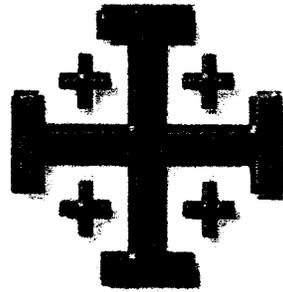


# SACRED HEART SCHOOL

Lawrenceburg, Tennessee



## **Parent Handbook 2010-2011**

*Sacred Heart Catholic School*  
220 Berger Street  
Lawrenceburg, TN 38464 931-  
762-6125

# *Sacred Heart School Mission Statement*

*In union with the Universal Catholic Church to teach  
as Jesus did those truths enabling the academic,  
spiritual, physical and social growth of all within our  
School Community.*



*Holy Infant of Prague,  
Patron of Catholic Parochial Schools,  
Keep the Parish and School Family of  
Sacred Heart  
In your divine and loving care. Amen*

## **FOREWARD**

Every Catholic Parochial School is an extension of the Christian home. Sacred Heart Lawrenceburg respectfully and correctly anticipates the support and cooperation of every home it serves. Therefore, SHS offers this handbook to all the parents of its students so every family may become familiar with the school's philosophy, goals, objectives, directives, and procedures. Sacred Heart Lawrenceburg is an elementary school grades pre-K thru eight; part of the Diocese of Nashville, functioning under the laws of the state of Tennessee. Supplementary and updated information regarding school life will be provided through regularly published bulletins and letters.

## **HISTORY**

Historically, the Precious Blood Sisters initiated Sacred Heart School in 1873. Although the first years were difficult and precarious, success was achieved through the determination of these women, the clergy, and faithful families committed to the Catholic education of their children. The school soon became an integral and valued segment of parish life. When this religious order was unable to continue its work here, the sisters transferred the school into the professional care of the Sisters of Mercy of Nashville. From 1873 until June of 1997, Sacred Heart School experienced many blessings. Among the finest of these was being in the presence of the two communities of religious women. What the Precious Blood Sisters began and continued for forty-four years, the Sisters of Mercy carried on for an additional eighty. Following in the footsteps of these two religious congregations, the Sisters of the Most Sacred Heart of Jesus of India took up the challenge as religious teachers. The sisters continued this apostolate for two full years (1997-1998) in both Sacred Heart Lawrenceburg and Loretto. Today the school staff, administration, and teachers, is all laity. Initially named Saint Joseph School (after the parish) a simple house served as the first facility, and then a renovated church building. In 1912, the parish built a two-story structure to replace the inadequate building, and dedicated the building to the Sacred Heart of Jesus. In the mid-1950s, a kitchen, two classrooms, and indoor restroom were added to this two-story building. After fifty years of service to school and community, the 1912 complex was replaced with an auditorium, stage, office, and two classrooms facing Berger Street. With the completion of the Parish Life Center in 1990, the school witnessed a significant step forward in the enhancement of its facilities. The PLC included two new classrooms, a high school regulation gym with dressing rooms, public restrooms, concession stand, and a formal meeting room which is now the computer lab. In 1993, the kitchen was totally renovated and updated with the finest commercial equipment. The last improvements to date consist of the renovation of the school auditorium. The former stage was converted into two classrooms to meet the demand for additional classroom space. Realizing the school serves a small community with limited resources, to date the tuition rate is only 20-25% of the usual parochial school tuition and fees. Its performance in nearly every sphere of endeavor since 1873 is a remarkable achievement; its history to date a rich and blessed one.

### ACCREDITATION

Sacred Heart is a diocesan and state approved elementary school of the Diocese of Nashville, Tennessee, and a member of the National Catholic Educational Association (NCEA).

### MISSION STATEMENT

In union with the Universal Catholic Church, to teach as Jesus did those truths enabling the academic, spiritual, physical, and social growth of all within our school community.

### THE SCHOOL'S GENERAL GOALS INCLUDE:

- curriculum development that fosters Gospel values within each student.
- encouragement and development of basic skills and good study habits.
- the nurturing of each student's singular potential.
- the awakening of each child to the possibilities and joys of achievement.
- providing opportunities for creativity in the areas of the fine arts.
- cultivating experiences which promote good and responsible citizenship.

### ADMISSION

2. SHS adheres to a policy of non-discrimination. SHS admits students of any race, sex, color, nation, and ethnic origin to its educational programs and activities.
3. SHS admission policies faithfully reflect the laws of the state of Tennessee, and the directives of the Office of Education of the Catholic Diocese of Nashville.
3. Thus, the following applies:
  - a child must be five years of age on/before September 30<sup>th</sup> to be eligible for entry into SHS kindergarten; six years of age for first grade.
  - All new students prior to entry into SHS **must have:**
    - social security number or the legally recognized equivalent;
    - a health form which then becomes part of the student's permanent record;
    - medical immunizations as required by Tennessee state law and the Diocesan Board of Education;
    - a currently issued birth certificate;
    - a Certificate of Baptism (for Catholic students);
    - an emergency form completed each year by all parents during registration.
4. Established to be a religious parish school of the Roman Catholic Church,

preference in admissions shall be given to practicing members of the Catholic Diocese of Nashville, beginning with those members of Sacred Heart Parish.

5. For grades nearing capacity and those with a student waiting list, the following priority of admissions applies:
  - children returning to SHS and emolled from the previous school year;
  - SHS parish children with brothers/sisters already attending SHS;
  - SHS parish children with no brothers/sisters attending SHS;
  - children of SHS teaching staff;
  - out-of-parish Catholic children with brothers/sisters attending SHS;
  - out-of-parish Catholic children with no brothers/sisters attending SHS;
  - Non-Catholic children with brothers/sisters attending SHS;
  - Non-Catholic children with no brothers/sisters attending SHS.
  
6. For admission to SHS from another school, the prospective student's family must provide written evidence that the student is in good standing [satisfactory conduct, academic effort! achievement] in the school in which he/she is currently enrolled. The responsibility falls to the principal, after consultation with the pastor and the prospective student's SHS teacher, to allow or decline admission to the student applicant.
  
7. All new students will be accepted on the basis of readiness testing. Upon acceptance students will be on probation for their first year of attendance. All students who are consistent discipline problems, repeatedly uncooperative, and chronically display inappropriate behavior will be asked to withdraw from the school. The responsibility to determine if the student will be removed from the school rests with the principal after notification of the pastor and consultation with the SHS School Board; to which session the parents/guardians of the student may be invited.
  
8. Enrollment of new students becomes effective only with the completion of all the required forms, and payment of all required feeds. At this time all parents are required to sign an annual contract form acknowledging their familiarity and agreement with the philosophy, policies, and all directives under which SHS function as outlined in this handbook.

### **ATTENDANCE**

1. Diocesan directives and Tennessee State Law require, unless legitimately excused by the parent/guardian, regular student classroom attendance. Each class day begins in the school auditorium at 7:50 a.m. and ends at 2:40 p.m. unless otherwise scheduled on the academic calendar.
2. The following applies:

- Students may never leave campus during school hours without the legal parent/guardian's written permission to do so. These parental notes should be signed, dated, and addressed to the child's teacher, who files them with the office. The note must give the reason for the student's need to leave the school.
- If someone other than parent or guardian is to pick up the student, the name of said person and his/her relationship to the student is to be designated by the parent/guardian.
- In addition to this written note, parents must go to the school office to sign the child out. The teacher will then have the student dismissed from class and have him/her report to the office for release to the parent.
- Medical and dental appointments are to be made outside of school hours unless there is no other reasonable alternative. Even with these appointments, all the above for leaving school early applies.
- On returning from a doctor's appointment, the student must provide the school office with written verification from the medical clinic/ office that the scheduled appointment was kept.
- Students dismissed early who are not present for a minimum of four hours of the school day are marked absent.

#### **TARDINESS**

1. Punctuality is primarily a parental responsibility. Thus it falls to the parents to assure their child will be on time for school. Students arriving after the 7:50 a.m. bell rings are marked tardy.
2. Parents of a tardy student are to come to the office to sign the student in to school.
3. Every three days tardy will be converted to one day absent in the record.

#### **ABSENTEES**

- Parents must phone the school office by 8 a.m. to notify the school his/her child will not attend school, and explain the reason for the absence. Parents are to call each day of the child's absence, unless the length thereof is already known in advance and in writing. Parents who fail to telephone will be called by the school personnel.
- Upon return, the student is to present the office with a written note from the parent/guardian giving the date and reason for the absence. The note will be retained on file for that school year.
- When a student is absent or tardy for more than 1/3 of the grading period, and investigation is warranted and will be made.
- Students who are absent 13 days of the nine-week grading period may only receive incompletes on their report cards, until an assigned remedial plan has been satisfied.

- The only excused absences, instances of tardiness, and early check-outs are the following: illness, family emergency, and medical appointments.

### **ATHLETICS**

1. Sacred Heart School's Athletic Program is limited to basketball for boys and girls in grades three through eight. Students are disqualified from practicing and playing in games after receiving an "F" or "1" on his/her report card. Students may not practice or play in a game on the day he or she is absent, unless this was an "excused and necessary" absence. (An absence from a physical/psychological illness is not to be considered an excused absence.) Reinstatement as an active teammate requires the dual permission of the student's teacher and the principal.
2. Students in grades 3-8 may also be cheerleaders.
3. The Home and School Association and parent volunteers operate the concession stand, and clean the gym after home games.

### **ANNUAL EVENTS**

*Holy Days of Obligation:* Assumption (August 15<sup>th</sup>), All Saint's Day (November 1<sup>st</sup>), Immaculate Conception (December 8<sup>th</sup>), are all school holidays when they fall on a weekday.

*Labor Day Festival* - Labor Day is sponsored by Sacred Heart Parish as a fundraiser for the school. The Tuesday following this festival is a half day.

*Fair Day* - Along with the public school, Sacred Heart recognizes "Fair Day" awarded at the end of September! early October. Students enter art work and are encouraged to participate in the morning sporting events.

*Thanksgiving Dinner* - The Thursday before Thanksgiving, students' families are invited to join with the school at a special Thanksgiving luncheon.

*Christmas Play* - A special performance by the entire student body performed the night prior to the school Christmas party and dismissal for the holidays.

*Catholic Schools Week* - Last week of January with a variety of activities.

*Holy Thursday* - Classes will only meet for a half day. Given the nature and importance of this singularly Catholic feast, this day invites, encourages, and anticipates a 100% participation of the school family in grades K-8 to attend the Holy Thursday procession that evening.

*First Penance & First Communion*- Celebrated during the spring semester.

*Confirmation* - Celebrated in the spring during even years.

*May Procession*- Celebrated first Sunday of May after the 10:30 a.m. Mass. All Catholic students in grades K-8 participate; non-Catholic students welcome.

*Field Day* - Sporting competition fun for all grades, held in May.

*Lion's Pride Day* - Program recognizing the student's achievements during the school year.

*Kindergarten Program* - Held in May as part of the Awards Day Program.

*Graduation*: Eighth Grade Exercises are held the last Wednesday of the school year at 7:00 p.m.

**CLASS Educational/SOCIAL ACTIVITIES & PROGRAMS Birthdays:**

Birthday parties are not held in the school. On the birthday, parents are welcome to send USDA approved snacks for the child's class. When all classmates are invited, home birthday party invitations may be distributed in the classroom. Due to the moral sinfulness and detriment to the child's self-esteem, we strongly discourage sending invitations where one or more children are intentionally excluded from a party.

*Class Parties*: Halloween, Christmas, Valentine's Day/Mardi Gras parties are organized by the room mothers. All snacks prepared should be listed in the USDA national guidelines.

*D.A.R.E.* - Instructional program offered to students in grades K-8, followed by a graduation ceremony for the 5<sup>th</sup> & 6<sup>th</sup> grade classes.

*Geography Bee* - Annual competition where the winner competes in a state level written contest.

*Word Power Challenge* - Annual competition where the winners in grades 4-8 take a state level written test.

*Knowledge Bowl*- Interscholastic competition open to students in grades 4-8.

*Spelling Bee* - Annual competition where the top two students compete in the county competition.

*School Photographs* - Individual student pictures are taken in the fall; class pictures are taken in the spring. Athletic teams, religious events, and student organization

pictures are taken during the year. All the pictures taken are available for purchase.

### **BOOK CARE**

Hard back text books should be covered and labeled with name and grade. Books are to be carried in a backpack or bag to minimize wear and tear. The school will bill the student's family for all lost/ damaged hard back and library books which are school property. Report cards are withheld until payment is made.

### **BEEPERS/CELLULAR PHONES**

Students may not possess any beepers and cellular phones on school property.

### **TRANSPORTATION & BUS CONDUCT**

1. Families who choose to transport their child to school by car have the responsibility of picking them up promptly from school at the time of dismissal, 2:40 p.m.
2. Parents may make arrangements with the Lawrence County School System bus coordinator for daily bus transportation to and from Sacred Heart School. Ordinarily any individual problems encountered with the service is taken directly to the bus coordinator.
3. Christian behavior and courtesy to bus drivers and fellow student passengers should be the obvious standard of every student of SHS who rides the bus. This is a service our County Board of Education extends to us, and must never be taken for granted. Thus, these courtesies and safety measures at the minimum come into play:
  - being on time at designated bus stops
  - waiting for the bus to completely stop before boarding
  - never throwing articles of any kind on or off the bus
  - do not tamper, disfigure, or destroy the bus fixtures or furniture
  - avoid loud talking; arguments, and inappropriate language
  - when leaving the bus do not leave anything behind.

Failures in the above bring negative reflections not only on the students, but on his/her family and SHS School. Failure to take these standards seriously may result in loss of bus privileges. The following applies:

- 1<sup>st</sup> offense - 5 day bus suspension  
2<sup>nd</sup> offense - 15 day bus suspension  
3<sup>rd</sup> offense - suspended for the remainder of the school year

### **CURRICULUM AREAS**

Sacred Heart School implements the Diocese of Nashville curriculum which meets all the Tennessee State curriculum requirements and national guidelines.

Learning styles and individual needs are carefully assessed through testing, observations, and teacher recommendations. The school's instructional program is designed to facilitate growth to insure every child achieves his or her fullest potential in all ages and grades.

### **COMPUTER EDUCATION**

Students are scheduled to work with a teacher and/ or volunteer parents in the computer room. Students and parents are expected to be familiar with the policy for acceptable computer use. This policy must be read, signed, and returned to school by the students prior to his/her use of school computers.

### **PARENT-TEACHER CONFERENCES**

Every student's academic progress depends on many important factors. The quality of communication and mutual support flowing between the school and student's parents is among the most important. Parents are always welcome and encouraged to consult with their child's teacher. These conferences are made by phoning the school office or sending a written note to the teacher. Parent-teacher conferences are also scheduled annually in October and in the spring.

### **CONTRIBUTIONS AND Gifts**

1. During the school year, students are encouraged to contribute within their personal means to the American Bishops Overseas Aid Fund for the Poor, as well as participate in the St. Jude's Math-A-Thon for the benefit of St. Jude's Research Hospital in Memphis, TN.
2. Monetary contributions and donations are both needed and appreciated in support of the operation of Sacred Heart School. Among these, library memorials for the living and the deceased, and donations to the SHS Endowment Fund are welcomed gifts.

### **DRESS CODE**

Dress exercises a great influence, both positive and negative, over a child's self-image and behavior. Sacred Heart School follows the recommendation of the Diocese of Nashville wherein the students of all the schools wear appropriate school uniforms. This encourages the personal pride and self-esteem which is so essential to the maintenance of the professional educational environment. (Refer to the Appendix on School Uniforms.)

### **SPECIAL DRESS**

In keeping with diocesan policy, Sacred Heart School does develop special dress days/ occasions for students at the discretion of the school administration.

### **PERSONAL HYGIENE AND GROOMING**

Facial cosmetics inappropriate to the elementary school environment may not be worn. Hair styles which disrupt the classroom may not be worn. For their own health, all students are expected to be physically clean and neatly groomed. Male students with developing/ developed whiskers are to be clean shaven. If questioned, the school administration reserves the right to make the determination in all that pertains to what is appropriate in dress, style, and hygiene for the student.

### **EMERGENCY DRILLS**

Two fire and/ or emergency drills are held each month. Diagrams showing the safety plan for the entire building are posted in each classroom.

### **FIELD TRIPS**

Field trips serve educational purposes. Written permission must be obtained from the parent or guardian before students are allowed to participate. Parents who transport students to and from school-related events are not insured by diocesan liability insurances, and are personally liable for damages in the event of an accident. All volunteer drivers are strongly encouraged to check with their automobile insurance company to be sure their auto policy provides the coverage needed. Volunteers must have a background check before driving students on a field trip. County busses will be used whenever possible, except for short trips.

### **FINANCES**

**TUITION & BOOK FEES:** Charged annually at the beginning of school, a printed tuition and fee schedule is made available to the parents/ guardians of enrolling students. Keeping these updates in the folder of this handbook's cover is recommended for ready reference.

1. These fees are set by the school administration and approved by the Sacred Heart School Board, after consultation with the Sacred Heart Parish Pastoral Council. Tuition is payable in August with the beginning of the school year, in full, in monthly, or quarterly installments, and must be paid in full by July 31<sup>st</sup> of the school year. Payments made through students should be in a sealed envelope marked "tuition."
2. Book fees are also payable at registration. This covers the cost of student workbooks and test fees, as well as the rental charge for hard cover text books.
3. When tuition and fee payments are due and the family is unable to meet the expense, the parents are invited and encouraged to share this matter with the pastor. Resolution of debts is a moral responsibility. The school, through the pastor, will work with the family to meet their debts in a feasible and reasonable manner. Failure to extend this courtesy to the school when owed

sums are accumulations of past years due, will regrettably necessitate the services of a professional bill collector.

4. No eligible student, whose family sincerely desires that their child attend Sacred Heart School; who is willing to assist the school in meeting its operational expenses with their gifts of time and talent, will ever be denied enrollment when there is space available.
5. As an aid to those who pay their school fees and tuition in installments, statements/bills will be mailed monthly noting payments made and balance remaining.
6. Permanent records will not be transferred to another school until a zero balance has been achieved at the school of all tuition, fees, fines, and lunch money. If payment is made by check, the records will be sent when the check clears at the bank.

### **FUNDRAISING**

Student fundraising for the school shall be implemented only after approval has been given by the principal and the pastor.

### **HOMEWORK**

Homework serves a vital purpose in the student's educational experiences which include:

- reinforcement of learning skills and processes;
- creating a sense of personal responsibility within the student;
- enabling parents to be involved in their child(ren's) education.

Some suggested blocks of time for home study are:

Primary	(K-3)	15-30 minutes <b>minimum</b>
Intermediate	(4-6)	30-60 minutes <b>minimum</b>
Junior High	(7-8)	60-90 minutes <b>minimum</b>

### **SACRED HEART SCHOOL BOARD**

This board aids the pastor and principal, both ex-officio members, by recommending policies which touch upon most aspects of school life; aid in the efficient administration of the school. Membership is derived from representatives appointed by the various parish organizations including: the Knights of Columbus, Home and School Association, school teaching staff, and the Parish Pastoral Council.

### **SACRED HEART HOME AND SCHOOL ASSOCIATION**

The Home and School Association meets eight to nine times a year. All parents are invited and encouraged to attend these meetings. The Home and School Association works with the principal, teachers, and parents to improve the quality of school programs and facilities.

### HONOR ROLL

After each grading period, teachers submit to the office the names of students who qualify for the Honor Roll. These names are published in the local papers. Students must have more A's than B's in the major subject areas {religion, math, spelling, science, reading, social studies, and English.} They must also maintain a three or above in conduct.

### ILLNESS

Parents/ guardians of children who become ill will be notified of the child's illness as soon as possible. When parents are unavailable, those persons designated on the emergency card will be called. Emergency telephone numbers must be kept current. Students who are ill with a fever, cold, sore throat, skin rash, or are vomiting should not be in school. State law requires that students are to be free of ailments and fever for twenty-four hours before returning to school. When a suspected case of chicken pox, measles, impetigo, hepatitis, mumps, contagious conjunctivitis(pink eye), streptococcal infection (scarlet fever), head lice, or other communicable disease is reported, the parent will be called immediately to come take the child home. A child suffering from any communicable disease and in need of special medical attention shall be excluded from attendance and readmitted upon receipt of a doctor's written verification of recovery or wellness.

### INCLEMENT ""BATHER POLICY

Sacred Heart School follows the decision of the Lawrence County Public School System for closing and opening of the school for inclement weather. Local radio stations and TV. channels carry these announcements.

### LIBRARY

Sacred Heart is fortunate to have a quality library for its students. The following regulations for library use apply:

- maintaining silence & not bringing food in the library while using the facility,
- checking out books only when the librarian or teacher is present,
- returning checked out books on time,
- replacing lost books by paying the school the cash value,
- never checking out or renewing a book in another child's name,
- paying the \$.05/ day fine for overdue books.

Fines for overdue books are due on the day the book is returned to the library.

Students with overdue books may not check out an additional book until the overdue book is returned and the fine paid. All late books must be returned or paid for before report cards will be sent out from the school.

### LUNCHESES

Hot lunches are served daily in the cafeteria. Students are asked to pay by the week to the school secretary on Monday mornings. Government application forms for free and reduced price lunches through the Federal Lunch Program are available. Families are encouraged to apply for this assistance. The names of participating families are kept confidential.

### MEDICINE

Parental written permission is required for a child to be given medication during school hours. Medication prescribed by a doctor and/ or provided by a parent, may be dispensed by a staff person only. All medications must be kept in the school office in their original packaging. Written parental permission must be given on the standard form prepared specifically for this before medication may be dispensed from the office. (Appendix, medical form)

### MUSIC

The school's music program includes: learning experiences through singing, listening, rhythmic expression, reading musical notation, playing rhythm instruments, and choral singing for programs and church liturgies.

### PHYSICAL EDUCATION

A thirty minute physical education period is provided three times a week. If the child is unable to participate in the class, the parent should write a note explaining the reason and length of time the child is to be excused. If more than three days are missed, a note from a doctor is required. All students not participating in physical activities will be given a health assignment L111 lieu of the class. Tennis shoes are required for physical education.

### PRE-REGISTRATION & REGISTRATION

All students (pre-k -7) are pre-registered in mid-April for the upcoming school year. Registration day takes place in early August. While tuition may be paid in installments, all other fees should be paid at this time.

### RECESS

Students are given a recess period each day. A decision to have outside recess in cold weather is left to the discretion of the teacher. Shorter outside recess periods are scheduled for very cold days. Children must be dressed properly for outside recreation. Students may have supervised free time in the classroom or gym on days when inclement weather or medical excuses prevent outside play.

### RELEASE OF STUDENTS

1. No one may take the student directly from the classroom. The student is always released from the classroom and will meet the adult in the school office, and is then signed out by the adult in charge.
2. For someone other than the student's parents, the written permission of the parents designating the name of the person to whom the student is to be released must be submitted to the office prior to the arrival of the designated person.
  - a. When the student's parents are legally divorced, a notarized copy of the

divorce decree must be kept on file in the school office, wherein the parental custodial rights are clearly delineated.

b. Without the proper and notarized legal authorization we cannot release the student to the non-custodial parent primarily in cases where custody is awarded solely to one parent to the exclusion of the other, or where custody is awarded to one parent, the other legally having restricted visitation rights. This written authorization will be kept on file. Verbal authorization is never sufficient.

c. Especially in these cases of divorce, the explicit permission of the principal is required for students to leave the school premises during the school day. When needed, the principal also informs the parent or guardian.

### RELIGION

Students are instructed in the mysteries of faith according to their level of understanding and experience. Included in this program are all the dimensions of religious education: doctrine, scripture, liturgy, witness, prayer, service, and every day life experiences. Our non-Catholic students participate in the regular religion curriculum established by the school. Boys and girls in grades 4-8 have the privilege of being acolytes.

### SNACKS

Juice or milk may be purchased daily. Students need to bring money daily or weekly for juice and turn it in to the school secretary. Nutritious snacks may be brought from home (no candy or gum). Juice may not be charged.

### STUDENT EVALUATION

Student academic evaluation falls primarily to the child's teacher(s). Our teaching staff takes into consideration the child's homework, classroom participation, performance, quizzes, test results, personal effort, and semester exams to ensure the assessment will be accurate and objective. Testing instruments are developed by the classroom teachers and professional publishers.

### REPORT CARDS

\* Kindergarten students receive progress reports. Students in grades 1-8 receive report cards standardized by the Diocese of Nashville. Mid-term report cards are issued half-way through each nine week grading period.

\* Report cards are issued four times a year. Parents are expected to review the report with the child, returning the card no later than the Monday after receiving it.

\* When concerns about progress reports/ report cards arise, parents are encouraged to contact the school office for an appointment with the child's teacher.

\* Depending upon the specific situation, excessive absences during a grading period may result in the grade of incomplete; even the non-issuance of report cards. In this instance, parents will be notified of the reason for the non-issuance.

### **RETENTION**

\*Student retention on the kindergarten level is based on the child's progress in terms of maturity and ability to handle the academic requirements of the first grade.

\*Promotion to the next grade level in grades 1-3 is determined mainly by the student's mastery of the basic reading skills. Promotion in grades 4-8 is determined by the average of the marks earned in English, reading, religion, spelling, social studies, mathematics, and science.

\*Parents will be notified before April 15<sup>th</sup> if their child, for his or her own welfare, is to be retained.

### **TESTING**

The state and diocese require annual standardized testing. Grades 1-8 in the spring take the *IOWA Test of Basic Skills*; grades three and six take an additional cognitive portion. In addition, the eighth grade takes the Explore test in the fall, which aids in high school placement.

### **TELEPHONE**

Being a business telephone, the school phone -- apart from real emergencies -- is not available to students for personal calls. In keeping with standard school policy, use of the office phone will not be granted for forgotten homework, lunch money, gym clothing, trip permission forms, and other non-emergency related phone calls.

### **TOYS**

No toys are allowed at school, unless it is for "show & tell" in the lower grades. This includes audio players, video game players, trading cards, etc.

### **VOLUNTEERS**

Sacred Heart School welcomes the assistance of parents in the roles of room mothers, teacher helpers, computer and library aids, and drivers for field trips. Interested parents are encouraged to contact the principal to assist with this important service. All prospective volunteers are required to grant Sacred Heart the right to do a background check by signed documentation.

### **VISITORS**

All visitors and parents must make their presence in the school known by reporting to the school office prior to going to any classroom or other area of the school building. Appropriate lapel tags will be provided once the visitor registers in the office.

### **CODE OF STUDENT CONDUCT**

Catholic schools must promote the Gospel values proclaimed in the Judeo-Christian Sacred Scriptures and Catholic Christian Tradition. These values provide the basis needed for a student's growth into a morally, psychologically, and intellectually mature adult. For the individual student's benefit and that of

the community, the following applies to every student enrolled in Sacred Heart, not only during school hours, but in all situations where the school is connected. *General Behavior:*

- Every staff member in the school carries a serious responsibility for the welfare of every student; therefore, students always carry the responsibility of behaving respectfully in all of their interactions with school personnel. Thus, the use of "thank you," "please," "yes/no sir," "yes/no ma'am," "yes/no Father," are the polite forms of address and response. Recognition of visitors to the classroom, whether school parish personnel, or those from outside the school are always acknowledged with the students standing and giving a respectful greeting.
- Students throughout the school day must always be where the school schedule places them, unless they have proper permission.
- In the hallways, cafeteria, at recess, and lunch the following behavior is not acceptable: touching, pushing, kicking, running, and loud talking. Remember to keep your hands, feet, and objects to yourself.
- Student possession/ use of tobacco and tobacco products is prohibited everywhere on school property. The same applies even more seriously to student possession/ using/ selling drug substances and paraphernalia, including alcohol.
- Student possession of weapons anywhere on/ in school property / facilities-- a Federal Criminal Offense-- is strictly out of order, as is gambling.
- Student use of abusive or vulgar behavior, profane language, and inappropriate gestures is obviously inappropriate on of off school property.
- Classroom disruption, disregard for classroom rules, and verbal disrespect for the teacher, is always unacceptable behavior. Courtesy and cooperation in directions given are anticipated and expected.
- Cheating on tests, lying, and disrespect for the school's and another's property are contrary to moral behavior and are deemed unacceptable.
- Student respect and compliance with the school's dress uniform code is to be honored.

*Infractions leading to suspension/expulsion:*

- Arson, assault and battery, possessing a weapon.
- Participation in any action or omission legislated a crime in state/ federal law or by local ordinance prohibited in/ on school buildings/property, during school-sponsored or school related events

*Procedure for suspension/expulsion:*

- Disciplinary action may be taken by the school whether or not criminal charges result.
- Expulsion always requires the explicit assembly review of the alleged criminal and/ or above explained behavior by the SHS Board;

- parents/ guardians may be invited at the discretion of the board.
- In cases of criminal misconduct, both parents, the local police, and the Diocesan Superintendent of Schools will be contacted. Where there is a serious infraction of local state/ federal law, each will be invited to provide their input. As to expulsion, the pastor shall have the authority to modify some on case-by-case basis when he deems it morally correct.

*School/Parish Property Damage*

Moral restitution requires payment by the family for school property damaged unless excused from same by the principal after consultation with the pastor. As well as when the damage carries some level of expense and seriousness, in addition to repayment:

- 1<sup>st</sup> offense: 5 days detention or in-school suspension
- 2<sup>nd</sup> offense: out of school suspension (10 days maximum) 3<sup>rd</sup> offense: recommendation to SHS Board for expulsion

When definite damage is sustained, but not all that serious, in addition to repayment further punishment is left to the discretion of the teacher, principal, and pastor.

*Search and Seizure:*

1. General searches of school property may be conducted at any time by authorized school personnel for the purpose of enforcing school regulations of health, safety, and order.
2. The school has an authority to make a specific search if there is a reasonably founded concern that a crime or code violation has or is about to be committed.
3. Searches are warranted and executed:
  - on the founded concern that a student may well possess illegal or forbidden items at school such as: firearms, weapons, drugs, alcohol, or tobacco products.
  - to determine the reasonably suspected presence of anything that would be a serious threat to the safety or security of the school community, or of items which are directed to the disruption of the educational process.
4. The principal, in the presence of another staff member, may search the student's person, as well as that student's personal property, including: bags, briefcases, satchels, and purses. Vehicles parked on school property by visitors to the school are also subject to search for drugs, drug paraphernalia, or dangerous weapons.

*Lockers and Storage Containers:*

Lockers are the property of the school. Thus, students do not enjoy an exclusive possession of the right of exclusive privacy over their assigned lockers.

To broaden the scope of our technology use with the educational opportunities this provides, Sacred Heart School purchases Internet services from a reputable Internet access provider. Realizing the use of the Internet is a privilege your child may enjoy, we are also aware of this investment

Internet access offers the potential to interact with worldwide educational resources; giving our children wonderful opportunities to access information, gain knowledge, and expand their horizons. However, as all morally responsible people realize, this resource for knowledge can accounts for this "Acceptable Use Policy." Covered here are these items: proper handling of the computer and its peripherals, the responsible use of software, and the Internet with its various components. In all of this SHS anticipates and relies on the student's prudence and sense of moral integrity for correct and appropriate computer use.

Acceptable Use Policy

\*1 Students are cultivate a genuine respect for the school's computer system, and the heavy financial investment it represents. Depending on the nature of same, intentional damage may result in the loss of computer use temporarily or permanently, and even expulsion from school. Proportionate restitution to cover damage is also expected.

\*2 The following standards apply. Use of the school's computers is safe, always in keeping with the moral values proclaimed in the New Testament Gospels, and expressed in the religious traditions of the Catholic Church.

\*3 While using computers students are to respect the rights and privacy of other network users.

\*4 Entering into the files of others, violation of copyright laws, inappropriate and offensive language and materials are all seriously out-of-place and obviously forbidden.

\*5 Students may not take Sacred Heart School's software and load it onto a non-school computer, nor may they bring into the school outside software and load it onto school computers. Thus, no software/shareware/freeware from any source may be down-loaded on school computers without the express permission of the school administration.

\*6 While logged onto the Internet-students must never give-out personal information about themselves or another; such as, names, home/e-mail address, phone fax number, etc.

\*7 Students, before going on-line must know and understand these directives. This computer use policy always applies. Students are encouraged to bring all questions about this policy to the attention of their computer class instructor.

I have read and understand all the above as it applies to the use of the Sacred Heart School, Lawrenceburg, TN computer network and its Internet access. Likewise, I realize that misuse of the computers may come in many forms, including but not limited to: messages sent/received which indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues whether or not noted above. I here agree to abide by both the spirit and the letter of the directives and with the understanding that violating them will result in a response in accord with the policy herein stated.

Student(print) \_\_\_\_\_  
Name

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

Parent/Guardian \_\_\_\_\_  
Signature

Date-Signed \_\_\_\_\_

School staff

Date-Received \_\_\_\_\_