, knowledge, and character.

This handbook has been thoughtfully prepared to provide important information regarding our school's policies, procedures, expectations, and values. It serves as a guide to help strengthen the partnership between home and school, ensuring a supportive and respectful environment where every student can grow academically, spiritually, and personally. We encourage you to review it carefully and refer to it throughout the year.

At Sacred Heart, our Catholic identity is the foundation of all that we do. Grounded in the teachings of Jesus Christ and the traditions of the Catholic Church, we are committed to fostering a community where students are encouraged to live out their faith, develop their unique gifts, and grow into compassionate and responsible members of society.

We recognize that parents are the primary educators of their children. Through collaboration, communication, and a shared commitment to our mission, we can guide our students to become individuals of faith, integrity, and excellence.

May this school year be filled with growth, joy, and abundant blessings for your family. We look forward to walking this journey together in faith.

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.

CATHOLIC IDENTITY AND FOUNDATION

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 a goal for our students, faculty and staff. 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

Religion is the foundation of the educational experience at Sacred Heart Catholic School and permeates all aspects of school life. The Archdiocesan Religion Curriculum Guide is central to accomplishing our mission of forming disciples, witnesses, and evangelists of Jesus Christ. All students participate in daily religion classes, and Catholic teachings are integrated throughout academic subjects, school activities, guidance programs, and discipline practices.

Religious instruction is guided by the Archdiocesan Religion Curriculum, and all textbooks and instructional resources are selected from Archdiocesan-approved materials. In addition, Sacred Heart Catholic School implements the Circle of Grace program, which promotes faith formation, healthy relationships, personal safety, and respect for the dignity of every person.

The Archdiocese of Galveston-Houston requires schools to provide instruction in family life issues, social justice, and sexuality catechesis. Sexuality catechesis is presented as a partnership between home and school and is provided to students in grades K–8.

To support ongoing faith formation and assess religious knowledge, the Assessment of Religious Knowledge (ARK) is administered to students in grades 2, 3, 4, 5, and 8, as well as to professional faculty members. Faculty members participate in this assessment every three years as part of the Archdiocese's commitment to continuous faith development and Catholic education excellence.

CIRCLE OF GRACE PROGRAM

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.

LITURGY AND WORSHIP

Faculty, staff, and students attend School Mass on Friday's at 8:30 a.m. as well as all Holy Days of Obligation. PK3 students will begin attending school Masses once they are developmentally ready to sit through the liturgy. Feast days, liturgical seasons, and special commemorations may also be planned and celebrated throughout the year.

Students attend Mass weekly with their assigned "Big Buddies," fostering a sense of community and reverence. Students assist in planning and participating in each liturgy through reading, singing, and writing petitions.

Students in grades 2–8 are provided opportunities to participate in the Sacrament of Reconciliation during the school year. Official Mass uniforms are required for school Masses unless otherwise noted. Families are warmly invited to attend school Masses and are asked to refrain from sitting with student classes.

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.

GUIDANCE PROGRAM

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.

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.

STEWARDSHIP & SERVICE REQUIREMENTS

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 4th/5th grade is 10 hours and 6th /7th /8th/ 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.

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.

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.

ADMINISTRATION & GOVERNANCE

ARCHDIOCESE OF GALVESTON-HOUSTON STRUCTURE

ROLE OF BISHOP

The Archbishop, as the Ordinary of the Archdiocese, possesses full and complete authority in the Archdiocese and therefore is the head of all Catholic schools and all parish religious education programs in the Archdiocese. He has the ecclesiastical authority to watch over and inspect educational programs within the Archdiocese, including the right to issue directives concerning the general regulation of such programs. The Archbishop has primary responsibility for the educational ministry of the Church. He has full authority to regulate all that pertains to religious instruction and matters pertaining to faith and morals in the Archdiocese. The Archbishop, as the chief representative of the Church’s teaching authority, is the head of the schools in the Archdiocese. The Secretariat Superintendent of Catholic Schools carries out the administration of the schools. Religious education in the Catholic schools is guided by the Superintendent

of Catholic Schools with the assistance of the Director of the Office of Evangelization and Catechesis as a consultant.

ROLE OF SUPERINTENDENT

The Superintendent of Catholic Schools is appointed by and responsible to the Archbishop and represents him in the administration and supervision of Catholic schools in the Archdiocese. The superintendent is a member of the Cardinal's Cabinet. The Superintendent of Catholic Schools, under the authority of the Archbishop, shall be responsible for the establishment and implementation of Archdiocesan policies governing Catholic schools and for the direction of the Catholic Schools Office in providing guidance and support services to Catholic Schools in the Archdiocese of Galveston Houston.

ROLE OF PASTOR

The pastor hires the principal after consultation with the Archdiocesan Superintendent of Catholic Schools. There should be a regularly scheduled communication between the pastor and principal.

ROLE OF PRINCIPAL

The principal is the administrative officer of the school and is the spiritual, educational, and managerial leader, responsible to the pastor. The principal is also responsible for the financial administration of all school funds.

PRINCIPAL RESPONSIBILITIES

As the leader of the school, the principal is accountable to operate the school in accordance with the Texas Catholic Conference Accreditation Commission (TCCAC) and the guidelines of the Archdiocese Catholic Schools Office. The principal is the:

- Spiritual Leader of the School.
- Educational Leader of the School – Leadership Curriculum and Instruction
- Managerial Leader – Personnel, Institutional, Finance and Development

DESIGNATED PERSON RESPONSIBLE IF PRINCIPAL IS OFF CAMPUS.

Vanessa Lincoln – 2nd in Command

Michelle Bordovsky – 3rd in Command

RELATIONS WITH OTHER SCHOOL SYSTEMS

Good public relations demand cordial professional relationships and cooperation with other private and Catholic schools and with public school systems and their officials. Schools shall promptly comply with all pertinent regulations and reasonable requests concerning student transfers, attendance, truancy, cumulative records, and any other matters concerning the educational progress and welfare of the students for which joint cooperation and concern is appropriate and necessary.

DISTRIBUTION OF LITERATURE OR MATERIALS

Any literature, printed documents, or materials which a student, individual, or organization wishes to distribute must first be submitted to the school office for approval. The school reserves the right to deny approval if distribution could disrupt school operations, interfere with school activities, be offensive or damaging in nature, promote a commercial establishment/enterprise, or endorse political candidates or ballot measures.

ROLE OF ADVISORY SCHOOL COUNCIL

The School Advisory Council Committee 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.

Advisory School Board assists the Principal and Pastor by:

- Identify and articulate the educational needs and aspirations of the school and school community.
- Engage in long-range strategic planning. These goals become the basis for program objectives, policies, and action plans for the educational program.
- Recommending policy

ADMINISTRATION

Father Nicolas Ramirez	Pastor	nramirez@shconroe.org
Mrs. Deb Brown	Principal	dbrown@shcstx.org
Mrs. Vanessa Lincoln	Assistant Principal	vlincoln@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	mgonzalez@shcstx.org
Dr. Yvonne Clark	Guidance Counselor	yclark@shcstx.org
Mrs. Anna Spycher	Guidance Counselor	aspycher@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. Mayra Rivera	PK 3	mrivera@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 Teacher Assistant	cmasterson@shcstx.org
Mrs. Faith Rogers	1st Grade	frogers@shcstx.org
Miss Sarah Campos	1st Grade	scampos@shcstx.org
Mrs. Rosalie Guajardo	2nd Grade	rguajardo@shcstx.org
Mrs. Leslie Dellmore	2nd Grade	ldellmore@shcstx.org

3rd – 5th TEACHERS

Mrs. Kimberly Rodriguez	3rd Grade ELA & Religion	krdriguez@shcstx.org
Mrs. Wendy Winsman	3 rd Grade Math, Science, Social Studies	wwinsman@shcstx.org
Mrs. Karen McNamara	4 th Social Studies, 4 th /5 th Religion	kmcnamara@shcstx.org
Ms. Patrice Munafo	4 th /5 th Science, 4 th Writing	pmunafo@shcstx.org
Mrs. Carroll Ann West	4 th /5 th ELA, 5 th Writing	cwest@shcstx.org
Mr. John Cullinan	4 th / 5 th Math, 5 th Social Studies	jcullinan@shcstx.org

MIDDLE SCHOOL

Mrs. Molly Nobile	MS Math, 6 th Social Studies	mnobile@shcstx.org
Miss Alexandra Messina	MS Religion, 6 th Writing, Religion Coordinator	amessina@shcstx.org
Mrs. Annette Freund	MS Science, 7 th TX History, and 8 th US History	afreund@shcstx.org
Mrs. Judy Barrett	MS 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. Stephanie Hildebrand	Art	shildebrand@shcstx.org
Mrs. Larisa Kholodnaya	Music	lkholodnaya@shcstx.org
Mrs. Stacey Cram	Elective and After School Dance	gracepointdance@gmail.com
Mrs. Paula Criel	Chimes Elective	Paula.Criel@gmail.com
Mr. Tim Ely	Elective	Tely106272@aol.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

ADVANCEMENT. COMMUNICATION & BRANDING

ADVANCEMENT OFFICE OVERVIEW

The Advancement Office was established to support, promote, and advance the mission and vision of Sacred Heart Catholic School throughout the community by building meaningful relationships and increasing awareness. The office provides leadership and strategic direction in the planning, management, and execution of development, communications, and fundraising initiatives.

Through thoughtful strategic planning and effective marketing and communication efforts, the Advancement Office strengthens relationships between the school and its external constituents, enhances the school's presence within the community, and fosters a culture of stewardship and support for Sacred Heart Catholic School.

COMMUNICATION, ADVERTISING, MARKETING, & BRANDING

- The Advancement Office collaborates closely with the Sacred Heart Parent Teacher Organization to ensure the success of school activities and events while maintaining a coordinated and consistent timeline for all communications and initiatives. Volunteers should refer to this Handbook for procedures related to:
 - Weekly newsletters, email communications, social media, and group messaging
 - Additional advertising, promotional, and marketing efforts
- **SCHOOL DIRECTORY** – The School Directory contains family contact information and is maintained in a secure location within FACTS® for school-related use only. This information may not be used to promote personal business ventures, distribute chain emails, share personal beliefs, or for any form of personal gain.
- **BRANDING** – The school's names, logos, and images (current and past) are protected under trademark laws. No item may be printed, manufactured, or otherwise produced bearing the Sacred Heart Catholic School name, logo, or any related image without prior written approval from the Advancement Office.
 - Unauthorized items may be removed and/or destroyed at the discretion of school administration.
 - This policy applies to, but is not limited to, spirit wear, apparel, promotional materials, and multimedia presentations (e.g., photo slideshows).
 - Any individual or group wishing to mass produce items that include the school's name, uniforms, or images of students, faculty, facilities, or grounds must submit a written proposal to the Advancement Office. All approved projects will be reviewed and managed

under the direction of the Advancement Office.

ADMISSION & ENROLLMENT

ADMISSIONS POLICY AND PROCEDURES (Archdiocese Policy 5110)

Sacred Heart Catholic School admits students of all races, colors, and national or ethnic origins. All students are granted equal access to the rights, privileges, programs, and activities offered by the school. The school does not discriminate on the basis of race, color, or national or ethnic origin in the administration of educational policies, admissions procedures, scholarships, loan programs, athletics, or other school-sponsored programs.

An admissions packet is available at www.shcstx.com. Completed applications and enrollment forms must be submitted online. Required documents must be uploaded electronically or delivered to the school office along with the application fee.

ADMISSION PROCESS FOR HOME-SCHOOLED OR NON-ACCREDITED SCHOOL APPLICANTS

When a student is applying for admission that has been home-schooled or transferring from a non-accredited school the following process occurs:

- Student will take an entrance assessment
- The number of days the student attended school will be calculated
- Teacher Recommendations

The school reserves the right to not accept students.

ADMISSION ASSESSMENT AND ACCEPTANCE

Sacred Heart Catholic School admits students without discrimination based on race, color, age, national or ethnic origin.

After the completed application packet and fee are received, students will be scheduled for an admissions assessment. Prospective students are encouraged to spend a day shadowing a student in their current grade level, when applicable.

If accepted, a non-refundable registration fee is required.

All newly admitted students are enrolled on a nine-week probationary period. Students granted conditional acceptance may be administratively withdrawn if they do not meet the academic, behavioral, or policy expectations outlined in the school handbook.

Failure to comply with school rules and regulations may result in disciplinary action, including expulsion. Expulsion may be warranted for conduct that violates school standards, whether occurring on or off campus. Unsatisfactory academic performance may result in dismissal or denial of re-enrollment for the following school year.

The Pastor and Principal retain full authority to suspend or dismiss a student when deemed necessary for the good of the school, with or without cause.

ADMISSION 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 taking an entrance assessment. 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.

REQUIRED DOCUMENTS

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

AGE REQUIREMENTS

- **Pre-K 3:** Must be 3 years old on or before September 1 of the current school year
- **Pre-K 4:** Must be 4 years old on or before September 1
- **Kindergarten:** Must be 5 years old on or before September 1
- **First Grade:** Must be 6 years old on or before September 1
- **Second Grade – 8th Grade** Successful Completion of the Previous Grade

TOILET TRAINING

All students must be fully toilet-trained prior to the first day of school, including participation in the Before and After School Program. Diapers and pull-ups are not permitted. A fully toilet-trained child must be able to:

- Inform the teacher in time to avoid accidents
- Pull underwear and pants up and down independently
- Get on and off the toilet without assistance
- Wipe independently after using the restroom
- Wash and dry hands independently
- Wait to use the restroom if necessary

OTHER REQUIREMENTS

- Students must be able to tie shoes prior to First (1st) grade.
- New Elementary and Middle School Applicants must meet the following criteria:
 - Average of "C", 77% or better, in all Academic Subject Areas
 - Standardized Test Scores Appropriate to the Grade Level
 - Behavior Ratings of Satisfactory or Better

TERMINATION OF STUDENT ENROLLMENT

WITHDRAWAL

To officially withdraw a student from Sacred Heart Catholic School, written notice must be submitted to the school office prior to the student's final day of attendance. Families who withdraw a student must wait one (1) full calendar year before reapplying for admission.

Student transcripts and records will be released only after all financial obligations have been satisfied and all school-issued materials—including textbooks, library books, technology, and any other issued items—have been returned in the same condition as when originally provided.

INABILITY TO MEET A STUDENT'S NEEDS

Sacred Heart Catholic School is committed to supporting each student's academic, behavioral, emotional, and social development. However, if at any time it is determined that a student's needs cannot be adequately met through reasonable accommodation, the school will determine appropriate next steps. This review may result in a change to the student's educational plan, including termination of enrollment.

WITHDRAWAL BASED ON PARENT, FAMILY MEMBER OR GUEST CONDUCT

The partnership between school and family is essential to fulfilling the school's mission. Misconduct by a parent, family member, or guest—whether on or off campus—may disrupt the school's ability to provide a safe and orderly educational environment. Because families are connected to the school through their student, such misconduct may result in restricted campus access, administrative withdrawal, or expulsion of the student.

All members of the school community are expected to:

- Follow all school policies and procedures while on campus and in all school-related communications
- Communicate respectfully with faculty, staff, and administration
- Support school decisions and cooperate in matters affecting students
- Refrain from behavior that disrupts the orderly operation of the school

Disruptive, intimidating, aggressive, or disparaging behavior—including inappropriate conduct on social media, public forums, private messages, or group texts—may result in restrictions on a community member's involvement in school activities, presence on campus, or attendance at school-related events.

Failure to meet these expectations may jeopardize a student's continued enrollment, even when the student's own conduct is not in question.

TUITION AND PAYMENT PLANS

Sacred Heart Catholic School expects all families with enrolled students to fulfill their tuition and fee obligations in a timely manner. To complete enrollment, parents or guardians must sign a Registration and Tuition Payment Agreement for each student.

Families may choose from the following tuition payment options:

- Payment in full
- Two equal payments (due in July and December)
- Three Equal Payments (due in July, October, and April)
- Ten monthly payments beginning in July

All tuition payments must be processed through FACTS, the school's online tuition management system. Monthly payments may be made using a credit card, debit card, or checking account.

A 2.95% service fee will be applied to all FACTS credit card transactions. In the event of a returned payment, FACTS will automatically assess a \$30 returned payment fee. Late payments will incur a \$35 late fee, which will be assessed monthly until the account is brought current.

Catholic students are eligible for the Catholic tuition rate if they have received the Sacrament of Baptism and, when age appropriate, First Holy Communion. To qualify for the Catholic rate, parents or guardians must be active, tithing members of a Catholic parish. Families who do not meet these requirements will be charged the non-Catholic tuition rate.

To reserve a student's seat for the upcoming school year, re-registration fees must be paid when assessed during the current school year or upon acceptance to the school.

TUITION SCHOLARSHIP AWARDS

Parents may complete and submit applications for tuition scholarship from the Archdiocese of Galveston Houston at www.choosecatholicschools.org. All awards are determined and distributed by the archdiocese and are based on need. TEFA recipients don't qualify for archdiocese scholarship awards or Sacred Heart Scholarship awards.

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 scholarship 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. All families 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.

TEXAS EDUCATION FREEDOM ACCOUNT (TEFA) POLICY

Sacred Heart Catholic School is an approved participating private school in the Texas Education Freedom Accounts (TEFA) program and will accept TEFA funds for **student tuition and qualified mandatory enrollment and school fees** that are eligible under applicable TEFA regulations for the 2026–2027 school year.

Participation in the Texas Education Freedom Accounts (TEFA) Program does not modify or replace the Sacred Heart Catholic School Registration Agreement. All provisions of the Registration Agreement remain in full force and effect except where expressly modified by this policy.

Sacred Heart Catholic School is not an **Odyssey Marketplace Vendor**. Therefore, the school will **not** accept TEFA funds for additional educational products, optional services, extracurricular activities, spirit wear, fundraising, or any other items or services that would otherwise require Marketplace Vendor participation.

TEFA PAYMENT RESPONSIBILITY POLICY

Families participating in the Texas Education Freedom Accounts (TEFA) program remain fully responsible for meeting all financial obligations outlined in the Sacred Heart Catholic School Registration Agreement. Families are responsible for completing all required actions within the Odyssey platform, including accepting awards, confirming enrollment, approving payment requests, and responding to any requests or deadlines established by Sacred Heart Catholic School, Odyssey or the State of Texas. If the full amount due for tuition and any qualified mandatory enrollment fees is **not received through TEFA by the payment due date established by the school**, Sacred Heart Catholic School will charge the outstanding balance to the family's FACTS Tuition Management account in accordance with the school's tuition payment schedule.

It is the responsibility of the parent(s)/guardian(s) to ensure that TEFA funds are approved and available in a timely manner. Delays in TEFA funding, failure to approve Odyssey payment requests, loss of TEFA

eligibility, insufficient TEFA funds, or any other circumstance resulting in nonpayment do **not** relieve the family of its financial obligation under the Sacred Heart catholic School Registration Agreement.

Any tuition or qualified fees not paid through TEFA when due become the responsibility of the parent(s)/guardian(s) and must be paid through FACTS. All unpaid balances remain subject to the school's published tuition, collection, and enrollment policies.

TEFA TUITION PAYMENT SCHEDULE

Families participating in the Texas Education Freedom Account (TEFA) Program are responsible for ensuring that tuition payments are made according to the TEFA funding schedule. Sacred Heart Catholic School requires that **25% of the annual tuition be paid by July 1, 2026, 25% be paid by October 1, 2026, and the remaining 50% be paid by February 1, 2027.** If the required tuition payment is not received by the applicable due date, Sacred Heart Catholic School reserves the right to charge the outstanding tuition balance to the family's FACTS account. Any amount billed through FACTS is the financial responsibility of the family and must be paid promptly in accordance with the terms of the Sacred Heart Catholic School Registration Agreement.

If TEFA funds previously credited to a student's account are later reversed, denied, or a request for a refund or recapture is sent by the State of Texas or Odyssey for any reason, the parent(s)/guardian(s) remains responsible for the resulting balance. This includes student withdrawal for any reason in accordance with Sacred Heart Catholic School's withdrawal policy.

Failure to remain current on tuition obligations may affect a student's continued enrollment or reenrollment in accordance with Sacred Heart Catholic School policies. Any tuition, fees, or other charges determined to be ineligible for payment through TEFA remain the sole responsibility of the parent(s)/guardian(s).

Sacred Heart Catholic School is not responsible for TEFA eligibility determinations, funding decisions, payment processing timelines, or technical issues within the Odyssey system.

Sacred Heart Catholic School reserves the right to interpret, amend, or revise this policy at any time to comply with changes in Texas law, TEFA regulations, Odyssey requirements, or other guidance issued by the Texas Comptroller of Public Accounts.

FINANCIAL OBLIGATIONS

Tuition for the full academic year becomes a binding and unconditional obligation as of July 1 of the current year or on the effective date of the Tuition Agreement, whichever is earlier. The school does not grant deductions or refunds for absences, dismissal, or withdrawal due to disciplinary, academic, personal, or any other reasons, including closures caused by disaster or pandemic.

When tuition is 30 days past due, the principal will send a written reminder regarding the family's financial obligation. If tuition reaches 60 days past due, a joint letter from the pastor and principal will be issued. If payment is not made within 60 days, the student(s) will be withdrawn from the school.

Students with outstanding tuition or incidental balances may not participate in after-school activities, including but not limited to athletics, clubs, or other extracurricular programs.

Students with unpaid tuition or fees at the time of re-registration will not be permitted to register until their account is current.

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.

Lunch is 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.

PARENT PARTNERSHIP AND COMMUNICATION

PARENT EXPECTATIONS AND RESPONSIBILITIES

The education of each child at Sacred Heart Catholic School is a collaborative partnership between parents, students, and the faculty and staff. Our teachers are trained professionals dedicated to academic excellence and the formation of Catholic values and moral character.

To foster a strong, respectful, and faith-centered partnership, parents and legal guardians are expected to uphold the following responsibilities:

1. SUPPORT THE MISSION AND EDUCATIONAL PARTNERSHIP

- Actively support the parish, the school, and its faculty.
- Reinforce academic and behavioral expectations at home.
- Support the spiritual mission and Catholic identity of the school.
- Trust that faculty and administration act in the best interest of students.

2. COMMUNICATE RESPECTFULLY AND APPROPRIATELY

- Read all school communications and seek clarification when needed.
- Attend scheduled conferences and requested meetings.
- Address concerns directly and in a timely manner with the appropriate person before contacting higher authorities.
- Communicate with teachers and administrators during school hours, not at their homes or during school-sponsored events.
- Refrain from gossip, social media disputes, or group text discussions that undermine the school community.
- Disruptive, aggressive, or publicly critical behavior, including conduct on social media or in private communications—may result in restrictions on campus access or participation in school events.

3. DEMONSTRATE STEWARDSHIP AND RESPONSIBILITY

- Honor all financial commitments, including tuition and fundraising obligations.
- Volunteer and participate in school and parish life as able.
- Ensure timely drop-off and pick-up in accordance with handbook guidelines.
- Drive cautiously on school property and refrain from cell phone use while driving on campus.
- Monitor students' use of television, computers, gaming systems, and social media.
- Sign in through the RAPTOR system and wear a visitor badge when on campus.
- Silence mobile devices during school hours and school events.
- Refrain from bringing prohibited or dangerous items onto campus.
- Obtain approval before using the school's name, logo, or motto for any purpose.
- Complete Safe Haven certification (required for all parents; mandatory for volunteers).

All parents and students share responsibility for upholding the good name and reputation of both the school and parish. Conduct—whether on or off campus—that harms the school community or contradicts its

values is not acceptable.

Sacred Heart Catholic School recognizes that it may not be the right fit for every family. The school reserves the right to require withdrawal if these expectations are seriously or repeatedly violated.

COMMUNICATION CHANNELS

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. Parents may sign in under the Parent Portal to view grades.

PRINCIPAL LETTER - EAGLES NEST

The principal sends home a weekly letter and the Eagle's Nest, (the school's newsletter), is an electronic newsletter 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.

IRIS - 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 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.

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 will 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.

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.

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 must be Safe Haven certified and have a background check on file. Visitors provide their driver's licenses, state ID or passport which are run through the Raptor Program, and once cleared, are issued a school badge to be worn while on campus. If a visitor is found without a pass, he/she will be escorted to the front office by school personnel or our SRO.

CONFLICT RESOLUTION AND CHAIN OF COMMAND

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 with the Archdiocese of Galveston-Houston

PARENT/GUARDIAN GRIEVANCE PROCESS

PURPOSE OF GRIEVANCE PROCESS

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 OF GRIEVANCE PROCESS

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 OF GRIEVANCE PROCESS

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 OF GRIEVANCE PROCESS

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 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 Committee's recommendation. If the Archdiocesan Superintendent does not issue a written decision within the seven (7) working 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 EXPULSION AND EXTENDED SUSPENSION (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 accept 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.

PARENT INVOLVEMENT & FUNDRAISING

PARENT TEACHER ORGANIZATION (PTO)

PURPOSE OF PTO

The Sacred Heart Catholic School Parent Teacher Organization (PTO) exists to support the mission, vision, and Catholic identity of the school by fostering collaboration between parents, faculty, and administration. The PTO promotes school spirit, strengthens community relationships, and enhances the educational experience of students through volunteer service and school-sponsored events.

MEMBERSHIP OF PTO

All parents and legal guardians of currently enrolled students are considered members of the PTO and are encouraged to participate in meetings, volunteer opportunities, and school events.

ROLE AND RESPONSIBILITIES OF PTO

The PTO serves in a supportive capacity and may:

- Assist with school events and community-building activities
- Coordinate volunteer efforts
- Support fundraising initiatives approved by the administration
- Provide service and hospitality for school programs
- Promote positive communication within the school community
- The PTO does not establish school policy, direct school personnel, or oversee academic or disciplinary matters.

AUTHORITY AND OVERSIGHT OF PTO

The PTO operates under the authority of the Principal and Pastor and must function in alignment with Sacred Heart Catholic School policies and the Archdiocese of Galveston-Houston.

All PTO activities, fundraising initiatives, and expenditures require prior approval from the Principal. All funds raised by the PTO are school funds and remain under the financial oversight and final authority of the Principal and Pastor. Funds must be deposited and managed in accordance with school financial procedures and used solely for the benefit of Sacred Heart Catholic School and its students.

CONDUCT AND REPRESENTATION

PTO members and officers serve as ambassadors of Sacred Heart Catholic School. All communication, events, and initiatives must reflect the values and standards of the school.

Conduct inconsistent with school policies or Catholic identity may result in removal from PTO leadership or participation roles at the discretion of the administration.

Sacred Heart Catholic School Parent Teacher Organization (PTO) exists to support the mission, vision, and spiritual identity of the school by fostering collaboration between parents, faculty, and administration. The PTO promotes a strong sense of community while enhancing the educational experience of our students

through volunteer service, fundraising, and school-wide events.

The PTO operates under the authority of the Principal and Pastor and functions in alignment with the policies and mission of Sacred Heart Catholic School and the Archdiocese of Galveston-Houston.

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.

VOLUNTEER HOURS

Schools 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.

FUNDRAISING COMMITMENT

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.

MAJOR FUNDRAISING EVENTS

ANNUAL FUND

The Annual Fund is the cornerstone of Sacred Heart Catholic School. Each year, parents, parishioners, grandparents and friends of Sacred Heart impact 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.

HEARTS OF GOLD GALA

The 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.

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.

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.

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 1K or 5k Family Fun Run. The goal is to have 100% of school participation each year.

SCHOOL OPERATIONS

SCHOOL OFFICE HOURS

The school office is open from **7:30 a.m. to 4:00 p.m.** on days when school is in session. To ensure staff availability and minimize disruptions to dismissal, parents requiring assistance from the school office are asked to visit between **8:00 a.m. and 2:45 p.m.** Appointments outside of these hours may be arranged as needed.

ARRIVAL AND DISMISSAL PROCEDURE

Sacred Heart Catholic School is committed to maintaining safe, orderly, and efficient procedures for arrival, dismissal, and attendance. The following policies are designed to ensure student safety and minimize disruptions to the instructional day.

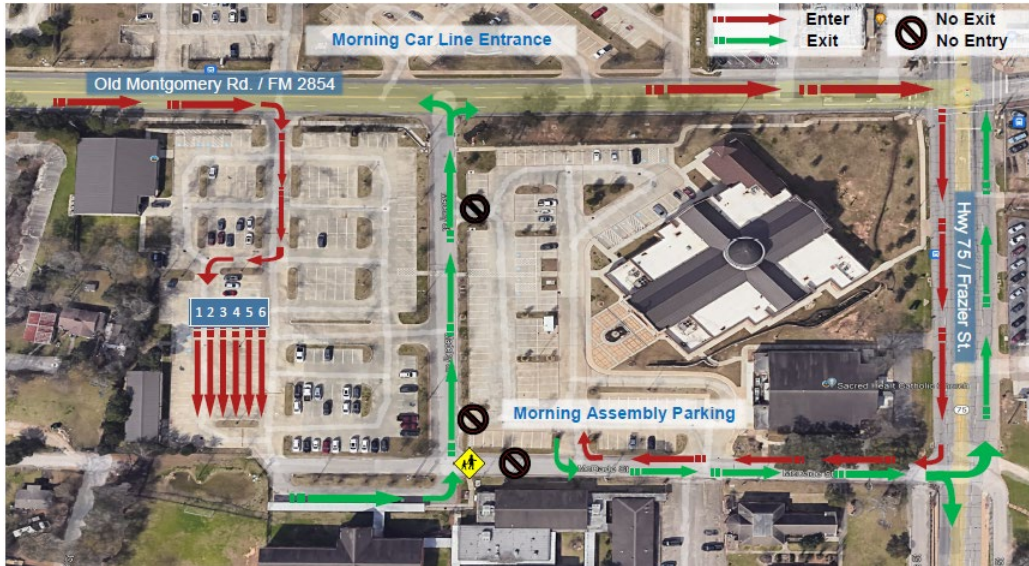
For the safety of all students and families, the use of cell phones is not permitted during drop-off and pick-up.

STUDENT ARRIVAL

Morning drop-off begins at 7:45 a.m. Parents are asked to use the designated drive-through area in front of the school (refer to the campus map).

Upon arrival, students will report directly to the gymnasium, where faculty members supervise students until the start of the school day.

Parents attending morning assembly should park in the church parking lot.



MORNING ASSEMBLY

The school day begins promptly at 8:00 a.m. with morning assembly in the gymnasium. As a school community, students and faculty gather for prayer, reflections, pledges, celebrations, and announcements. On Wednesdays, assembly is held in the classrooms and on Friday students go straight to the classroom to begin preparations to attend mass.

STUDENT DISMISSAL

Dismissal begins promptly at 3:30 p.m.

To ensure a safe and orderly process, students may not be checked out between 2:45 p.m. and 3:30 p.m.

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 Friday of Christmas Break, Holy Thursday and last day of school. Families should make alternative 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.

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 pick up their children. During severe weather, the safety of our students, staff and members of our school community is our primary concern. Students are not allowed to attend recess when the temperature is below 32 degrees.

DISMISSAL LOCATIONS

Elementary students without Middle School siblings will be dismissed from the Moran.

Middle School students and their siblings will be dismissed to the Moran and must be picked up at the left gate of the school.

All families are expected to follow assigned dismissal locations and established traffic patterns to ensure a safe, orderly, and efficient dismissal process.

CAR RIDERS / CARPOOLS

For the safety of all students, any changes to a student's regular pick-up arrangements must be communicated in advance in writing to the school's office.

If a student is picked up by someone other than a parent or previously authorized individual, one of the following must occur:

- The parent/guardian must notify the school office in writing (via email or written note) prior to dismissal; or
- The individual must be listed as an authorized pick-up contact on the student's emergency contact form.
- An uber is not allowed to pick up a student unless the parent is in the uber.

Students will only be released to individuals who are properly authorized. Proper identification will be required at the time of pick-up.

Failure to provide advance notice or proper authorization may result in delays in student release.

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.

EXTENDED DAY PROGRAMS

BEFORE SCHOOL CARE PROGRAM

Students must be registered in advance to attend the Before School Care Program.

Hours of Operation: 7:00 a.m. – 7:45 a.m. on days when school is in session.

Parents are required to sign their child into before school care upon arrival.

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 or authorized signature for Facts 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 by TCCB ED. Parents accept full responsibility for the payment of all tuition and fees if a student is dismissed from the program.

Tuition for ASAP	Monthly Rate	Full Time Annual Rate
Monday-Friday	\$295.00 per month	\$2,000.00
Three days/week	\$195.00 per month	\$1,640.00
Two Days week	\$135.00 per month	

Emergency Drop-in Fee \$25.00 per day

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

The ASAP 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 the full-time annual 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. The full-time annual rate eligible 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 that are followed during regular school hours.

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. by 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. 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 (athletics, 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.

ATTENDANCE & HEALTH

ATTENDANCE POLICIES

Sacred Heart Catholic School follows the compulsory attendance guidelines established by the Texas Catholic Conference of Bishops Education Department (TCCB ED) and the State of Texas. Schools are in session a total of 75,600 instructional minutes. Sacred Heart Catholic School meets this requirement.

The Archdiocese of Galveston-Houston uses Texas compulsory attendance laws as a guide. Students must attend at least 90% of the instructional days to receive credit for coursework.

Excessive absences—defined as 18 days or more (excused or unexcused), equivalent to 10% of the school year—may affect grades, promotion, and/or re-enrollment for the following school year. Each case will be reviewed on an individual basis.

Parents/guardians are expected to honor the published school calendar. If it is necessary to remove a student from school for reasons other than illness or family emergency, a written request must be submitted to the Principal stating the reason and number of days the student will be absent.

A student who is not physically present at school or participating in a school-sponsored field trip or activity will be marked absent.

Attendance Definitions

Full-Day Attendance: A student must attend a minimum of four instructional hours (240 minutes) to be counted present for a full day.

Half-Day Attendance: A student must attend a minimum of two instructional hours (120 minutes) to be counted present for a half day.

A student arriving after **10:00 a.m.** or leaving before **1:00 p.m.** will be counted absent for a half day, even for medical appointments. Students must be present for at least two instructional hours in either the morning or afternoon to receive credit for that portion of the day.

ABSENCES & TARDIES

PERFECT ATTENDANCE

A Perfect Attendance Award is presented at the end of the school year to students who have not been absent for the entire school year. For attendance purposes, five (5) tardies are equivalent to one (1) day absent.

EXCUSED ABSENCES OR TARDIES:

An absence or tardy will be considered excused only under the following circumstances:

- A physician's note or official medical documentation is provided; or
- A death in the immediate family has occurred.
- Under special circumstances approved by the principal.

Medical documentation must be submitted upon the student's return to school. Absences without appropriate documentation will be recorded as unexcused.

If a student accumulates five (5) or more days of absence due to illness, a physician's statement verifying the illness or medical condition is required. If a questionable pattern of absences develops, the school reserves the right to require a physician's statement for any subsequent absence.

TARDY POLICY

A student is considered tardy if he or she arrives after the 8:00 a.m. bell. Students arriving late must report to the front office before being admitted to class.

Students who are not picked up on time at the end of the school day will be sent to the After School Care Program, and applicable fees will be charged.

Habitual tardiness disrupts the learning environment and negatively impacts student academic performance. All tardies are recorded each grading period and noted on report cards.

CONSEQUENCES FOR EXCESSIVE TARDINESS

For every five (5) tardies accumulated within a grading quarter, students in Grades 1–8 will be assigned one (1) hour of after-school detention. A \$15.00 detention fee will be assessed for each detention and added to the family's monthly tuition statement to help offset the cost of after-school supervision. Additional detentions and fees will be assigned for each subsequent set of five (5) tardies during the same grading quarter. Pre-Kindergarten and Kindergarten students will be assessed a \$15.00 fee on the fifth tardy and for each additional set of five (5) tardies thereafter; however, they will not be required to serve detention.

If habitual tardiness continues, parents may be required to meet with school administration. Continued noncompliance with the tardy policy may jeopardize a student's continued enrollment.

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.

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.

SCHOOL HEALTH SERVICES

Principals and school health service personnel will refer to the most current TCCB ED *Health Manual* published annually by the Texas Catholic Conference of Bishops' Education Department for general guidelines related to school health services.

IMMUNIZATION

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 must 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 if 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 license or medical 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
DTaP/DTP/DT (Diphtheria, Tetanus, Pertussis) <i>One dose on or after 4th birthday</i>	☐ DOSE 1	☐ DOSE 2	☐ DOSE 3	☐ DOSE 4	☐ DOSE 5
Polio (IPV) <i>On or after 4th birthday dosage</i>	☐ DOSE 1	☐ DOSE 2	☐ DOSE 3	☐ DOSE 4	
HepB (Hepatitis B)	☐ DOSE 1	☐ DOSE 2	☐ DOSE 3		
MMR (Measles, Mumps, Rubella) <i>One dose on or after 1st birthday</i>	☐ DOSE 1	☐ DOSE 2			
HepA (Hepatitis A) <i>One dose on or after 1st birthday</i>	☐ DOSE 1	☐ DOSE 2			
Varicella (Chicken Pox) <i>One dose on or after 1st birthday</i>	☐ DOSE 1	☐ DOSE 2			
Meningococcal (MCV4, MPSV4) <i>One dose on or after 11th birthday</i>	☐ DOSE 1				
Tdap/Td (Tetanus Diphtheria, Pertussis)	☐ DOSE 1				

Requested by Immunization Screener: _____

Date: _____

Principal Signature: _____

Date: _____

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

2026 - 2027 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	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT) Tetanus/Diphtheria/ Acellular Pertussis (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. ¹ For students age 7 years and older, three doses meet the requirement if one dose was received on or after the fourth birthday. ¹ 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. ¹ However, three doses meet the requirement if the third dose was received on or after the fourth birthday. ¹ Polio vaccine is not required for persons 18 years of age or older.
Measles, Mumps, and Rubella ² (MMR)	Two doses												For K – 12th grade: two doses are required, with the first dose received on or after the first birthday. ¹ Students vaccinated prior to 2009 with two doses of measles and one dose each of rubella and mumps satisfy this requirement.
Hepatitis B ²	Three doses												For students age 11 – 15 years old: two doses meet the requirement if adult hepatitis B vaccine (Recombivax®) was received. Dosage (10 mcg /1.0 mL) and type of vaccine (Recombivax®) must be clearly documented. If Recombivax® was not the vaccine received, a three-dose series is required.
Varicella ^{2,3}	Two doses												For K – 12th grade: two doses are required, with the first dose received on or after the first birthday. ¹
Meningococcal (MCV4)							One dose						For seventh – 12th grade: one dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11th birthday. ¹
Hepatitis A ²	Two doses												For K – 12th grade: two doses are required, with the first dose received on or after the first birthday. ¹

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

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

² 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.

³ 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.

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 downloading and 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/immunizations/school/exemptions.

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 all 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. Students 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 exist 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 validate 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 • Immunization Section • MC-1946 • P. O. Box 149347 • Austin, TX 78714-9347 • 800-252-9152



TEXAS
Health and Human
Services

Texas Department of State
Health Services

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.

EXCLUSION GUIDELINES	RETURN TO SCHOOL GUIDELINES
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.



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) ¹has 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.

CDC² AND TEXAS DEPARTMENT OF HEALTH AND HUMAN SERVICES³ 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.

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

The school nurse or other personnel designated by the principal may administer medication necessary for a student to remain in school. Parents/guardians are encouraged to schedule medications outside of school hours whenever possible.

Before any medication may be administered, a completed Medication Authorization Form signed by both the parent/guardian and the student's licensed healthcare provider must be on file. The parent/guardian must also acknowledge that a designated, non-licensed school employee may administer medication when appropriate.

Parents/guardians are responsible for delivering all medications, required documentation, and any necessary medical equipment directly to the school office or clinic. Students may not carry or store medications in backpacks, lockers, lunch boxes, or other personal belongings unless otherwise authorized. All medications must be kept in the school clinic.

This policy applies to all prescription and over-the-counter medications, including oral medications, inhalers, topical medications, cough drops, lozenges, and similar products.

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. If necessary, medication can be given at school only under the following conditions:

All necessary medication prescribed for a student must be signed by a physician. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "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.

Medications are kept in locked in the school office/clinic and administered in the school office/clinic.

A student may need medication at 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" (as needed) any other route other than oral and for special treatment in which are 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-5th and 7th

SPINAL

Girls - 5th Grade
Girls - 7th Grade
Boys – 8th Grade

ASBESTOS MANAGEMENT (AHERA COMPLIANCE)

Sacred Heart Catholic School complies with the Asbestos Hazard Emergency Response Act (AHERA) of 1986 and all applicable regulations to ensure the safety of students, staff, and visitors.

In accordance with AHERA requirements, the school:

- Conducts inspections for asbestos-containing building materials
- Maintains and implements an Asbestos Management Plan to prevent or reduce hazards
- Ensures compliance with all required training and communication standards

The school retains a licensed asbestos inspector or management planner to perform a required reinspection every three (3) years following the implementation of the management plan.

The Asbestos Management Plan is available for review in the principal's office upon request. Additional information regarding AHERA compliance may be obtained through the Environmental Protection Agency (EPA) and the Texas Department of State Health Services (DSHS).

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 POLICY

Sacred Heart Catholic School recognizes that Artificial Intelligence (AI) presents both significant opportunities and important ethical considerations within education. As a Catholic school, we are committed to ensuring that all use of AI aligns with the teachings of the Church, respects human dignity, and promotes the common good. Catholic teaching emphasizes that technological advancements must uphold truth, beauty, and goodness while safeguarding human freedom and dignity.

This policy establishes guidelines for the responsible, ethical, and mission-centered use of AI within our school community. The integration of AI is intended to enhance teaching and learning, foster creativity, support academic excellence, and promote responsible digital citizenship, while always maintaining a human-centered approach to education.

AI may be incorporated into instructional practices, particularly in grades six through eight, to support individualized learning and improve educational outcomes. However, AI is a tool to assist—not replace—human judgment, relationships, and the educational process.

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.

GUIDING PRINCIPLES FOR AI USE

The use of AI at Sacred Heart Catholic School is guided by the following principles:

- **Human Dignity and the Common Good:** AI must always be used in ways that respect the dignity of every person and promote the well-being of the entire community.
- **Transparency and Responsibility:** AI tools must be used in a clear, responsible, and accountable manner.
- **Equity and Inclusion:** AI should support all learners and avoid bias or discrimination.
- **Privacy and Security:** Student data must be protected and used only for legitimate educational purposes.

RESPONSIBILITY OF USING AI IN THE CLASSROOM EDUCATIONAL ENHANCEMENTS:

AI may be used to support and enhance teaching and learning by promoting individualized instruction and accommodating diverse learning styles. When used appropriately, AI can help tailor learning experiences, support student growth, and foster an inclusive educational environment.

STUDENT ETHICAL AI USAGE AND ACEDMIC INTEGRITY

Students are expected to use AI tools responsibly and in accordance with the school's academic integrity standards. AI must not replace a student's original work, thinking, or problem-solving. Students must:

- Complete assignments independently unless otherwise directed
- Properly cite and acknowledge the use of AI tools when permitted
- Avoid submitting AI-generated work as their own

Teachers will provide clear expectations regarding acceptable AI use for each assignment. Misuse of AI, including plagiarism or failure to provide proper attribution, will result in disciplinary action in accordance with school policy.

Faculty members are responsible for guiding students in ethical AI use and reinforcing the importance of honesty, integrity, and personal responsibility.

STUDENT DATA PRIVACY AND SECURITY

Sacred Heart Catholic School is committed to protecting student privacy and ensuring the secure use of AI technologies.

- Student data will be collected and used solely for educational purposes and in compliance with applicable laws and school policies.
- Whenever possible, student data will be anonymized or protected to prevent identification.
- All data will be securely stored and accessed only by authorized personnel.

ETHICAL CONDSIDERATIONS AND OVERSIGHT

- **Human Oversight:** AI will not replace human decision-making. All academic, behavioral, and administrative decisions will remain under the authority of school personnel.
- **Bias and Fairness:** The school will strive to use AI tools that minimize bias and promote fairness and equity.
- **Respect and Integrity:** AI must not be used to generate harmful, inappropriate, or misleading content.

COMMUNICATION AND ACCOUNTABILITY

The school will maintain open communication with parents, students, and staff regarding the use of AI technologies. Partnerships with third-party AI providers will be carefully evaluated to ensure alignment with Catholic values, ethical standards, and data privacy expectations.

This policy will be reviewed periodically to ensure it remains current with evolving technologies and educational practices. The school will monitor the impact of AI on student learning, well-being, and academic integrity to ensure it continues to serve the best interests of the school community.

ACADEMIC INTEGRITY

Sacred Heart Catholic School is committed to fostering honesty, integrity, and responsibility in all academic work. In keeping with Catholic values, students are expected to complete their own work and accurately demonstrate their learning.

Academic dishonesty, including cheating and plagiarism, is not permitted.

Definition of Academic Dishonesty

- Academic dishonesty includes, but is not limited to:
- Copying another student's work or allowing one's work to be copied
- Using unauthorized materials, devices, or assistance on assignments, quizzes, or tests
- Plagiarism, including copying from books, the internet, or AI-generated content without proper acknowledgment

- Submitting work completed by another individual
- Collaborating on assignments without teacher permission
- Altering or falsifying grades or academic records

CONSEQUENCES FOR ACADEMIC DISHONESTY

Academic dishonesty will result in academic and disciplinary consequences, including:

- A grade of zero for the assignment, quiz, or test
- No opportunity to redo or retake the assignment for credit (at teacher/administration discretion)
- Parent notification
- Possible additional disciplinary action for repeated offenses

Grades earned because of academic dishonesty will be recorded and reflected in the student's quarterly report card, as Sacred Heart operates on a quarterly grading system. This may significantly impact on the student's overall average for the grading period.

EXPECTATIONS AND ACCOUNTABILITY

Students are expected to:

- Complete all work independently unless otherwise directed
- Follow all testing and assignment guidelines
- Give proper credit when using outside sources
- Demonstrate integrity consistent with Christian values

Students who are uncertain about expectations should seek clarification from their teacher before submitting work.

HOMEWORK GUIDELINES

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 st	15 - 30 minutes
Grades 2 nd – 3 rd	30 - 45 minutes
Grades 4 th – 5 th	45 - 60 minutes
Grades 6 th – 8 th	60 – 90 minutes

MISSED CLASS ASSIGNMENTS AND MAKE-UP WORK

To promote responsibility and independence, students—beginning in fourth grade—are expected to keep up with all class assignments and coursework. When a student is absent from school, it is the student's responsibility to complete all assignments, assessments, and classwork missed during the absence. Students with excused absences will be allowed **one school day to make up work for each day absent**, unless otherwise determined by the teacher.

Make-Up Work Guidelines

- Students who arrive later in the school day must complete any assignments missed during the portion of the day they were absent.
- Students who are absent on the day of a test or quiz are expected to complete the assessment **on the first day they return to school**, unless other arrangements are made with the teacher.
- Make-up assignments are typically provided upon the student's return to school. Assignments may

not be available in advance of a planned absence.

- If a student is absent for **three or more consecutive days**, parents may request assignments be prepared for pickup from the school office.
- To receive assignments on the same day of absence, parents must email the teacher(s) **by 9:00 a.m.** Work will be available for pickup in the school office **by 2:45 p.m.**
- Requests received after 9:00 a.m. may result in assignments being provided the following school day or upon the student's return.

Teachers are not required to provide make-up work for **unexcused absences**. Additionally, teachers are not obligated to provide special instructional services when absences result from **elective activities scheduled during compulsory attendance days**.

RESTRICTED PHYSICAL ACTIVITY – PHYSICAL EDUCATION MAKE UP WORK

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 student sits out "more than six (6) consecutive days" – that is equivalent to three (3) weeks of PE classes.

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.

Formative Assessment Examples	Summative Assessment Examples
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 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

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

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

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 1st-5th

Formative 45%

Summative 55%

Middle School 6th-8th

Formative 45%

Summative 55%

1st – 8th Grades

Numerical grades are given on student report cards for all core subjects. An academic average in any subject that is below 70% is an F. The highest grade on a 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)

ACADEMIC GRADING SCALE

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 1st-5th)

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-8th 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, N, and U is to be used for Conduct Grades.

MID-TERM AND FINAL TESTS GRADES FOR CORE SUBJECTS

6th – 8th 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 st Quarter	2 nd Quarter	Midterm	3 rd Quarter	4 th 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.

CATHOLIC ACCOMMODATION PLAN

The purpose of the accommodation is to provide the appropriate instruction according to the individual student's special needs. Accommodation is changes that enable a student to fully access the subject matter. 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 and work.

However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with exceptional learning needs. Catholic Schools are only required to make minor adjustments to accommodate the delivery of instruction for success in the classroom. When accommodations are determined the school will begin the procedures with parents to discuss a Catholic School Accommodation Plan. The Catholic School Accommodation Plan must be on file at the school and updated annually. The school will contact parents to schedule annual Catholic Accommodation Plan meetings. The Catholic School 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.

PROMOTION AND RETENTION

A student is promoted when all skills and objectives have been attained for a particular grade level. Social promotions and skipping 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.

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.

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

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 REQUIREMENTS

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 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 assembly 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 4th 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 6th – 8th grades and is obtained from the student's permanent record card. The principal will verify all calculations.

STUDENT CONDUCT AND DISCIPLINE

Attending Sacred Heart Catholic School is a privilege not a right. Administration and staff exercise professional judgement and discretion to address each situation fairly and consistently. However, when interventions have been implemented and unacceptable behavior continues, it may be necessary to remove a student from Sacred Heart Catholic School to preserve the school values, climate, and/or safety. Prayerful support as well as practical help will be offered for families in moving the student to another school.

DISCIPLINE AND DISCIPLESHIP

Sacred Heart Catholic School sets high expectations for appropriate behavior of its students. Emphasis is placed on discipline through discipleship, helping students to recognize the voice of God, understanding the message, and acting upon it freely without external motivation. Growing in discipleship encourages students to make life-giving choices, to demonstrate respect and dignity for all, to build community, and to accept responsibility for words and actions fostering self-discipline and self-esteem. The Ten Commandments are the foundation from which scripture is derived and tells us what God expects from us. Therefore, scripture is an important component for our discipline program. We fulfill a key component of our mission statement when parents and teachers partner to develop the moral compass that guides students with Christ as their model.

Our approach to discipline respects each student's uniqueness and the common good of the school. With Christ as our model, we strive for a positive, non-disruptive environment in which the rights, belongings, and dignity of all persons is respected. We recognize students as persons of free will. We hold them responsible for their choices, helping them to develop a personal code of conduct and to learn cause and effect. Crucial to building responsibility is allowing students to experience logical and natural

consequences. We strive for conversion versus compliance. Therefore, misbehavior is considered an opportunity to turn a poor choice into an experience for growth. Key to this moral dialogue between a student and an adult that is focused on the four R's – **reflection, response, restitution, and reconciliation**. We expect students to restore or replace what they damage and reconcile with those they hurt. As Jesus offers redemption, so must we offer new chances, renewed trust, and forgiveness.

Beliefs of our discipline program include:

1. A combined approach using theory, and practice from many disciplines and Love & Logic. All efforts are aimed at formation and the cultivation of discipleship and Christian character.
2. Our call to discipleship is built upon the view that the relationship between the teacher and the student is the most critical component of discipline. Teachers spend time getting to know their students so that positive relationships can be created.
3. The teaching of appropriate behaviors, character traits, and social skills are part of our guidance curriculum. Developing these virtues and skills are important for students as they learn to function as part of a classroom, family, community, and society.
4. Structure and limits provide security for children. Children should be allowed to make mistakes in a safe environment when the cost of learning about the real world is small, since the factors increase as they grow older. Students are given opportunities to make decisions and live with the consequences of their choices, be good or bad.
5. When consequences and corrections are necessary, they are carried out in a firm, fair, caring, and consistent way. School problems are handled by school personnel.
6. Criminal activity will be referred to the proper authorities.

HEROIC VIRTUES

Crucial to the development of a culture of discipleship is reverence for the dignity of each person. Development of Christ-like character traits, virtues, social skills, and manners lead students to becoming true disciples of Christ who act in love, respectful of themselves and all they meet. Sacred Heart Catholic School is dedicated to partnering with parents to teach Christ-like character traits, social skills, and manners. These are taught through example and direct instruction. Modeling and acknowledging others' use of them are important as well. Therefore, we include in our curriculum the teaching of these Heroic Virtues:

HEROIC VIRTUES

FAITH (We need each other) To create a culture of building up versus tearing down.	HOPE (Friends forgive) To apologize when I hurt others. To forgive those who hurt me.
FORTITUDE (Love at all times) To show love all the time through words and actions, even when it's hard.	JUSTICE (I am valuable) To recognize my own value and strengths and identify the value and strengths of others. is continuing to try to do something despite obstacles, difficulties, or failures.
PRUDENCE (You first) To consider the needs of others in addition to my own.	LOVE (Love One Another/Friendship is a gift) To create an environment that empowers everyone in our community to carry out the same kind of love Jesus showed- a love of acceptance, forgiveness, and compassion. To learn the value of collaborating with others.
CHARITY (Teamwork makes the dream work) To love God and to love others. To use my gifts to serve those around me.	TEMPERANCE (Watch my words) To recognize the power of my words, I will think before speaking unkind words.

SOCIAL SKILLS/EMOTION INTELLIGENCE – “WHAT WOULD JESUS DO?”

Self-Awareness The ability to recognize personal emotions, values, strengths, and limitations.	Social Awareness The ability to show understanding and empathy for others.
Self-Management The ability to manage behaviors to achieve personal goals.	Relationship Skills The ability to form positive relationships, work in teams and deal effectively with conflict.
Responsible Decision Making The ability to make constructive choices about personal and social behavior.	

HONOR CODE

The honor code of Sacred Heart Catholic School helps our students and members of our community to strengthen their ability to make good decisions about basic matters of right and wrong. As part of our commitment to the moral and spiritual development of our students, we strive to develop the students' understanding of the honor code and their responsibilities to it. All students, parents, and staff members are expected to make a personal commitment to the school's honor code.

“On my honor, I will not lie, cheat, or steal, and I agree to conduct myself responsibly and honorably in all activities at Sacred Heart Catholic School. I will conduct myself in such a manner that as a follower of Christ, my mind is drawn to wisdom, my heart to courage, and my soul to God.”

BEHAVIORAL EXPECTATIONS

TRUTHFUL

Students are expected to be completely truthful in all their communications with the school.

Lying includes, but is not limited to:

- Knowingly telling an untruth
- Intentionally withholding a truth/information
- Presenting an incomplete accounting of oneself or a situation

HONESTY

Students are expected to demonstrate honesty and integrity in all aspects of their conduct.

Cheating - intentionally presenting another's work, research, or conclusions as his/her own without teacher approval. Cheating includes, but is not limited to:

- Copying or giving an assignment to another student
- Forgery of signatures
- Use or availability of unauthorized reference materials (cheat notes) or study guides on tests or exams
- Using any source without giving proper credit
- Copying or taking ideas from the writing of another person and passing them off as if they were the student's own, which is known as plagiarism
- Unauthorized possession of test or exam information
- Student knowingly looking at another student's exam or sharing an answer and/or sharing the content of a test or exam with another student or sibling
- Using artificial Intelligence (AI) or ChatGPT Platforms as a method to complete assignments or projects using any artificial intelligence (AI) platforms such as ChatGTP or any current or future AI generated content tools to complete assignments or projects or any other academic work.

Stealing – taking, possessing, using, or borrowing someone else's property or the school's property without permission.

Vandalism– destruction of another's or school's property and is a form of stealing.

ACCEPTANCE

Students are expected to show acceptance and compassion toward others.

Racism - Any act, whether intentional or unintentional, that differentiates, excludes, or disadvantages individuals based on their race or ethnicity. This includes systemic, institutional, and individual acts of racism. Examples include, but are not limited to:

- Racial slurs, derogatory remarks
- Exclusion from activities based on race
- Racial profiling
- Dissemination of racially insensitive or harmful material.

PROHIBITED CONDUCT

Criminal Conduct will be referred to proper authorities.

WEAPONS AND FIREARMS

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 will face disciplinary action, including detention, suspension, or even expulsion.

The Texas Education Agency (TEA) enforces a zero-tolerance policy for vaping based on the legal definition of an “e-cigarette” outlined in the Texas Health and Safety Code.

In Texas, **vaping** is defined as the act of **inhaling an aerosol (not water vapor) created by an electronic cigarette or vape**

Under Texas law, an **e-cigarette** is:

- A device that simulates smoking by using a **mechanical heating element, battery, or electronic circuit** to deliver nicotine or other substances in a vaporized form.
- This includes **e-cigarettes, e-cigars, e-pipes, and their components.**
- The term also covers **consumable liquid solutions or other materials** aerosolized or vaporized during use, as well as any part or accessory for the device.

- Vapes can take many forms — pens, USB devices, highlighters, etc. — but all share the same basic components: **battery, heating element, and a container for e-liquid.**
- The e-liquid often contains **nicotine, flavorings, and other chemicals**, which are heated to produce the aerosol inhaled

PUBLIC DISPLAY OF AFFECTION (PDA)

Catholic schools promote friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as handholding, kissing, touching, or embracing that suggest more than simple friendships, are not permitted on campus or at school sponsored events and will result in disciplinary action.

SCHOOL-WIDE DISCIPLINE PLAN

Students are expected to maintain appropriate behavior while at school. Sacred Heart Catholic School has a ***school-wide discipline plan*** that provides for a safe and orderly environment where students can learn, and teachers can teach. Since the behavior of students in school-wide settings 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 towards and attain good conduct with Christ as their model. The school-wide plan revolves around four beliefs that students strive to model each day: **Be Respectful, Be Responsible, Be Safe and Be Christ-like**. The following chart details the school-wide expectations for behavior in relation to the four school beliefs:

Expectation for Students In these Areas	Be Respectful	Be Responsible	Be Safe
ALL SETTINGS & COMMON AREAS (Before, During, & After School, including athletic and Fine Arts Events.	• Use appropriate voice levels • Use kind words, actions & manners • Follow adult directions • Be inclusive • Respect others, their space & property • Treat others the way you want to be treated	• Care for personal & SH property • Wear full & proper uniform daily & follow free dress guidelines • Obey Honor Code • Stand up for what you know is right • Take responsibility for your choices & attitudes • Leave inappropriate items such as gum, toys, etc. at home	• Keep hands, feet & objects to self • Settle conflicts with kind words • Walk unless participating in PE, recess or athletics • Use materials & equipment safely • Report unsafe conditions & actions • Stay where adults can see you at all times
ARRIVAL	• Greet others appropriately • Use quiet voices • Follow adult directions	• Arrive on time • Go to designated area • Be ready for morning Assembly at 8:00 am	• Exit vehicles onto sidewalk • Walk on sidewalk to building • Enter through designated entrances • Follow hallway expectations
HALLWAYS, STAIRWAYS, & SIDEWALKS	• Respect Quiet Zones • Respond appropriately to adults • Hold doors for others • Respect other people's space	• Keep hands & feet to self & away from walls & windows • Keep areas clean • Report unsafe conditions or actions	• Walk to the right • Walk facing forward & in line • Step on every step & hold handrail • Avoid loitering or horse play
OFFICE	• Respect Quiet Zones • Use kind words, actions & manners • Wait your turn.	• Return to your classroom promptly • Get permission to use a phone	• Stay inside building • Walk at all times
CAFETERIA	• Include others • Use quiet voices • Use good table manners • Respect cafeteria staff • Respect others' food & space • Follow adult directions • Take turns & wait patiently	• Eat your own food • Sit in assigned area • Use signals to leave seat • Use your time wisely • Clean your area, table & floor • Throw trash away when told to by an adult	• Walk at all times • Stay in line with hands, feet & objects to self • Report & clean up spills & messes • Lights off - voices off
PLAYGROUND & ATHLETIC FIELDS, & SOCIAL AREAS	• Include others • Use kind words & actions • Use appropriate physical contact • Role model good sportsmanship • Play fairly & follow game rules	• Use play equipment for intended purpose • Return equipment to proper place • Line up at first signal • Keep outdoor areas clean	- Stay in approved areas • Keep nature on the ground • Report unsafe conditions & actions • Play games such as football & soccer only on grassy areas
ASSEMBLIES	• Respond to quiet signals • Be active listeners • Use applause only	• Ask appropriate questions • Give appropriate answers	• Keep hands, feet & objects to self • Enter & exit in orderly manner • Sit in assigned areas
CHURCH & WORSHIP SPACES	• Be reverent • Follow lead of the cantor • Enter & exit prayerfully & silently • Stand to Answer Question	• Participate actively & appropriately • Wear official uniform • Wear official uniform • No jackets while serving at Mass.	• Lower kneelers & replace books quietly
RESTROOMS & WATER STATIONS	• Use quiet voices • Give others privacy • Take turns & wait patiently • Use appropriate language	• Keep clean • Use water fountains only for drinking - 5 second rule, when accessible • Flush toilet after use • Wash hands when done • Return to class promptly • Report unsafe conditions or actions	• Keep feet on floor • Avoid horseplay • Keep water in sinks, toilets or water fountains • Use materials & equipment the right way
LOCKERS / CUBBIES	• Use quiet voices • Take turns & wait patiently • Use appropriate language	• Store items in assigned lockers/cubbies • No Loitering at Lockers	• Keep feet on floor • Avoid horseplay • Close lockers appropriately • No Sprays or Perfumes.
DRESSING ROOMS	• Use quiet voices • Give others privacy • Respect property of others • Take turns & wait patiently • Use appropriate language	• Store items in assigned areas. • Dress quickly & exit to hallway or gym promptly • Report unsafe conditions or actions	• Keep floors clear • Avoid loitering or horseplay • Exit with shoes on & tied • Use roll on or stick deodorant only • No Sprays or Perfumes
DISMISSAL	• Use quiet voices • Listen & follow directions • Exit quietly	• Take care of belongings • Keep belongings in backpack • Keep food & drink put away	• Remain seated until called • Face forward in single line • Stay with parent/guardian • Enter vehicles on passenger side • Exit only when name is called

Each classroom and the library defines expectations for being RESPECTFUL, RESPONSIBLE, and SAFE.

Sacred Heart Catholic School abides by the school's HONOR CODE.

Students are expected to conduct themselves in a Christ-like manner, whether inside or outside school, or at sponsored activities. A Christ-like manner compliments the philosophy, expected behaviors, and reputation of a Catholic school. When behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences including expulsion.

CLASSROOM DISCIPLINE PLAN

Each teacher's plan clarifies behaviors expected from students and what they can expect from the teacher in return to establish a safe, orderly, positive classroom environment in which teachers can teach and students can learn. The discipline is based on expectations for behavior, positive reinforcement for appropriate behavior, and natural or logical consequences for students who have difficulty maintaining acceptable behavior. A classroom "Reflection Book" will travel with each class to document any infraction. Classroom discipline plans are sent home in writing at the beginning of the school year for parent review and acknowledgement by signature. Parents are kept informed on a regular basis of a student's behavior.

Work Study Traits: These are handled by the Classroom Teacher and are not part of the conduct grade. They are reported on weekly progress reports, conduct cards, and report cards as improvement needed.

1. Working independently
2. Completing assignments on time
3. Being organized
4. Being prepared for class
5. Participating in class
6. Being attentive in class
7. Using time & resources wisely
8. Having orderly & neat habits
9. Working well in groups
10. Following routines & procedures
11. Being responsible for personal items & property
12. Having consistent homework habits
13. Getting required signatures
14. Turning signed items in on time

CONDUCT GRADES	
E	95 - 100
S	80 - 94
N	70 - 79
U	69 and below

POSITIVE REINFORCEMENT

At Sacred Heart Catholic School, positive reinforcement occurs from the classroom to administration, for individuals or groups of students. Examples of positive reinforcement that can be used include verbal encouragement, stamps, stickers, notes/calls home, privileges, merits and citizenship awards. As students grow, our goal is for them to become less dependent on external reinforcements and rely more on their own internal reinforcement. Our expectation is that students learn to control their own behavior, rather than relying on teacher control. This leads students to maturity and healthy self-esteem.

CONSEQUENCES OR CORRECTION

- Consequences are used when students have difficulty maintaining appropriate behavior. They hold students responsible for their choices and allow them to learn from experiences.
- Teachers strive to implement consequences when needed that are logical and natural for the action, as well as appropriate for the age of the student.
- Consistency is crucial to the successful implementation of consequences or correction. Consistency at Sacred Heart Catholic School means that staff members do not ignore misbehavior and that they deal with misbehaving students in a manner that is appropriate, given the aspects of the situation. Consistency does not mean that all staff members will react in the same way, nor

does it mean that “same” is always “fair” or “equal”.

- Consequences which change behavior may include conferencing with the student, loss of privileges, time out, recovery settings, contracts, notes home, calls to parents, separation from other students or other appropriate responses. In more serious behavioral situations, detention or referral to administration may be warranted.
- Teachers and administration react to misbehavior considering the precipitating events, the student’s intention, the personality of the student, what happened, the damage or hurt caused by the misbehavior, grade level of the child, and age appropriateness. The student is given a reasonable opportunity to explain his/her actions at a time deemed appropriate by the teacher/administrator. At that point the teacher or administrator determines whether more information is needed and may explore further or assign an appropriate consequence for the action.
- If a student feels that the result was not fair, they are encouraged to ask the teacher for time to discuss the situation further. Teachers and administrators have the option of staying with the original consequence or changing it based on the conversation. At this point, the decision of the teacher/administrator is final.

INFRACTIONS

- Infractions are violations of school behavioral expectations. Infractions are not consequences for inappropriate behavior.
- They are used to track student behavior and determine a student’s weekly conduct grade. Infractions and grades are communicated weekly.
- The school has grouped infractions into four levels. The following table details the levels, point values and how infractions are handled.

LEVELS OF INFRACTIONS & LOGICAL CONSEQUENCES

Level 1 Infractions – These are handled by the classroom teacher. Weekly Conduct grades are calculated based on a deduction of 3 points.	Level 2 Infractions – These are handled by the classroom teacher and/or administrator. Weekly conduct grades are deducted 12 points.	Level 3 Infractions - These are automatic office referrals. Weekly conduct grades are reduced by 30 points.	Level 4 Infractions – These are automatic referrals. Weekly conduct grade is dropped to a 0. Students may also receive a 1-3 day suspension.
1. Irreverence 2. Gum/candy 3. Inappropriate hallway behavior 4. Talking 5. Tardy between classes 6. Writing or passing notes 7. Difficulty staying in seat 8. Interfering with the learning of others 9. Loitering 10. Lack of self-control 11. Not following directions 12. Inappropriate behavior at dismissal 13. Violation of cafeteria rules and procedures 14. Not sitting properly 15. Unkind or unchristian words or actions 16. School uniform violation 17. Any other inappropriate behavior (verbal or nonverbal) considered inappropriate by the school 18. Inappropriate Use of Equipment.	1. Disruption to the classroom environment 2. Inappropriate or disrespectful behavior (verbal or nonverbal) towards peers or adults 3. Abusive or profane language 4. Inappropriate physical contact 5. Use or possession of any non-approved electronic devices 6. Vandalism that does not have a permanent damaging effect, or does not create an excessive mess (which can include but not limited to throwing wet paper towels against a wall or unauthorized writing in a textbook) 7. Lying (Honor Code) 8. Irreverence 9. Inappropriate behavior at dismissal 10. Harassment 11. Any other conduct (verbal or nonverbal) considered unacceptable by the school	1. Stealing (Honor Code) 2. Cheating or plagiarism (Honor Code) 3. Physically or emotionally injuring another person 4. Conspiracy: encouraging, assisting or covering up another student’s inappropriate behavior. 5. Inappropriate physical contact 6. Harassment as defined in this handbook. 7. Use of any smart devices during the school day to send or receive calls or text messages, access the Internet, take photographs or access any other application which the phone is capable; use of cell phones in locker rooms and restrooms at any time on campus 8. Thoughtless acts that could endanger oneself or others (poking, using projectiles, walking on furniture, pushing, shoving, etc.) 9. Being in an area of the campus without permission 10. Irreverence 11. Defiance shown to any staff member after a reasonable request has been made 12. Vandalism that creates an excessive mess, or is unacceptable in nature 13. Behavior that would endanger oneself or others 14. Verbal or written threat against a student or staff member. 15. Violation of the Technology Acceptable Use Policy	1. Stealing (Honor Code) 2. Cheating or plagiarism (Honor Code) 3. Fighting 4. Leaving campus without permission 5. Possession, distribution, or use of a controlled substance. 6. Creation, possession or distribution of sexually explicit material and/or pornographic images in any form or media. 7. Vandalism that has a permanent effect or is unacceptable in nature. 8. Behavior that would endanger oneself, or others at school functions on or off campus. 9. Verbal or written threat against a student or staff member. 10. Violation of Technology Acceptable Use Policy. 11. Any other conduct (verbal or nonverbal) deemed of a serious nature and/or that dishonors or defames the reputation of Sacred Heart Catholic, Parish, and the Catholic Church including, but not limited to, unlawful civil or criminal actions.

		16. Incurrigibility. 17. Harassment 18. Any other conduct (verbal or nonverbal) deemed of a serious nature and/or that dishonors or defames the reputation of Sacred Heart Catholic School, Parish, and the Catholic Church including, but not limited to, unlawful civil or criminal actions.	
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LOGICAL CONSEQUENCES:

All infractions will be logged and communicated via FACTS. Level 1 and 2 infractions are logged by teachers. Level 3 and 4 infractions are logged by administration.

Students who receive the number of infractions below in a grading quarter will receive a digital refocus form and an after-school detention which will result in a fee of \$20 per student.

Kindergarten to 2nd – 10 Infractions
3rd Grade to 5th Grade – 5 Infractions
6th Grade to 8th Grade – 3 Infractions

Detentions in 3rd – 8th grades: Repeated or multiple Level 1 infractions may result in a student receiving a Level 2 or Level 3 infraction. Level 4 infractions result in a weekly conduct grade of 0. Level 4 infractions may result in detention or suspension, as determined by administration. If a student fails to serve detention this will result in a Level 4 infraction and may result in expulsion.

Cheating/Plagiarism – Students will receive a Level 3 or 4 infraction, a weekly conduct grade of 0 and an academic consequence on the assignment. The student may retake the test or quiz using a different format. If it is a project, research paper, etc., they may have to complete another one at home. Future incidents that involve cheating will jeopardize their continued enrollment.

Violations of the Honor Code will affect a student’s membership in clubs, national organizations, etc., based on the group’s by-laws.

Any K – 8th grade student who receives an “N” or “U” as a quarterly conduct grade will not participate in field trips during the quarter.

Conduct grades will affect athletic and club eligibility and participation.

Students receiving a Level 3 or 4 infraction during the quarter are not eligible for Light of Faith Award/ Citizenship Awards.

Three (3) Electronic Refocus Forms sent through RenWeb within a grading quarter will result in one (1) Principal Form.

Continued or serious behavioral concerns will result in further disciplinary action, that may include suspension, expulsion, or a request for withdrawal from the school.

REFERRAL TO ADMINISTRATION

- A referral occurs if a student does not respond to repeated efforts by the teacher to encourage appropriate behavior; a student’s behavior disrupts the learning of others or when a serious offense occurs.
- Administration will meet with student to discuss the incident or behavior. If needed, administration may explore the situation further and discuss the incident with possible witnesses or other participants without parent permission.
- At the administrators’ discretion, the student’s consequences or disciplinary actions may include the following: conferencing with the student, the loss of privileges, de-escalation to calm, behavior contracts, notes home, calls to parents, separation from other students, silent lunch, Refocus Form, detention,

suspension, expulsion, or other appropriate responses.

- Administration takes into consideration the seriousness of the offense, age of the student, frequency of misconduct, attitude of the student and degree of cooperation when deciding which action will be taken and the level of the infraction. Administration works with students to resolve problems on the school level.
- If administration determines a need, parents will be contacted and brought into the process. Once administration has determined that a Level 3 or 4 infraction is warranted, the infraction is entered into the discipline module of FACTS by administration. This will be visible to parents; however, discipline records are never forwarded to other schools in the future.

*****Note that the Archdiocese of Galveston-Houston forbids the use of corporal punishment.*****

Sacred Heart Catholic School sets high standards of conduct for its students. When behavioral and/or social problems persist beyond this point the following methods or procedures may be initiated: referral for testing or evaluation, home study program, in-school suspension, out-of-school suspension, or expulsion.

- **Evaluation** 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.
- **Extended Student Leave** may be appropriate when a student has been accused of serious wrong. Placing a student on a home-study program allows student to be removed immediately from a 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.
- **Probation** may be appropriate for conduct that, in the principal's judgment, warrants such action. Such conduct may take place on or off campus and may include, but is not limited to, relatively serious violations of school rules and continued misconduct. The school is not required to place a student on probation prior to a more severe disciplinary action being taken, up to and including expulsion.
- **Suspension** for up to four days may be appropriate for conduct that, in the principal's judgment, warrants such action and merits suspension. Such action 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 expulsion. A suspension lasting five or more days requires the approval of the Superintendent of Catholic Schools, and the Chancellor and Moderator of the Curie.
 - Examples of situations warranting suspension include but are not limited to: conduct unbecoming a Christian (lying, cheating, physical contact, using profanity and harassing other students), incorrigible or persistent behavior which interrupts the learning environment, or when interventions have been implemented and unacceptable behavior continues. Suspension removes the student from the classroom temporarily in order to preserve school values, climate and/or safety. Suspension provides the opportunity for students to reflect on the cause and effect of their choices and encourages restitution and reconciliation.
 - Suspension may be either in-school or out-of-school. Administration provides verbal and written notification to the parents/guardians. There is a charge levied for in-school suspension and the fee will be charged to the families facts account.
 - **In-school:** the student reports directly to the school office and is isolated from other students for the day. An in-school suspension fee is charged to families when a full day sub is needed to supervise the students in school suspension and will be billed to the student's FACTS account. The student is responsible for completing class work assigned. Completed work must be neat, organized, and easy to read. The student is also responsible for completing homework missed and tests given during the suspension. Parents must pick up the student in the school office at the end of the day of the suspension.
 - **Out-of-school:** the student is required to remain away from school for the

duration of the suspension. Class work will be given, and parental supervision is required for the length of the suspension. The student is also responsible for homework assignments and tests given during the suspension. In both in-school and out-of-school suspensions, a student will be given full credit for assigned work, assuming it is completed in a timely fashion. Students may not participate in school activities such as athletic practices and/or games, field trips, assemblies, field days, etc., on the day of the suspension. A letter from a doctor, licensed professional, or counselor may be required for a student to return from a suspension based on the circumstances of the suspension. Letters must be approved by administration.

- **Expulsion** is considered an extremely serious matter, and every other possible solution should be explored before it is implemented. The Principal consults with the Pastor and Superintendent in cases of expulsion. Expulsions are only permitted at the Archdiocesan level. All student expulsions, administrative withdrawals and suspensions lasting more than five consecutive days must be approved by the Secretariat Director and Superintendent of Catholic School. Parents are given written notice of the expulsion.
 - A parent(s) or guardian(s) may appeal directly to the Superintendent of Catholic Schools, who also serves as a Secretariat Director, 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 lasting five (5) or more consecutive school days.
 - Examples of situations warranting expulsion include but are not limited to:
 - Participates in disruptive activities by a group such as gangs
 - Possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school campus or at school sponsored activities
 - Smokes or uses a tobacco product on school property or at school related activities
 - Possesses, uses, or conceals a weapon or any item construed to be a weapon (any instrument which may produce bodily harm or death) on school property or at school related activities
 - Threatens bodily injury or harm to a student or staff member
 - Assaults a student or staff member with resulting serious physical injury
 - Vandalizes school property or the property of others
 - Possesses an unapproved electronic device that is disruptive to instruction
 - Engages in chronic or repeated misbehavior which disrupts the learning environment
 - Disruptive, threatening, or illegal behavior of a parent/guardian may result in the expulsion of a student

HARASSMENT

Sacred Heart Catholic School follows the Bullying Prevention Program as part of the Comprehensive Development Program of the Archdiocese of Galveston-Houston. As part of the program, faculty and staff, in partnership with students and parents, take steps towards the prevention of harassment and bullying. Prevention programming includes, but is not limited to the school's Religion Curriculum, Heroic Virtues program and Friendzy SEL program, as well as the core values, attitudes, and beliefs of the campus which promote appropriate behavior. The environments of the individual classrooms and overall campus consist of norms, values, and expectations in which all students feel safe, respected, and valued; where everyone feels listened to, understood and empowered. A positive culture is created when students, staff, parents, and other members of the community share responsibility for creating and maintaining a respectful and inclusive environment in their school.

The Archdiocese and Sacred Heart catholic school consider harassment, including bullying, as a severe infraction. When a concern is presented regarding a potential situation of harassment, Sacred Heart Catholic School will address while focusing on developing inclusive school cultures, valuing diversity, and promoting positive healthy relationships.

As a result, any reports of claims of harassment brought to the attention of teachers, school counselors, or administration will be explored. A referral to administration occurs when a student engages in harassment. Consequences up to and including expulsion may be taken again by a student who engages in any type of

harassment. Harassment includes, but is not necessarily limited to, the following behaviors:

- Unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe, including bullying in all forms (physical, verbal, relational, etc.)
- Cyber-bullying, defined as the use of the internet, cell phone, or other electronic device, to send or post messages or visual images intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:
 - Sending cruel or threatening messages through email or social media accounts
 - Sending means repeated cell phone text messages
 - Creating websites, posts, or school documents for the purpose of mocking students or school personnel
 - Posting humiliating or digitally modified images of students or school personnel
 - Forwarding private photos or videos to others
 - Pretending to be someone else by using their online screen
- Verbal conduct such as the use of racial slurs, vulgar or obscene language, derogatory jokes, or comments, social ostracization, and/or personally damaging statements about others.
 - Conduct exhibiting racism such as the use of racial slurs, derogatory remarks, exclusion from activities based on race, racial profiling, or dissemination of racially insensitive or harmful material.
 - Behavior that is sexual or lewd in nature, includes sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
 - Behavior that is intimidating, including but not limited to, threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study or play.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.

Students' experiences of witnessing any type of harassment need to report this to school personnel directly. Reporting is the first step in getting help with any type of harassment. When harassment is reported, the school handles the report by working through the following procedures.

LEVEL I – CONFLICT RESOLUTION - Incidents of harassment should be brought to the attention of the counselor or administration. They explore the situation and bystanders and witnesses may be brought in to gather information. Parent permission is not required for school personnel to meet with students. If appropriate, both parties are brought together to discuss the incident and to let them know about future consequences should the behavior continue. The principal works with students to resolve conflicts at the school level. If the administration determines a need, parents will be contacted and brought into the process.

LEVEL II – REFERRAL TO ADMINISTRATION – If a second incident of harassment is reported to the counselor or administration, the process in Level I is followed in consultation with the principal. Parents are contacted for a conference, and written acknowledgement is provided to parents noting further consequences should the behavior continue.

LEVEL III – CONSULTATION WITH PASTOR AND/OR CATHOLIC SCHOOLS OFFICE– If a third incident of harassment is reported, administration investigates the situation and consults with the Pastor and/or Catholic Schools Office. Consequences of a third incident of harassment can include, but is not limited to, counseling, in or out of school suspension or 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.

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 |



Educating Mind † Heart † Spirit

Principal Conference Form

Date: _____

Time: _____

Teacher/Class: _____

Homeroom Teacher: _____

Student's Name: _____

Reason for Conference:

- ☐ Honor Code
- ☐ Bodily Injury
- ☐ Extreme Disrespect
- ☐ Plagiarism
- ☐ Destruction of Property
- ☐ Possession, Uses, or Conceals a Weapon
- ☐ Tobacco/Drugs/Vaping
- ☐ Electronic Devices
- ☐ Refocus Forms previously given
- ☐ Others

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 school*****

STUDENT RIGHTS – SCHOOL ENVIRONMENT

PERSONAL PROPERTY

Toys, CD players, laser pens, handheld computer games, iPods, iPads, electronic games, cell phones, 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.

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.

PHOTOGRAPHY

- **Photo Releases** – A Media & Communication Release Form is on file for each student. Sacred Heart Catholic School is bound by legal and moral issues to uphold the privacy of those who request that photos of their family members are not released.
- **Publication of Media** – Sacred Heart Catholic School holds all rights for official publication of all media. This includes, but is not limited to press releases, social media, videos, class projects, any “for profit” item, etc.
- **Social Media Use** – Taken directly from the Archdiocesan Social Media Policy: "All users are to safeguard the privacy interests of others. Personally identifiable information (that is, name, phone number, address or email address), should not be disclosed without the prior consent of the person identified. Photographs of children are not posted without a signed Media Release Form. “
- **Classroom or Campus Photography** – Parents and family who take pictures of students, events, and activities are encouraged to submit their best images to the school for possible inclusion in school yearbook, newsletter, and social media. Pictures can be submitted to the Advancement Office via a thumb drive, or in the case of 5 or less photos, may be sent by email to tallem@shcstx.org. Pictures taken for personal use on campus and at school events are not the property of SHCS and are not allowed to bear the SHCS name and/or affiliation. Taking pictures or videos for personal use should not distract from the learning environment, program, or activity in progress.
- **Church Photography** – **Flash photography is NOT permitted during liturgy.** The taking of

photographs must never distract from the prayerful dignity of Liturgy. Anyone that interrupts the liturgical celebrations in any way may be asked to stop taking photos or videos.

SEARCH & SEIZURE

SCHOOL OWNED PROPERTY AND EQUIPMENT

Employees and volunteers 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.

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
- 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.

PARENTAL ACCESS TO RECORDS

Parents may inspect and review their student's education records. Records will always be reviewed in the presence of school personnel appointed by the Principal. Parents or legal guardians should sign and date the Viewing of Records form. The school is not required to provide copies of records unless it is impossible for

parents to review the records in person. If the school provides copies, it may charge a reasonable fee. Parents or legal guardians may not scan, photograph, or otherwise digitally capture student records using a mobile device while viewing them on campus.

In the event a court order is in place which governs the parents' rights regarding custody (or "conservatorship") of the student, parents must provide a certified copy of the order signed by the judge from one or both parents. It is the responsibility of the parents to ensure that the school is promptly provided with any amended custody orders. Orders titled "Temporary Orders" are acceptable if they are signed by a judge and have not been superseded by a final order. A specific court order signed by a judge overrides the general rule that both parents have a right to access student records. If there is a dispute over a parent's access to student records, the school should contact Legal Counsel for the Catholic Schools Office for consultation and assistance in reviewing the documents.

A school may not release a student's records to any third party (other than a parent) without the written consent of the student's parents. As an exception to this rule, schools may disclose student records to or for:

- School officials with legitimate educational interest,
- Specified officials for audit or evaluation purposes,
- To comply with a judicial order or subpoena,
- Appropriate officials in cases of health and safety emergencies,
- State and local authorities, within a juvenile justice system, pursuant to specific
- State law, and a court appointed Ad Litem or Amicus Attorney (a signed copy of the Order should be obtained).

It is sometimes necessary to permit authorized persons, principal, assistant principal, counselor, and teachers, to view the records of a student. When the authorized person views the record of a student, a notation of the date and signature are recorded on the Viewing of Records form. No one else may view the child's record without the written consent of the parent or legal guardian.

Anyone who views a cumulative folder must sign in on the cover letter stating name, position, and date of when records were viewed.

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.

RELEASE OF STUDENT HEALTH RECORDS

Immunization and health records are confidential medical records. A parent or guardian must sign a release of records before these records can be transferred to another school. The method of transmission (fax, scanned and emailed, regular mail, or hand-delivered to the parent) must be specified, documented, and kept on file.

CHILD ABUSE

SCHOOL REPORT OF SUSPECTED ABUSE OR NEGLECT

At Sacred Heart Catholic School, the safety and well-being of every child is our highest priority. In accordance with Texas law, anyone who has reason to believe that a child may be experiencing abuse or neglect is required to report those concerns.

Reports can be made to the Texas Abuse Hotline at **1-800-252-5400** or online at **txabusehotline.org**, which is available 24 hours a day, seven days a week.

All school employees are **mandated reporters** and are required by law to report suspected abuse or neglect **as soon as possible, but no later than 24 hours** after becoming aware of a concern.

STUDENT LIFE

UNIFORM POLICY

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 or at 346-319-4176. ***All uniform clothing must be purchased from Risse Brothers. NO EXCEPTIONS.**

GENERAL UNIFORM GUIDELINES (ALL STUDENTS)

Shirts - 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 / Skirts / Skorts - Uniform walking shorts may be worn from the start of school through November 30th and from March 1st through the end of school. Shorts, skirts, and skorts may not be more than **2 inches above the knee**.

Pants – Pants may not have holes or be dingy in color.

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-3rd 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. 8th grade boys will wear white crew socks with pants. (Crew socks are socks that are above the ankle.)

Jackets & Outerwear - 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.

Fingernails – There will be no nail polish or artificial nails allowed in school. Nails must be short, clean and natural color.

Hair - Hair must be neat, clean, natural color and always groomed. No bleaching, tinting, fad haircuts or highlights. Hairstyles that are deemed distracting to the educational environment are inappropriate. Boys' hair length cannot cover the eyebrows or be touching 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.

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.

Additional Rules

- No hats or head coverings inside the building.
- No rolling backpacks.

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 skorts.

PE UNIFORMS (Middle School)

Middle School students must wear designated school-issued PE uniform and appropriate athletic tennis shoes for PE class.

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.

GIRLS UNIFORMS

Mass Uniform for PK3 – 3rd 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 4th – 7th 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 8th 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*

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 under red polo dresses in cold weather. Fleece Jackets are worn during cold months.

Non- Mass Attire for K – 7th 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 4th – 7th grades. In addition, PK – 3rd 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 8th 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 skirt 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.

BOYS UNIFORMS

Mass Uniform for PK3 – 7th 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 8th 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.)

Grade Distinctions:

Non – Mass Attire for PK3 – 7th Grade Boys: Red Polo long or short sleeve depending on student’s preference with monogrammed 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 8th Grade Boys: Navy Polo 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. 8th grade boys may wear white crew socks (socks that are above the ankle) with shorts and navy, black or khaki socks with pants.

FREE DRESS DAY DAYS

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 (no more than 2 inches above the knee), 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.

The following are not permitted:

STUDENTS NOT DRESSED APPROPRIATELY MAY:

- Call Parents to Bring Change of Clothes
- Be required to change clothes
- Receive a conduct infraction
- Lose future non-uniform privileges

ENFORCEMENT

Failure to comply with the uniform policy may result in:

- Uniform infraction
- Parent notification
- Conduct grade impact
- Exclusion from special activities

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 reimbursed.

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.**

HOLY BITES

The school offers a lunch program that allows meals to be purchased. Parents preorder and prepay for lunches through Holy Bites. 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.

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

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.

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.

LUNCH VISITORS

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
• Include others • Use quiet voices • Use good table manners • Respect cafeteria staff • Respect others' food & space • Follow adult directions • Take turns & wait patiently	• Eat your own food • Sit in assigned area • Use signals to leave seat • Use your time wisely • Clean your area, table & floor • Throw trash away when instructed	• Walk at all times • Stay in line with hands, feet & objects to self • Report & clean up spills & messes • Lights off - voices off

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 nd	11:00 a.m. – 11:30 a.m.	11:30 a.m. – 11:55 a.m.
3 rd – 5 th	11:30 a.m. – 12:00 p.m.	11:00 a.m. – 11:25 a.m.
6 th – 8 th	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 monitoring.
- 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.

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.

Late policy: If a student is picked up later than the designated time for any of the above activities, 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 program if tardiness continues. If a

student is absent during the day he/she may not attend the after-school extra curricular activities or sporting events.

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.

Please Note: Physical Education (PE) Uniform will be used for all Practices.

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.

ALTER SERVERS: Catholic boys and girls in grades 4th – 8th 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 5th – 8th grades. Officers are selected from 7th and 8th grades and 6th – 8th grades have two student representatives.

NATIONAL HONOR SOCIETY: The National Honor Society at Sacred Heart Catholic School. Student Council is open to 7th-8th 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 3rd – 5th grades may register for Robotics. The club meets once a week after school.

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

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 grade 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.

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.

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-bulling 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.

Definitions:

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.

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-FREE CAMPUS POLICY **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.

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 too:

- 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.

CONSEQUENCES: (INCLUDED, 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 4-8 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.

Any violation that is determined to be illegal may result in criminal prosecution. Individuals will be held financially responsible for costs incurred because of an act of intentional vandalism or damage to software, computers, or related hardware.

GENERAL SCHOOL INFORMATION

LIABILITY OF SCHOOL

Brochures relating to student accident insurance are available upon request.

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.

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 5th grade science curriculum.

EIGHT GRADE FIELD TRIP TO WASHINGTON, D.C.

The 8th 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.

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.

BIRTHDAY'S

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 schools 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.

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.

STUDENT SAFETY

- 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 always.
- Teachers should carry first aid kits, medication and permission slips when taking students on field trips
- When students travel on foot, they should be instructed and supervised regarding the crossing of streets, use of trails, bicycle paths, etc.
- 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.
- 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.
- 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.

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.

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.

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.



Educating Mind + Heart + Spirit

Back to School Forms

2026-2027



Parent/Student Handbook Acknowledgment School Year 2026-2027

The Parent/Student Handbook for the school year is posted on the website, 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 have received a copy of the Parent/Student Handbook.

_____ I will read and refer to the Parent/Student Handbook.

_____ I will follow the policies and procedure 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



THE ARCHDIOCESE OF
GALVESTON-HOUSTON



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 that 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.

Child's name: _____

Date of Birth: _____

Child's name: _____

Date of Birth: _____

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 – 2nd

At Sacred Heart Catholic School, Chromebooks, tablets, iPads, and other digital devices are provided to support student learning. These tools are intended to:

- Enhance learning experiences
- Develop research and digital literacy skills
- Build foundational typing, word processing, and multimedia skills
- Prepare students for future academic success

The use of technology is a privilege, not a right. Sacred Heart utilizes a third-party monitoring system to promote safe and appropriate internet use. All activity on school devices and networks is not private and will be monitored.

EXPECTATIONS FOR STUDENT USE

Students are expected to:

- Use technology only with teacher supervision and permission
- Handle all equipment with care and responsibility
- Follow all school rules and expectations while using technology
- Always use appropriate and respectful language
- Respect the privacy of others by not accessing or altering another user's files, accounts, or passwords
- Keep passwords confidential and not share them with others
- Access only teacher-approved websites and applications
- Immediately report any inappropriate content to a teacher or staff member
- Never share personal information online
- Use technology for educational purposes only

Students in Grades K–2 do not have access to email.

BEHAVIOR AND DISCIPLINE

Whether occurring on or off campus, on school or personal devices, any use of technology that:

- Jeopardizes the safety of students, staff, or the school community, or
- Contradicts Gospel values

may result in disciplinary action, up to and including loss of privileges or expulsion.

ARTIFICIAL INTELLIGENCE POLICY

Sacred Heart Catholic School recognizes that Artificial Intelligence (AI) presents both valuable opportunities and important ethical considerations. As a Catholic school, we are committed to ensuring that all use of AI reflects the teachings of the Church, respects human dignity, and promotes the common good.

AI must always be used in ways that uphold truth, goodness, and responsible decision-making. It is a tool to support learning—not to replace human relationships, critical thinking, or personal responsibility.

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.

GUIDING PRINCIPLES FOR AI USE

The use of AI at Sacred Heart Catholic School is guided by the following principles:

- **Human Dignity and the Common Good:** AI must always be used in ways that respect the dignity of every person and promote the well-being of the entire community.
- **Transparency and Responsibility:** AI tools must be used in a clear, responsible, and accountable manner.
- **Equity and Inclusion:** AI should support all learners and avoid bias or discrimination.
- **Privacy and Security:** Student data must be protected and used only for legitimate educational purposes.

RESPONSIBILITY OF USING AI IN THE CLASSROOM

EDUCATIONAL ENHANCEMENTS: AI may be used to support and enhance teaching and learning by promoting individualized instruction and accommodating diverse learning styles. When used appropriately, AI can help tailor learning experiences, support student growth, and foster an inclusive educational environment.

STUDENT ETHICAL AI USAGE AND ACADEMIC INTEGRITY:

Students are expected to use AI tools responsibly and in accordance with the school's academic integrity standards. AI must not replace a student's original work, thinking, or problem-solving. Students must:

- Complete assignments independently unless otherwise directed
- Properly cite and acknowledge the use of AI tools when permitted
- Avoid submitting AI-generated work as their own

Teachers will provide clear expectations regarding acceptable AI use for each assignment. Misuse of AI, including plagiarism or failure to provide proper attribution, will result in disciplinary action in accordance with school policy.

Faculty members are responsible for guiding students in ethical AI use and reinforcing the importance of honesty, integrity, and personal responsibility.

STUDENT DATA PRIVACY AND SECURITY

Sacred Heart Catholic School is committed to protecting student information:

- Data will be used only for educational purposes
- Personally identifiable information will be protected or anonymized when possible
- All data will be securely stored and accessed only by authorized personnel

ETHICAL CONSIDERATIONS AND OVERSIGHT

- **Human Oversight:** AI will not replace human decision-making. All academic, behavioral, and administrative decisions will remain under the authority of school personnel.
- **Bias and Fairness:** The school will strive to use AI tools that minimize bias and promote fairness and equity.
- **Respect and Integrity:** AI must not be used to generate harmful, inappropriate, or misleading content.

COMMUNICATION AND ACCOUNTABILITY

The school will maintain open communication with parents, students, and staff regarding the use of AI technologies. Partnerships with third-party AI providers will be carefully evaluated to ensure alignment with Catholic values, ethical standards, and data privacy expectations.

This policy will be reviewed periodically to ensure it remains current with evolving technologies and educational practices. The school will monitor the impact of AI on student learning, well-being, and academic integrity to ensure it continues to serve the best interests of the school community.

CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS

Failure to follow technology and AI expectations may result in:

- Loss of technology privileges
- Required reflection or written explanation
- Additional disciplinary action as deemed appropriate by administration

Repeated or intentional violations may result in extended or permanent loss of access to technology resources.



Educating Mind † Heart † Spirit

Students and parents must sign and return the Technology Acceptable Use Policy (TAUP) and Chromebook Agreement prior to the use of school-issued devices.

Technology and Acceptable Use Policy. (Student Name) has read and agrees to abide by the

Student Signature

Date

(Student Name) has my permission to check out a Chromebook from Sacred Heart Catholic School.

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

Parent Signature

Date



TECHNOLOGY ACCEPTABLE USE POLICY (TAUP): Grade 3-4

PURPOSE AND USE OF TECHNOLOGY

Sacred Heart Catholic School provides students with access to technology resources, including Chromebooks, to support academic learning and digital literacy. These tools are intended to:

- Enhance instruction and student learning
- Develop research, collaboration, and presentation skills
- Support responsible digital citizenship

The use of technology is a privilege, not a right. All activity on school devices and networks are monitored and is not considered private. Students are expected to use technology in a manner consistent with school rules and Gospel values.

CHROMEBOOK PROGRAM

Each 3rd and 4th grade student will be issued a Chromebook for instructional use during the school day.

Chromebooks are school property and must remain on campus at all times. Students are responsible for the proper care and handling of their assigned Chromebook and must return it to their designated charging station at the end of each school day. Students are responsible for ensuring that their Chromebook is properly connected to the charging station and charged overnight for use the following school day.

CHROMEBOOK EXPECTATIONS AND GUIDELINES

Students are expected to follow all Chromebook procedures:

1. Personal devices are not permitted on campus including but not limited to **Wearable Technology**: Any electronic device designed to be worn on, attached to, or carried directly on the body, including, but not limited to, smartwatches, fitness trackers, smart rings, smart glasses, Bluetooth earbuds or headphones, wireless headphones, smart clothing, wearable cameras, GPS/location trackers, electronic jewelry, smart badges, and other current or future wearable or body-worn technologies capable of communication, recording, monitoring, accessing the internet, storing information, or connecting to other electronic devices
2. Each student is assigned an individual Chromebook, tracked by barcode
3. Chromebooks must be carried in a protective case and may not be transported in backpacks
4. Chromebooks are to be used only for instructional purposes, including lessons, research, and projects
5. Students may not share or borrow another student's Chromebook
6. Email access is disabled for all student accounts
7. Students must connect only to the approved school Wi-Fi network
8. Devices may be checked periodically to ensure guidelines are followed and students are in compliance

Students are responsible for promptly reporting any damage, malfunction, or concern involving their school owned Chromebook to a teacher. Reporting issues immediately helps ensure that problems are addressed quickly and prevents further damage to the device. Students are financially responsible for damages caused by misuse or negligence on a school owned device.

APPROPRIATE USE RESTRICTION

Students are expected to use Chromebooks responsibly and may **NOT**:

- Take photos, videos, or recordings without teacher approval for all school assignments

- Post or distribute images of students or staff
- Access or use any social media platforms (including but not limited to Snapchat, Instagram, TikTok etc.)
- Play games or access non-educational content (including but not limited to Discord, Roblox, Twitch etc.)
- Stream videos unless directed by a teacher
- Create unauthorized Google Classrooms
- Use wireless headphones
- Attempt to bypass internet filters or safety systems

Unauthorized media use or misuse of technology may result in disciplinary action.

DIGITAL CITIZENSHIP AND SAFETY

Students must:

- Always use respectful and appropriate language
- Protect personal and school information
- Report unsafe or inappropriate content immediately
- Follow the same expectations for behavior online as they do in person

Any misuse of technology—whether on or off campus, on school or personal devices—that jeopardizes the safety of the school community or contradicts Gospel values may result in disciplinary action, up to and including expulsion.

ARTIFICIAL INTELLIGENCE POLICY

Sacred Heart Catholic School recognizes that Artificial Intelligence (AI) presents both significant opportunities and important ethical considerations within education. As a Catholic school, we are committed to ensuring that all use of AI aligns with the teachings of the Church, respects human dignity, and promotes the common good. Catholic teaching emphasizes that technological advancements must uphold truth, beauty, and goodness while safeguarding human freedom and dignity.

This policy establishes guidelines for the responsible, ethical, and mission-centered use of AI within our school community. The integration of AI is intended to enhance teaching and learning, foster creativity, support academic excellence, and promote responsible digital citizenship, while always maintaining a human-centered approach to education.

AI may be incorporated into instructional practices, particularly in grades six through eight, to support individualized learning and improve educational outcomes. However, AI is a tool to assist—not replace—human judgment, relationships, and the educational process.

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.

GUIDING PRINCIPLES FOR AI USE

The use of AI at Sacred Heart Catholic School is guided by the following principles:

- Human Dignity and the Common Good: AI must always be used in ways that respect the dignity of

every person and promote the well-being of the entire community.

- Transparency and Responsibility: AI tools must be used in a clear, responsible, and accountable manner.
- Equity and Inclusion: AI should support all learners and avoid bias or discrimination.
- Privacy and Security: Student data must be protected and used only for legitimate educational purposes.

RESPONSIBILITY OF USING AI IN THE CLASSROOM EDUCATIONAL ENHANCEMENTS:

AI may be used to support and enhance teaching and learning by promoting individualized instruction and accommodating diverse learning styles. When used appropriately, AI can help tailor learning experiences, support student growth, and foster an inclusive educational environment.

STUDENT ETHICAL AI USAGE AND ACADEMIC INTEGRITY:

Students are expected to use AI tools responsibly and in accordance with the school's academic integrity standards. AI must not replace a student's original work, thinking, or problem-solving. Students must:

- Complete assignments independently unless otherwise directed
- Properly cite and acknowledge the use of AI tools when permitted
- Avoid submitting AI-generated work as their own

Teachers will provide clear expectations regarding acceptable AI use for each assignment. Misuse of AI, including plagiarism or failure to provide proper attribution, will result in disciplinary action in accordance with school policy.

Faculty members are responsible for guiding students in ethical AI use and reinforcing the importance of honesty, integrity, and personal responsibility.

STUDENT DATA PRIVACY AND SECURITY

Sacred Heart Catholic School is committed to protecting student information:

- Data is used solely for educational purposes
- Personally identifiable information will be protected or anonymized when possible
- Data will be securely stored and accessed only by authorized personnel

ETHICAL CONSIDERATIONS AND OVERSIGHT

- Human Oversight: AI will not replace human decision-making. All academic, behavioral, and administrative decisions will remain under the authority of school personnel.
- Bias and Fairness: The school will strive to use AI tools that minimize bias and promote fairness and equity.
- Respect and Integrity: AI must not be used to generate harmful, inappropriate, or misleading content.

COMMUNICATION AND ACCOUNTABILITY

The school will maintain open communication with parents, students, and staff regarding the use of AI technologies. Partnerships with third-party AI providers will be carefully evaluated to ensure alignment with Catholic values, ethical standards, and data privacy expectations.

This policy will be reviewed periodically to ensure it remains current with evolving technologies and educational practices. The school will monitor the impact of AI on student learning, well-being, and academic integrity to ensure it continues to serve the best interests of the school community.

CONSEQUENCES FOR NOT FOLLOWING EXPECTATIONS

Failure to follow these expectations may result in:

- Loss of Chromebook and technology privileges
- Required reflection or written explanation

Parent notification

- Additional disciplinary action as determined by administration

Repeated or serious violations may result in extended or permanent loss of technological access.



Educating Mind † Heart † Spirit

Students and parents must sign and return the Technology Acceptable Use Policy (TAUP) and Chromebook Agreement prior to the use of school-issued devices.

Technology and Acceptable Use Policy. (Student Name) has read and agrees to abide by the

Student Signature

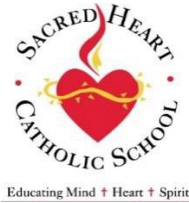
Date

from Sacred Heart Catholic School. (Student Name) has my permission to check out a Chromebook

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

Parent Signature

Date



Grades 5-8 - APPROPRIATE CHROMEBOOK USAGE

Sacred Heart Catholic School provides students with access to technology resources, including Chromebooks and network services, to support academic growth and digital literacy. These tools are intended to enhance learning, promote collaboration, and prepare students for responsible participation in a digital world.

Students in Grades 5–8 are required to purchase a Chromebook prior to the beginning of the school year. By signing this agreement, parents/guardians acknowledge and authorize Sacred Heart Catholic School to manage, monitor, and oversee the device for educational purposes at all times while the student is enrolled at Sacred Heart Catholic School, including during and outside of regular school hours.

The use of technology is a **privilege, not a right**. Students are responsible for appropriate behavior on all school technology resources, just as they are in the classroom or on the playground. All use of technology must reflect Gospel values and respect for others.

All activity conducted on devices managed by Sacred Heart Catholic School and/or networks may be **monitored, recorded, and retained** and should not be considered private. Students are personally responsible for their actions when using technology resources.

CHROMEBOOK USE AND RESPONSIBILITIES

Students are expected to:

- Bring their Chromebook to school each day, fully charged
- Always carry the Chromebook in a protective case
- Not transport Chromebooks in backpacks
- Use only their device and not share Chromebooks
- Students are responsible for promptly reporting any damage, malfunction, or concern involving their Chromebook to a parent or guardian. Reporting issues immediately helps ensure that problems are addressed quickly and prevents further damage to the device.

Students are financially responsible for damage caused by misuse or negligence on their own Chromebooks.

TECHNOLOGY USE EXPECTATIONS

Students must:

- Use technology for educational purposes only
- Follow all teacher directions regarding technology use
- Always use respectful and appropriate language
- Respect the privacy of others and not access or alter another person's files, accounts, or information
- Keep passwords secure and not share personal information
- Follow all copyright laws and properly cite sources
- Use school networks and systems responsibly

PROHIBITED USES

Students may **NOT**:

- Personal devices are not permitted on campus including but not limited to **Wearable Technology**: Any electronic device designed to be worn, attached to, or carried directly on the body, including, but not limited to, smartwatches, fitness trackers, smart rings, smart glasses, Bluetooth earbuds or headphones, wireless headphones, smart clothing, wearable cameras, GPS/location trackers, electronic jewelry, smart badges, and other current or future wearable or body-worn technologies capable of communication, recording, monitoring, accessing the internet, storing information, or connecting to other electronic devices
- Use technology to harm others or their work
- Damage or interfere with the school network or infrastructure
- Access personal or non-school accounts that interfere with school operations
- Take photos, videos, or recordings without teacher approval for any and all their school assignments
- Post or distribute images of students or staff
- Access or use any social media platforms (including but not limited to Snapchat, Instagram, TikTok etc.)
- View, send, or distribute offensive, inappropriate, or bullying content
- Play games or access non-educational content (including but not limited to Discord, Roblox, Twitch etc.)
- Stream media unless directed by a teacher
- Create unauthorized Google Classrooms
- Use wireless headphones
- Attempt to bypass network filters or security systems
- Access, copy, or alter another student's files or folders
- Waste technology resources such as storage or printing supplies
- Plagiarize or present work from the internet or other sources as their own

Students must immediately notify a teacher or administrator if they encounter inappropriate content.

DIGITAL CITIZENSHIP AND SAFETY

Students are expected to demonstrate responsible digital citizenship:

- Treat others with respect in all digital interactions
- Avoid cyberbullying, harassment, or inappropriate communication
- Protect personal and school information
- Use technology in a way that reflects Catholic values

Whether occurring on or off campus, on school or personal devices, any use of technology that jeopardizes the safety of the school community or contradicts Gospel values may result in disciplinary action, up to and including expulsion.

ARTIFICIAL INTELLIGENCE POLICY

Sacred Heart Catholic School recognizes that Artificial Intelligence (AI) presents both significant opportunities and important ethical considerations within education. As a Catholic school, we are committed to ensuring that all use of AI aligns with the teachings of the Church, respects human dignity, and promotes the common good. Catholic teaching emphasizes that technological advancements must uphold truth, beauty, and goodness while safeguarding human freedom and dignity.

This policy establishes guidelines for the responsible, ethical, and mission-centered use of AI within our school community. The integration of AI is intended to enhance teaching and learning, foster creativity, support academic excellence, and promote responsible digital citizenship, while always maintaining a human-centered approach to education.

AI may be incorporated into instructional practices, particularly in grades six through eight, to support individualized learning and improve educational outcomes. However, AI is a tool to assist—not replace—human judgment, relationships, and the educational process.

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- Privacy and Security: Student data must be protected and used only for legitimate educational purposes.

RESPONSIBILITY OF USING AI IN THE CLASSROOM

EDUCATIONAL ENHANCEMENTS: AI may be used to support and enhance teaching and learning by promoting individualized instruction and accommodating diverse learning styles. When used appropriately, AI can help tailor learning experiences, support student growth, and foster an inclusive educational environment.

STUDENT ETHICAL AI USAGE AND ACADEMIC INTEGRITY:

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Faculty members are responsible for guiding students in ethical AI use and reinforcing the importance of honesty, integrity, and personal responsibility.

STUDENT DATA PRIVACY AND SECURITY

Sacred Heart Catholic School is committed to protecting student information:

- Data will be used solely for educational purposes
- Personally identifiable information will be protected or anonymized when possible
- Data will be securely stored and accessed only by authorized personnel.

MONITORING AND ACCOUNTABILITY

- All technology use may be monitored and recorded
- Devices may be checked periodically to ensure compliance
- Students are responsible for all activities conducted on their assigned device

- The school reserves the right to review files, communications, and usage

ETHICAL CONSIDERATIONS AND OVERSIGHT

- **Human Oversight:** AI will not replace human decision-making. All academic, behavioral, and administrative decisions will remain under the authority of school personnel.
- **Bias and Fairness:** The school will strive to use AI tools that minimize bias and promote fairness and equity.
- **Respect and Integrity:** AI must not be used to generate harmful, inappropriate, or misleading content.

CONSEQUENCES FOR MISUSE

- Violations of this policy may result in:
- Loss or restriction of technology privileges
- Parent notification
- Required reflection or written explanation
- Detention, suspension, or additional disciplinary action

Repeated or serious violations may result in extended or permanent loss of technological access and/or further disciplinary consequences.

COMMUNICATION AND ACCOUNTABILITY

The school will maintain open communication with parents, students, and staff regarding the use of AI technologies. Partnerships with third-party AI providers will be carefully evaluated to ensure alignment with Catholic values, ethical standards, and data privacy expectations.

This policy will be reviewed periodically to ensure it remains current with evolving technologies and educational practices. The school will monitor the impact of AI on student learning, well-being, and academic integrity to ensure it continues to serve the best interests of the school community.



Educating Mind † Heart † Spirit

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

_____(Student Name) has read and agrees to abide by the Technology and Acceptable Use Policy.

Student Signature

Date

_____(Student Name) has my permission to check out a Chromebook from Sacred Heart Catholic School.

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

Parent Signature

Date

FIELD TRIP DAY PERMISSION
Catholic Schools Office
2026-2027 School Year
Archdiocese of Galveston-Houston

STUDENT: _____ DATE OF BIRTH: _____ GRADE: _____
SCHOOL: _____
DESCRIPTION OF FIELD TRIP: _____
DESTINATION: _____
DATE: _____ DEPARTURE TIME: _____ AM / PM RETURN TIME: _____ AM / PM
NUMBER OF SUPERVISOR #: _____ NUMBER OF STUDENTS: _____
MODE OF TRANSPORTATION: Bus service Rental vehicle Parent vehicle Other: _____
FIELD TRIP OBJECTIVE: _____
SPECIFIC MATERIALS TO BE BROUGHT: _____

INSTRUCTIONS FOR STUDENTS:

1. Follow the teacher's directions. 2. Always stay with the group. 3. Follow the school code of conduct.

EMERGENCY INFORMATION

PHYSICIAN NAME: _____ PHONE: _____
INSURANCE CARRIER: _____ POLICY #: _____ GROUP #: _____
I do not carry medical insurance currently.
PREFERRED HOSPITAL: _____ PHONE: _____
FATHER/GUARDIAN NAME: _____ MOTHER/GUARDIAN NAME: _____
CELL PHONE: _____ CELL PHONE: _____
WORK PHONE: _____ WORK PHONE: _____

PERMISSION

By signing this form, I _____, certify that I request and give permission for my
(Parent or Guardian)
child to attend this field trip. I have been given the details above, and I release and hold harmless the school and all of its
employees from any and all liability for any and all harm arising to my/our child as a result of this trip and waive any claims
against them.

I, _____, do hereby authorize the school administration to render first aid for illness or injury to
(Parent or Guardian)
my child named above. In the event of a medical emergency, I authorize the school administration to have my child transported
to the nearest hospital /emergency care center for emergency medical or surgical treatment and to contact my child's physician
and any of the emergency contacts listed above. I further authorize the release of the above medical information to all medical
personnel providing treatment. I agree to be solely responsible for the payment of all expenses incurred in such an emergency.
I do hereby release, hold harmless and indemnify the Most Reverend Joe S. Vasquez, of the Archdiocese of Galveston-Houston
and his successors in office, the Diocese of Galveston-Houston, _____ School, and any
other of their officers, agents, employees, or representatives ("Released Parties") from any and all liability, claims, losses or
expenses arising from personal injury, death, or loss of or damage to property arising from any medical treatment received and/or
transportation to the nearest hospital/emergency care center.

PARENT SIGNATURE: _____ DATE: _____

Sacred Heart Catholic School

2026-2027 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. 11 Noon Dismissal
Last Day of School – May 21 Noon Dismissal

Grading Periods

1st Quarter August 11 – October 15
2nd Quarter October 16 – January 7
3rd Quarter January 8 – March 19
4th Quarter March 22 – May 21

Student Holidays

Labor Day September 7
Fall Break Holiday October 12-13
Thanksgiving Holiday November 23-27
Christmas Holiday December 21- Jan. 5
MLK Day January 18
Spring Break March 8-12
Easter Break March 26 – 29

Teacher In service Days:

August 3-7,10; October 9
January 5, February 15, May 24

Parent-Teacher Conference Days

(Noon Dismissal)
September 24 and September 25
February 19

Weather Days

May 25, 26

NO ASAP (After School Care)

December 18
May 21

Important Dates

New Parent Orientation – 8/6/26

Back to School Picnic – 8/9/26

Back to School Night – 8/27/26

Pottery Day – 9/17/26

Oktoberfest Festival – 10/17/26

Saints' Day Parade – 11/2/26

Veterans' Day Program – 11/11/26

SH Gala Dinner/Auction – 11/7/26

Pajama Day – 12/3/26

Christmas Program – 12/17/26

Science Fair – 1/14/27

Mother/Son Day – 1/17/27

Catholic Schools Week – 2/1 – 2/6

Father/Daughter Dance – 2/6/27

Mardi Gras Parade/Parties -2/9/27

Ash Wednesday – 2/10/27

SHCS Golf Tournament – 4/23/27

May Crowning – 5/7/27

1st Communion – 5/7/27

8th Grade Graduation – 5/14/27

Kindergarten Graduation – 5/19/27