

Sacred Heart School
2018-2019
Parent/Student
Handbook

1225 Cooper Avenue
Turlock, CA 95380
Phone: (209) 634-7787
Fax: (209) 634-0156
shsturlock.org

Revised 1/2018

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Sacred Heart School *School-Wide Learning Expectations*

Sacred Heart Students will make a difference as:

*C*ritical thinkers who:

- ‡ Work independently and collaboratively to achieve goals
- ‡ Strive for responsible decision making reflective of Gospel values

*L*ife-long learners who:

- ‡ Show that learning is a life-long process
- ‡ Value learning through effective study habits and apply knowledge to life situations
- ‡ Utilize current technology and research skills

*E*ffective communicators who:

- ‡ Read, write, and speak with understanding
- ‡ Listen attentively
- ‡ Respond skillfully

*A*ctive Catholics who:

- ‡ Know the basic teaching of the Catholic Church
- ‡ Actively participate in liturgical celebrations
- ‡ Live the Gospel message

*R*esponsible citizens who:

- ‡ Share their time, talents, and treasures with the community
- ‡ Exercise personal responsibility by developing good health and safety habits
- ‡ Demonstrate stewardship for the environment

Character Traits that were discussed with students and that will be followed at Sacred Heart School this year will be as follows:

- Kindness
- Loyalty
- Positive Attitudes
- Trust
- Respect
- Friendship
- Hard Work/Commitment

SACRED HEART SCHOOL MISSION STATEMENT

Sacred Heart School, an integral part of Sacred Heart Parish, is committed to academic excellence in a positive and nurturing environment while embracing the doctrines of our Catholic faith. We strive to develop in our students a sense of purpose, creative thinking, compassion for others, and the courage to act on their Catholic beliefs.

SACRED HEART SCHOOL HISTORY

In 1953 Father James P. McElligott it became his important distinction to formulate and complete the final arrangements and plans for the building of Sacred Heart School at Cooper and Oak Streets. Ground breaking ceremonies for Sacred Heart School was held on March 10, 1954. On September 13, 1954 the school was opened with 169 students registered in the first four grades. In 1954 five Sisters from the Sacred Heart of Jesus and Mary came to Turlock as the faculty of the new Sacred Heart School. A house opposite of the school was purchase and remodeled as a convent for them. On January 24, 1959 Rev. Father Manuel V. Alvernaz was appointed to Sacred Heart. His first task in 1960 was purchasing the land across the street for the school for the future use of the parish and the building of the gymnasium and parish library, which was completed in 1961. In 1976 the school consisted of eight grades with an attendance of 220 students, and a faculty of five Sisters of the Sacred Hearts of Jesus and Mary and four lay teachers.

ADMINISTRATION

DIOCESAN ADMINISTRATION

The ultimate responsibility for all the schools of the Diocese of Stockton lies with the Bishop of Stockton. A Service Agreement exists between the Roman Catholic Bishop of Stockton, a California sole, and the Pastor of Sacred Heart Parish, a California coporation sole. Our Bishop is Myron Cotta.

LOCAL ADMINISTRATION

THE PASTOR

The pastor is the pastoral and administrative leader responsible for the total mission of the parish. He is an ex-officio member of the local school advisory council and of all religious education programs. The Pastor and the Principal will determine the policies of the school according to the needs of the parish, the policies of the Catholic School Department, and the statutes of the State of California. The Pastor shall leave to the Principal the direction of the school program and the administration of the school.

THE PRINCIPAL

The prinicipal is the primary administrative officer and executive of the School, and is responsible to the Pastor in parish schools. Subject only to the supervision and the approval of the Pastor, in parish schools, and in accordance with policies of the Catholic School Department, the Principal shall have sole authority in the enactment and administration of school policies, the determination and supervision of the educational program of the school, the management of school finances, and the employment, direction, and evaluation of any and all school personnel

Sacred Heart School Faculty/Staff

Pastor	Father Pat Walker		(209)634-8578
Principal	Sara Michelena	smichelena@shsturlock.org	(209) 634-7787
Assistant	Linda Murphy-Lopes	lmurphylopes@shsturlock.org	(209) 634-7787
Kindergarten	Anissa Crivelli	acrivelli@shsturlock.org	(209) 634-7787
Grade 1	Allyn Serpa-Medeiros	amedeiros@shsturlock.org	(209) 634-7787
Grade 2	Regina Stark	rstark@shsturlock.org	(209) 634-7787
Grade 3	Sarah Silveira	ssilveira@shsturlock.org	(209) 634-7787
Grade 4	Kevin Crivelli	kcrivelli@shsturlock.org	(209) 634-7787
Grade 5	Lia Bermudez	lbermudez@shsturlock.org	(209) 634-7787
Grade 6	Sarah Ward Cathy Shive Lynne Noble	sward@shsturlock.org cshive@shsturlock.org lnoble@shsturlock.org	(209) 634-7787
Grade 7	Angela Roe	aroe@shsturlock.org	(209) 634-7787
Grade 8	Elaine Magni	emagni@shsturlock.org	(209) 634-7787
Music/Computer	Tom Oakley	toakley@shsturlock.org	(209) 634-7787
Physical Education	Lynne Noble	lnoble@shsturlock.org	(209) 634-7787
Resource Specialist	Sarah Ward	sward@shsturlock.org	(209) 634-7787
School Registrar/ Personnel Secretary	Fe Dilim	fdilim@shsturlock.org	(209) 634-7787
Student Registrar/ Secretary	Stephanie Ralls	sralls@shsturlock.org	(209) 634-7787
Finance	Linda Covello	lcovello@shsturlock.org	(209) 634-7787
Technology Support	Reggie Gomes	rgomes@shsturlock.org	(209) 634-7787
Food Service Director	Amanda Shelton	ashelton@shsturlock.org	(209) 634-7787
SCRIP Coordinator/Safe Schools Coordinator	Annette Menezes	shschoolscrip@yahoo.org	(209) 634-7787
Extended Daycare Director/Kinder Aide	Sabina Woodard	swoodard@shsturlock.org	(209) 634-7787, Daycare 632-3812
School Maintenance/ Yard Duty	Jason Leonard		(209) 634-7787
Parish Maintenance	Keith Druen		(209) 634-7787
School & Parish Custodial/Grounds	Justo Garcia		(209) 634-8578
Thrift Store Director	Diana Rodriguez	1sacredheartthriftshop@gmail.com	(209) 634-8780
Thrift Shop Assistant	Esther Katz	1sacredheartthriftshop@gmail.com	(209) 634-8780

SCHOOL ADVISORY COMMITTEE (SAC)

Pastors and the principal may seek the advice of School Advisory Committee (SAC) members in the areas of school finance, development and long range planning. The jurisdiction of local committees shall be determined by the group's constitution but always in harmony with guidelines for consultative groups as provided by the Diocese and with the policies and procedures of the Catholic Schools Office. The SAC is an advisory group constituted to provide consultative assistance to the pastor and the principal. Meetings are held in September, November, January, March and May. SAC members are appointed by the pastor and some are elected. Meeting are open to everyone and families can earn parent participation points for attending.

SCHOOL MARKETING TEAM

The purpose of the Marketing Team is to create a viable short and long term plan for Sacred Heart School with the goals of making our school better known in Turlock and surrounding communities and to increase our school's enrollment.

PARENT TEACHER CLUB

Parent Teacher Club is a fundraising committee. Some sponsored activities are jog-a-thon, book faire and faculty appreciation day. Positions are open to anyone that wants to volunteer. Anyone that becomes an officer for the Parent Teacher Club will fulfill their (30) Parent Participation Points. This Parent Teacher Club raises money for the school for the benefit of the students and to promote community spirit. Meetings are held once every other month. Attending meetings will count toward Parent Participation Points.

PARENT PARTICIPATION POLICY

Each family of Sacred Heart School is assessed a participation fee of \$1,000.00 per school year. (The Parent Participation Point year runs from June 1st to May 31st).

- Thirty (30) participation point hours must be earned each year, with a value of \$20.00 per point hour (\$600.00) and
- Twenty (20) "Working" fundraiser hours must be earned each year, with a value of \$20.00 per point hour (\$400.00).

Hours/points not completed during the school year will be assessed their per hour dollar value and shall be due and payable to Sacred Heart Parents Club. Please see the administrator if there are questions or clarifications needed.

Families should contact the office for clarifications or additional explanation of this policy.

(See Section 8 of Parents Club Bylaws.)

Tuition Assistance recipients are not exempt from paying the Participation Policy fee.

Implementation of this policy will be the role of the Sacred Heart Parents Club.

ROOM MOTHER

Our Room Mother group is a unique and highly crucial component at Sacred Heart School. The goal is to have a minimum of 2 room mom's work in each classroom to help support the goals and needs of the classroom. These parents are asked to keep all parents in their classroom informed of upcoming events and provide support to the teacher on all celebrations, field trips, etc. They are the heart of the school and work to ensure that all students are supported. Room Mother's receive full Parent Participation and Fundraising Points for the year.

THE FATHER McELLAGOTT FOUNDATION

The foundation was established in 1989 by Father Francis Prendergast, Jim Etchepare and Paul Yates. The foundation is maintained by a strong, caring Board that works diligently to ensure that Sacred Heart School will have a solid, financial future. Donations are accepted at anytime. Envelopes are provided in the front office.

NON-DISCRIMINATION POLICY

Sacred Heart School does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies, admission policies, in granting of any rights, privileges, scholarships, or tuition assistance, or in athletic and other school-administered programs.

SCHOOL ACCREDITATION

Sacred Heart School is accredited by the Western Catholic Association Catholic Schools Accrediting Commission. The WCEA Team visits and receives an annual report on the curricular needs and advances of the school. The school is currently accredited by WCEA through June 30, 202

ADMISSION POLICY

Sacred Heart School gives no consideration to race, color, national or ethnic origin, or gender in the acceptance of students or in its employment practices. The following is the order of priority for all new admissions to Sacred Heart School:

- The children of parents from Sacred Heart Parish, who participate in the sacraments, show Christian leadership, and participate in and support the parish.
- Children who have been in attendance at another Catholic school, whose parents were active in their parish; as ascertained by a letter from the Pastor of their registered Parish.
- The children of parents who live in another Parish who are active parishioners in that parish; as ascertained by a letter from their Pastor.
- The children of non-Catholic parents who attend their own church and who participate in Christian leadership, as ascertained in writing by their Pastor.
- All others.

By enrolling a child in Sacred Heart School, the parent(s) and/or guardian enter into an agreement of partnership with the school in the education of their children. This school exists to assist parents with the educational and spiritual development of their children, but not to assume parental duties and responsibilities.

Parents and/or guardians have the responsibility to raise children who have socially acceptable behavior. It is the school's responsibility to reinforce and foster behavior that is appropriate for a Christian child. Parental influence remains the MOST important factor in a child's development. The Church and school assist in the work begun at home. Parents are encouraged to participate in their children's education by helping to motivate them to fulfill their potential and by setting an example of cooperation, helpfulness, and support. In as much as necessary, parents should be prepared to help children follow through with their responsibilities.

ADMITTANCE PROCEDURE

Applicants for Kindergarten:

- *Student must be five years old by **September 1, 2018.**
- *A H&R School Readiness Worksheet should be submitted by your child's preschool teacher and/or full time caregiver.
- *The Kindergarten teacher will evaluate and review the H&R School Readiness Worksheet and will recommend the child's acceptance to the principal and pastor.
- *Parent (s) may be interviewed with the principal and pastor.
- *Application and all required documentation will need to be provided to the school office.

Applicants for Grades 1-8:

- *Students entering first grade must be six years old by **September 1, 2018.**
- *Students will interview and test with the teacher.
- *The student successful completion of grade level testing in reading and mathematics.
- *A writing sample must be submitted from a teacher prompt.
- *Parent(s) will need to provide all required documentation to the school office.
- *Parent(s) will have an interview with the principal and pastor.

Continuance Policy

For a student to continue their attendance at Sacred Heart School they will need to do the following:

- *Follow the behavior standards of the school.
- *Maintain regular attendance and avoid tardiness.
- *Demonstrate effort and academic progress suitable to his or her capacity.
- *Reflect maturity in social behavior appropriate to his or her age.

FINANCIAL AND PARENTAL OBLIGATIONS

ATTENDANCE AND ABSENCES

School Office Hours:

7:30 a.m. - 4:00 p.m. Monday-Friday

Daily Schedule:

7:30 a.m.	Extended Daycare Program Opens
7:30 a.m.	Breakfast (optional)
7:55 a.m.	Warning Bell Rings for Grades 3-8 to line up.
8:00 a.m.	School Begins for Grades 3-8
8:25 a.m.	Warning Bell Rings for Grades K-2 to line up.
8:30 a.m.	School Begins for Grades K-2
9:45-10:00 a.m.	First Recess for Grades K-2
10:00-10:15 a.m.	First Recess for Grades 3-5
10:45-11:00 a.m.	Brunch Break for Grades 6-8
11:25 – 12:05	Lunch for Grades K-2
11:55 – 12:35	Lunch for Grades 3-5
12:20 – 1:00	Lunch for Grades 6-8
1:30-1:45 p.m.	Recess for Grades K-2
2:30 p.m.	School Day Ends (Wednesday's)
3:15 p.m.	School Day Ends (Mon., Tues., Thurs., Fri.)
3:15 -6:00 p.m.	Extended Day Care (optional)

Early 12:00 Dismissal:

- *First and Last Day of School
- *Day Before: Thanksgiving, Christmas Vacation and Easter Break
- *Friday of Catholic Schools Week
- *First Trimester Conference Week
- ***Second Wednesday of Each Month- staff development**

Minimum Day: 2:30 PM Dismissal:

- *All Wednesday's with the exception of the 2nd Wednesday every month

ABSENCES

The school office opens at 7:30 a.m. The office is to be notified no later than 8:30 a.m. if a child is to be absent. Students who are absent are required to bring a written excuse stating the reason for the absence, dated and signed by a parent and/or guardian. The principal shall investigate excessive absences and shall report continued or stubborn cases of absence or truancy to the proper authority. Frequent or unexcused absences can be reason for dismissal from our school.

NOTE: Ten absences by note may constitute an "incomplete" grade. More than 14 absences per trimester may constitute a "fail" unless the student is under doctor's care. A report must then be on file in the student's health file.

MEDICAL ABSENCE

Medical and dental appointments should be made outside of school time. When an appointment can be made at no other time, a request for school absence will be honored. If it is necessary for a child to leave during school hours, a note written by the parent and/or guardian stating the time of the appointment and the adult with whom the child will go, is to be sent to the office the morning of the appointment. The child will wait in the school office until the adult arrives. The adult will need to sign out the child and upon return, the adult and child needs to check in at the office and bring a note from the appointment.

EXCUSED ABSENCE

Students are excused for absences due to illness, accident, quarantine, or attendance at a funeral of an immediate family member. Other absences may be excused at the discretion of the principal. In the event of a short-term absence, the teachers will assist the student to make up the schoolwork missed.

EARLY DISMISSAL FROM THE INSTRUCTIONAL DAY

Students must be picked up in the office and signed out by an authorized person for an early dismissal that may arise. As a safety precaution, students will not be allowed to leave during the school day without a note or approved adult chaperone.

MISSED ASSIGNMENTS FOR EXCUSED ABSENCE

Make up work will be sent home by the teacher at the request of the parent or guardian for excused absences.

TARDINESS

Students, Grades 3-8, will be considered tardy after the 8:00 a.m. bell; Grades K-2, after the 8:30 a.m. bell. A tardy slip must be obtained from the office before the student may enter class. The video entry system doorbell that is located to the right of each door will be used to allow entrance as needed. Consequences for excessive tardies are as follows: The student will serve a 15 minute recess /time out for every day he/she is tardy. After the 3rd tardy in a month the child will be issued a "Conduct Referral." If a child continues to be tardy, he/she will continue to receive Conduct Referrals. Three Conduct Referrals in a trimester may result in a suspension. Please be aware that your child's tardiness impacts your child's education, as well as that of the whole class.

ABSENCE FOR OTHER REASONS

When parent(s) and/or guardian wish to take their child(ren) out of school for several days for personal reasons, be it recreational or educational, the Principal should be contacted within a reasonable amount of time prior to the planned trip.

At this time the Principal will advise the parent on:

- The procedures to be followed if this absence is to be considered educational. (NOTE: Educational trips are observed as a tremendous learning experience with basic protocols to be followed.)
- The effects of a recreational absence on the student's school work. (We define recreational as trips to the snow, camping, and visiting recreational areas, etc.)

Keep in mind that many classroom experiences cannot be made up. The final decision for absenteeism, however, is the responsibility of the parent. The school is under no obligation to provide make up work or special testing schedule for such a period of absence. We ask that you keep in mind that each absence is considered an individual situation and shall be treated as such.

UNIFORMS

SACRED HEART SCHOOL DRESS CODE

The dress code allows all students equality in appearance and expectations. The dress code will be strictly enforced by the staff.

Navy blue pants and shorts for girls and boys, jumpers, skirts, skorts, *sweatshirts, and sweaters may be purchased from Dennis Uniform Company in Stockton **or local department stores if they are of “uniform quality”** and of the same style as that of Dennis Uniform. School jackets may also be purchased from Dennis Uniform Company or Crivelli Shirts and More in Turlock. Reconditioned uniforms that may be bought at the Sacred Heart Thrift Shop, 1388 East Avenue, Turlock (209) 634-8780.

Standard School Uniform

All shirts and blouses are to be worn tucked into the waistband of a student’s pants, shorts, skorts and skirts.

Girls K - 1st Grades may use the Dennis Uniform jumper, navy blue uniform sweater, *sweatshirt, and/or jacket, **white blouse or white polo shirt, or ***navy blue or gray polo shirt. Navy blue uniform shorts and pants can be purchased from Dennis Uniform or local department stores if they are of “uniform quality” and of the same style as that of Dennis Uniform. Navy blue, black or white socks (navy, black or white footed tights in cold weather) may be purchased in local department stores. ****PLEASE, NO OTHER COLOR OR ANYTHING WITH DESIGNS OR PATTERNS THAT ARE NOT UNIFORM COLOR.**

Girls 2nd - 8th Grades will use the Dennis Uniform sweater/*sweatshirt/jacket and skirt or skort. Pants or shorts, blouse, polo shirts, and socks same as above. (Skorts may be worn all year.)

Boys K-8th Grades will use the Dennis Uniform or “uniform quality” navy blue pants or navy blue shorts; navy blue uniform sweater, *sweatshirt, jacket and **white, grey or navy blue polo shirt.

Boys/Girls All Grades will use the Dennis Uniform or “uniform quality” shorts may be worn year round. During cold weather, a plain white turtleneck may be worn under the uniform blouse or shirt.

- * May wear the “Mustangs” grey or blue sweatshirt purchased through Boosters Club. The Sacred Heart School uniform sweatshirts will now include a selection of “uniform” sweatshirts from “Crivelli Shirts and More” (located in Turlock) Dennis Uniform sweatshirts and jackets, and the Booster’s Club Mustang sweatshirts are allowed, but **NO BLING!**

- ** Uniforms may be purchased in local department stores. No logos, please, unless you have the Sacred Heart Mustang logo.
 - *** The only logo allowed on the school uniform is the “Sacred Heart Mustangs” logo. (May be purchased at Crivelli’s Shirts & More in Turlock.). The Parent’s Club has purchased a Spirit shirt that is offered to all students for Wednesday’s. However, the bottoms are still to be the required uniform bottoms.

Shoes

- *All shoes must be comfortable and practical for play.
- *Shoes must have the school colors in them. Appropriate shoe colors, including trim and laces, are white, navy blue, gray, black and brown.
- *No neon colors on shoes or shoelaces.
- *Tennis shoes with non-marking soles must be worn for Physical Education classes.
- ***No Tom’s and similar styles, sandals, backless shoes, Cowboy boots and roller shoes.**

Uniforms may be purchased at the following locations:

- Dennis Uniform
5186 N Blythe Ave., Suite 1
Fresno, CA
(559) 276-5621
And other locations such as Sacramento and San Francisco.
www.dennisuniform.com

- Crivelli's Shirts and More
310 E Main St.
Turlock, CA
(209) 668-4127
www.crivellishirts.com
- Sacred Heart Thrift Shop
1388 East Ave.
Turlock, CA
(209) 634-8780
- Stores that carry "uniform quality" and are the same style as Dennis Uniform.

General Rules

- School uniforms are to be worn every day. (Scout, 4-H, or Brownie uniforms may be worn on the day of the meeting.) Uniform skirts, skorts, jumpers and shorts may not be shorter than 3" above the knee, measured from the floor in a kneeling position.
- **Blouses and shirts must be tucked in.** Colored or lettered tee shirts or sweaters MAY NOT be worn UNDER blouse or shirt.
- Uniform pants and shorts shall not have an excess of more than 1" at the waist.
- All uniform items, lunch boxes and bags, should be labeled with the name and grade of the owner.
- Make-up, nail polish and nail decals are not allowed. Necklaces, bracelets, or rings may be allowed as long as they are not a cause of distraction. Posts only may be worn if ears are pierced. (One earring allowed per ear.)
- **All accessories** (boys and girls) are to be **PLAIN** navy blue, black, gray or white or uniform pattern.

****Only Dennis Uniform sweaters/sweatshirts and/or jackets, Crivelli Shirts and More or Booster Club Mustang Sweatshirts (grey or navy blue) MAY be worn in the classroom or in church.**

Hair

- *Neat, well groomed appearance.
- *No dye or bleaching of the hair is permitted. Violators may be sent home until the natural color can be restored.
- *Extreme styles are not permitted, e.g. initials/designs cut into the hair shaving the head, spikes. No hair extensions may be used.
- *Must be clear of the eyes, for boys and girls.
- *Boys: can not be longer than the top of the shirt collar, must be at or above the eyebrows, and may cover only half the ear

Spirit Day

- *Every Wednesday.
- *Spirit shirt with uniform bottoms are allowed.
- *Spirit shirts can be purchased at the Front Office for \$10.00.

VIOLATION PROCEDURES

The following are the procedures used by the school to deal with dress and appearance code violations:

- 1) Discussion by student and school personnel. Citation issued - to be signed by parent or guardian and returned to school. (See Appendix #1 for Sample Citation)
- 2) Student sent home and/or items in violation removed.
- 3) If violations continue, the student may be suspended.

DRESS CODE FOR DESIGNATED "OUT OF UNIFORM" DAYS

Appropriate dress apparel takes into consideration the values of the school as a Catholic institution of growth and learning, pupil grade level, and health and safety factors during school activities.

Tank tops, spaghetti straps, backless blouses, halter and midriff tops are **not** permitted. Any garments or accessories with inappropriate sayings, emblems or pictures are not allowed.

Clothing shall not be low-cut either in front or back; or be fitted too tightly to permit participation in physical education activities. Skirts, dresses and shorts shall be no shorter than 3 inches above the knee, measured from the floor in a kneeling position.

Sandals and "flip-flop" style shoes are not permitted. Shorts may be worn year round. They must be modestly fitted. "Biker" or spandex style shorts are not allowed.

The final decision as to the appropriateness of dress and personal grooming shall rest with the administration.

SACRED HEART SCHOOL RESERVES THE RIGHT TO SEND ANY STUDENT HOME IF THEY DO NOT COME TO SCHOOL APPROPRIATELY DRESSED OR PROPERLY GROOMED according to the Sacred Heart protocols listed in this handbook.

INSTRUCTION

REQUIRED SUBJECTS – ELEMENTARY

Beginning in Kindergarten and continuing through Grade Eight, the curriculum shall include instruction in the following areas: Religion, Social Science, English/Language Arts, Mathematics, Science, Health, Safety, Fine Arts, and Physical Education. Family life education correlates with the appropriate subjects.

The curriculum shall include instruction at all levels on the following: personal and public safety and accident prevention, fire prevention, the protection and conservation of resources, and health education.

6th, 7th, 8th Grade Promotion/Graduation Policy (Please see Appendix #2)

TESTING

Students of grades 1-8 are tested a minimum of 3 times per year using the STAR Assessments approved by the Diocese of Stockton. These "basic skills" tests are a measurement of the academic growth of the child over the previous year. It is very important that all children are present when these tests are being administered, as it is difficult to give make-up tests. Results of these tests are available for teachers to assist in the individual child's academic progress. In addition, eighth graders are given a high school entrance test prior to graduation.

HOMEWORK

Parents will work with teaching staff to modify or increase as deemed appropriate to the child: The average daily time allotments for homework are:

Grades K	15 minutes	Grades 1-2	30 minutes
Grades 3-4	30 - 45 minutes	Grades 5-6	45 - 60 minutes
Grades 7-8	60 - 90 minutes		

Note: This does not mean your child will not, on occasion, have more work to complete than given in the time allotment shown for his/her grade level. Incomplete assignments from subjects assigned during the school day may necessitate additional homework time.

LATE WORK POLICY FOR ALL SUBJECTS:

Late work policies are decided upon by classroom teachers.

PARENT-TEACHER COMMUNICATION

To increase cooperation between the home and school, parent-teacher conferences, other than those scheduled by the school, may be held at the request of the parent(s) and/or guardian or the teacher, provided an appointment is made.

To ensure student safety, conferences with the teacher are not permitted while the teacher is on yard duty, while the class is in session, or during the lunch period. If a conference is requested with your child's teacher, please schedule an appointment through the school office. In the event that it is necessary to see the teacher right away, check in with the office and the secretary will call the classroom to see when the teacher is able to meet with you. (Sometimes, there are other conflicts.) While you are meeting with the teacher, please see that your children are checked into Day Care or have them sit quietly outside the classroom.

REPORT CARDS

Report cards are issued 3 times per year (November, February and June). They can be viewed on **RenWeb** throughout the year.

HONOR ROLL

Any student in the 6th, 7th, or 8th grade who achieves a minimum grade point average of 3.0 and maintains satisfactory grades in effort and behavior, attains honor roll status. The GPA is calculated by adding the points in the six academic subjects and dividing by six. The academic subjects are religion, reading, language arts, science, history, and mathematics. Points will be allotted in the following manner: A=4, B=3, C=2, D=1. Satisfactory grades must be maintained in all subject areas, as well as effort and behavior.

ACADEMIC EXCELLENCE - PRESIDENTIAL GOLD AND SILVER MEDALS

Any 7th or 8th grade student maintaining a 4.0 grade point average, straight A's in all classes and honor roll status for six (6) consecutive trimesters will have the opportunity to receive a Gold Academic Medal.

Any 7th or 8th grade student maintaining a 3.0-3.9 grade point average and honor roll status for six (6) consecutive trimesters will have the opportunity to receive a Silver Academic Medal.

STUDENT RECORDS

Full and accurate cumulative records of each student's attendance and academic progress are kept on file permanently or until the student moves on to another school. Parents of currently enrolled or former pupils have an absolute right of access to any and all official pupil records related to their children. Parents wishing to see their children's cumulative records should request an appointment. Such an arrangement insures that a qualified person will be available to answer questions and interpret the recorded data. Access shall be granted no later than five days following the date of request.

PRIVACY OF STUDENT RECORDS

Apart from the above provision, Sacred Heart School shall not give any personal information to any person unless the person is one of the following:

- Parent(s) and/or guardian(s).
- Persons permitted access to pupil records by the written consent of parent(s) and/or guardian(s).
- Diocesan school officials who have a legitimate educational reason to inspect a student's records.
- Federal, state, and local education officials when the information is necessary to counsel or evaluate programs that are publicly funded; public officials when the law specifically requires that such information be reported to them.

LEGAL SURNAMES

All students shall be recorded and referred to by their legal surname, as documented on a legal acceptable birth record or in a court order of change of name. A request from a parent or a student that a student's surname be changed in school records will not be honored without legal documentation.

TRANSFERS

Parents are encouraged to transfer students only at the end of the trimester. They are also reminded that prior to transfer or sending of transcripts, all fees, fines, tuition, etc., should be paid in full. Transcripts will be sent only on request of a principal or other authorized school officials.

EXPECTATIONS AND STANDARDS FOR STUDENTS

- ❖ I will respect and obey the teachers, Principal, and all adults within the school.
- ❖ I will treat my classmates and other students with compassion and respect.
- ❖ I will respect the rights and property of others.
- ❖ I will respect the school building, property, and materials.
- ❖ I will make restitution for any damages done through my actions.
- ❖ I will neither bring nor chew gum at school.
- ❖ I will abide by the school dress code on uniform and free dress days.
- ❖ I will be quiet and orderly in the hallways to avoid disrupting classroom lessons.
- ❖ I will keep my hands, feet and objects to myself.

GENERAL PLAYGROUND RULES

Playground supervision begins at 7:45 a.m. Students must line up after the 7:55 a.m. bell (Gr. 3-8) or the 8:25 a.m. bell (Gr. K-2)

Bicycles must be walked in and out of schoolyard and the sidewalks surrounding the school-church block. No skateboarding.

To avoid potential distractions, students may not bring personal play items to school (dolls, video, toys, ...) "Show and Share" items are to remain in the classroom.

Students with snacks must stay in the bench area and must clean up after themselves. **NO LITTERING.**

Actions which are expressive of a lack of respect (fighting, back talk, defiance, bullying, harassment, etc.) may result in forfeiting playground privileges for a period of time or if necessary suspended from school.

All students shall politely obey and respect yard duty supervisors. Students are not allowed to climb fences or cross streets without adult supervision. Good sportsmanship and appropriate language is expected from all.

No tumbling, wrestling or fighting shall be allowed.

No baseball or football games allowed on the blacktop (grass area only). No tackle football is ever allowed! No hardballs (baseball).

See Appendix #4 for Yard Duty Yellow Slip - Playground Procedures used by yard duty personnel.

CAFETERIA RULES

Please remind children of the following rules:

- * Walk in the hall to and from breakfast and/or lunch.
- * Stay seated and raise your hand to leave the table area.
- * No running or pushing will be allowed.
- * Listen to and respect adult supervisors.
- * Use quiet conversations while eating, no yelling or screaming indoors.
- * Stay seated, wait until you are excused to throw your garbage away.
- * Breakfast/lunch is to be eaten inside the cafeteria.

SCHOOL DANCE GUIDELINES

Three chaperones must be in attendance (one must be a credentialed Sacred Heart School employee).

Students are not to leave the premises without an adult on record. Chaperones are to patrol the premises and bathrooms on a regular basis.

Sacred Heart School students are allowed to invite a maximum of 2 guests, who must be approved by their attending school. Sacred Heart students are responsible for their guest's behavior.

Only students currently enrolled in the 7th, and 8th grades are eligible to attend. At the end of the year, 6th graders will be allowed to attend the 8th grade dinner-dance if grades are appropriate.

Attending a school dance is a privilege and the invitation may be revoked based on academic or disciplinary conduct. The Principal and/or teacher has the right to revoke an invitation to the dance.

PERSONAL INVITATIONS

Sacred Heart School works to build a family-community, so we request that you do not ask your child to distribute personal party invitations at school unless you are going to invite the entire class, all the boys or all the girls.

CELL PHONES

Students may not use cell phones during school hours unless it is in a teacher supervised lesson. Violation of this rule will result in confiscation of the cell phone and the item will be turned in to the Principal. The cell phone will remain in the office until a parent contact can be arranged. **A conduct referral may be issued if this becomes a persistent issue.**

SCHOOL DISCIPLINE POLICY

Discipline in the Catholic School shall be considered as an aspect of moral guidance, keeping in mind the respect for dignity of all members of the school community. Discipline should promote the concepts of self-discipline and self-motivation for learning.

Discipline requires cooperation with students, parents and/or guardians, the Principal, teachers, and staff. In order for the Sacred Heart School to be successful in correcting behavior problems, it is imperative that the student understands that his/her parents are working with school personnel to help him/her create positive change. On rare occasion, a student may be detained in school for disciplinary or other reasons up to twenty minutes without prior permission from parents/guardian. However, in most cases, parents will always be informed of the situation prior.

In addition to the regular school day, the school discipline policy is enforced under all circumstances when a student is attending a school-sponsored function or activity (examples: Outdoor Education School, field trips, evening performances, daycare, etc.), and all consequences shall apply.

When disciplinary problems occur, the teacher and/or Principal strive to follow the procedure below:

The teacher talks to the student and explains the necessary change in behavior. Emphasis is on the affirmative action, though consequences are not ruled out. The teacher keeps a record of such incidents.

If the negative behavior persists, a detention notifying the parents of the undesired behavior is sent home to be signed (See sample "Detention" in Appendix #1). If behavior does not change a Conduct Referral noting the violation and course of action to be taken by the school authorities is issued and sent home to be signed (See sample "Conduct Referral" in Appendix #3). Three (3) Conduct Referrals in a trimester may result in a suspension. Five (5) referrals within the school year may result in an expulsion.

In grades 6-8, any student receiving two Conduct Referrals in a given trimester will have dance privileges revoked for that trimester. A single Conduct Referral will be left up to the discretion of the administration with teacher consultation. Final decision is to be made by the Principal.

The teacher or Principal informs the parents and/or guardian of the difficulties and works out an action plan for improvement with them and the student. In grades 5-8, a Student Study Team meeting may be convened (see Student Study Team below). The student may be placed on disciplinary probation.

If the student shows inadequate improvement in general behavior or commits another infraction which is cause for dismissal, the Principal reviews the student's records with the Pastor, and reaches a decision to dismiss a student or continue probation.

Individual Support Plan

The purpose of the Individual Support Plan is to intervene in situations where individual students are having academic or behavior problems which do not respond to standard classroom intervention strategies. A student may or may not be on Disciplinary Probation when an ISP meeting is called.

The ISP Team will consist of the principal and other appropriate faculty members. The Pastor may also be present. Also present may be other adults who have significant contact with the child.

The team may meet with identified students and their parent(s) and/or guardian for one or more of the following reasons:

- Disciplinary Probation or Academic Probation
- Failing grades

- Serious rule infraction
- Chronic academic detention
- Teacher recommendation

Parent and/or guardian will be notified by letter or phone call as to the meeting date and time. One parent and/or guardian must accompany the student. The meeting agenda will be as follows:

- a) review problem
- b) establish desired conditions to be met
- c) establish an action plan for improvement
- d) establish timeline for assessment of action plan success

ACADEMIC PROBATION

A student in grades 5-8 is placed on academic probation for attaining less than 10 points in a trimester. (Please see Appendix #2)

- A Student Study Team will be held.
- A time allotment for compliance is set.
- Evaluation of the student's progress during that time is made and the parent or guardian is notified of his/her progress.
- If the requirements of the agreement are not met, the child may be asked to transfer at the end of the trimester or may be asked to attend summer school and achieve passing grades to be promoted.

DISCIPLINARY PROBATION

Disciplinary probation is a serious step taken with a student who, after normal parent contact, teacher conferencing, and disciplinary measures, continues to exhibit behavior unacceptable at Sacred Heart School.

Recommendations for disciplinary probation come from either teacher(s) or the Principal.

A Student Study Team meeting will be held and a time allotment for compliance is set.

Evaluation of the student's progress is made during that time and parents and/or guardians are notified of his/her progress.

If, by the end of the time period stated, the student has not met the condition(s) necessary to remain, he/she may be asked to transfer.

TERMINATION OF ENROLLMENT

Termination of enrollment shall be the sole discretion of the Principal, upon proper consultation with and approval by the Pastor. The education of the student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child, if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

SUSPENSION

Suspension is a disciplinary punishment to be invoked at the discretion of the Principal for less serious infractions of rules. A pupil shall be suspended for no more than five consecutive school days, absent mitigating circumstances. Aggravated grounds for suspension can become grounds for expulsion. School administrator shall give notice of suspension to the parent and/or guardian of the reason for suspension and its duration.

RECOMMENDED TRANSFERS

A recommended transfer terminates attendance but does not leave the stigma of expulsion.

CONDITIONS OF RECOMMENDED TRANSFERS

The Principal may recommend a transfer when:

- The student will not profit from continued attendance.
- The student's continued attendance will make demands upon the school which the school cannot meet.
- The parent(s) and/or guardian have failed to meet the obligations to the school which they accepted upon enrolling their child, or have been uncooperative with the school staff, policies, regulations, or programs, or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children

If all conditions for expelling a student have been met, but there are extenuating circumstances, the Principal may, at his/her discretion, offer a recommended transfer as an alternative to expulsion.

PROCEDURES FOR RECOMMENDED TRANSFERS

When the Principal has determined that a recommended transfer is appropriate, the Principal shall:

- 1) review the recommendations with the pastor if the school is a parish school;
- 2) discuss the student's situation with the parent(s) and/or guardian and inform them of alternative facilities, if any are found available.

REASONS FOR EXPULSION

Reasons for immediate expulsion or, in less serious cases, suspension, pending a conference with parent(s) and/or guardian, shall include but not be limited to the following offenses by a student:

- Disobedience, insubordination, or disrespect for authority
- Language or behavior, which is immoral, profane, vulgar or obscene
- Use, sale, distribution or possession of drugs, alcohol, or any other legally controlled substance.
- Injury or harm to persons or property or serious threat of same.
- Unauthorized absence, continued tardiness, or habitual truancy.
- Assault with, or possession of, a lethal instrument or weapon.
- Serious theft or dishonesty.
- Outrageous, scandalous or serious disruptive behavior.
- Conduct at school or elsewhere, which would reflect adversely on the school and/or Catholic Church.
- Habitual lack of effort leading to failure in classroom work.
- Bullying or harassment of any kind.

The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

PROCEDURE FOR EXPULSION/ACADEMIC REASONS

When moral or physical safety reasons are not involved, or when there is not a need for immediate expulsion, the following steps shall be taken before expulsion:

The Principal shall hold a conference with the parent(s) and/or guardian and the student to advise the family that the student is on disciplinary/academic probation and that expulsion is being contemplated unless there is immediate improvement in the student's behavior. At the discretion of the Principal, a staff member may be present. The Principal shall notify and invite the Pastor to the conference. If the Pastor does not attend, the Principal shall provide the Pastor with a report of the conference as soon as possible.

If the student shows inadequate improvement in general behavior or commits another infraction which is a cause for expulsion, the Principal shall have a conference with the parent(s) and/or guardian and inform them that the student's record will be reviewed. After the review with the Pastor, the Principal shall inform the parent(s) and/or guardian of the decision.

If the parent(s) and/or guardian fail without cause to attend any required conference, such conference shall be deemed waived by the parent(s) and/or guardian. The Principal shall notify the parent(s) and/or guardian by letter accordingly. Written documentation of compliance with the above procedures shall be retained in the school files.

PROCEDURE FOR IMMEDIATE EXPULSION

- The student shall be sent home until a decision has been made.
- The Principal shall have a conference with the parent(s) and/or guardian.
- The Principal shall review the case with the Pastor.
- The Principal shall inform the parent(s) and/or guardian of the decision.
- Written documentation of compliance with the above procedure shall be retained in the school files.

HARASSMENT AND DISCRIMINATION

The schools of the Diocese will not tolerate the harassment of any student by any student, nor tolerate discrimination against any student, for any reasons, including, but not limited to, race, color, national origin, ancestry, physically challenged, medical condition, or sex. The Diocesan schools expect that each student will treat everyone with dignity and respect. Harassment and discrimination means any conduct that is so severe, pervasive and deliberate as to create an unsafe environment for anyone or deprive a student of the benefit of the educational program of the school. Any student who feels that he/she is a victim of harassment or discrimination should immediately report the matter to the appropriate school authority such as a teacher. All claims of harassment and discrimination will be investigated and handled promptly and appropriately.

HEALTH AND SAFETY

EMERGENCY CARD

An emergency card for each student is required to be on file in the school office. This is done when a parent completes the online application process. The card lists addresses, phone numbers, doctor's names, and neighbor's or relative's names; therefore, it is absolutely essential that the card is kept current in case of any illness or accident involving your child. For the child's protection, Sacred Heart School will deny continued attendance if the information on the card is not complete.

When a student becomes ill or is injured, the available personnel shall take reasonable and careful steps to care for the ill or injured student. If an accident occurs at school, the pupil is to notify the teacher or supervisory personnel immediately. The person in charge shall make every effort to contact the parent(s) and/or guardian of the student for information and instructions.

If the parent(s) and/or guardian cannot be contacted, the person in charge shall consult the emergency card for instructions. If no responsible person can be reached and the illness or injury is believed to be serious enough to require medical attention, the person in charge shall arrange for the student to see a doctor or go to a hospital for treatment.

No person shall be held liable for following the procedures listed above unless the parent(s) and/or guardian have previously filed with the school a written objection to any medical treatment other than first aid.

Complete information regarding Supplemental Student Accident Insurance Program is sent home every year soon after the fall term begins.

IMMUNIZATION

Sacred Heart School complies with the current requirements for immunization and health assessment as established by state and local authorities.

MEDICATION

The School Faculty and Staff cannot administer medication of ANY kind (including over the counter medicines, such as cough drops, Tylenol, Advil, etc.) without a completed Administration of Medication Request form. (See Appendix #6) Medication presented without the required documentation will not be administered.

The student is to come to the office for the medication that has been provided by the parent(s) and/or guardian. Where reasonable and feasible, the student's medication should be self-administered in the school office.

NOTE: STUDENTS MAY NOT, UNDER ANY CIRCUMSTANCES, KEEP MEDICATION OF ANY TYPE (INCLUDING COUGH DROPS, THROAT LOZENGES, VITAMINS, ETC.) IN THEIR CLASSROOMS, BACKPACK OR LUNCH BAGS.

ILLNESS

In case a child becomes ill at school, the school secretary will notify the home. Children returning to school after an absence may not spend recess or lunchtime in the classroom or office because of lack of supervision.

Ten absences by note may constitute an "incomplete" grade. More than 14 absences per trimester may constitute a "fail" unless the student is under doctor's care. A report must be on file in the student's health file.

Physical Education participation is required of every student. Students will not be excused from P.E. activities without a note from the parent or doctor. The note should specify why the student shouldn't participate, and how long he/she should be excused. Please speak to an administrator for exceptions.

ACCIDENTS

In case of an accident/injury, the student must notify the supervisor immediately. Give all information regarding the accident to the office for the necessary insurance forms. The Diocesan Office will be notified of serious accidents within 24 hours.

INSURANCE

Student Accident insurance is provided by the Diocese. The fee is included in the initial registration fee. The insurance covers accidents occurring while the child is at school and while participating in the activities of any school-sponsored function.

BICYCLE REGULATIONS

Bicycles should be parked in the racks provided on the school premises. The school assumes no responsibility for the bicycles and urges pupils to keep them locked. Bicycle riding is not permitted on the school yard.

PARKING LOT

Teachers, or other designated school personnel on duty are responsible for monitoring the safety of our students. Please do not ask them to confer with you at this time, as they cannot devote their full attention either to you or the students. Obey the traffic pattern. Enter and exit only at designated areas.

When dropping off children, please park in a parking stall or pull your vehicle into the designated drop-off area near the Priest's garage (students should exit from the right side of the car). **If you are blocking traffic, you are creating a hazard.** NEVER attempt to pass a car that is blocking the traffic flow. **It is never worth risking a child's safety for the sake of saving a few minutes of time.**

Please park in the parking stalls when picking up your children. Do not double park or park in the red zone on Oak Street while waiting for your children. This is a SAFETY HAZARD and causes congestion when leaving the parking lot. Children will not be allowed to enter cars parked in the red zone on Oak Street OR to cross the street, except at the crosswalks (preferably aided by an adult), unless they are walking home. Also, for the

children's safety, we ask that you do not drop students off across the street in the red zone. Children may not play in the parking area at any time.

Parents must be acutely aware, when backing up, of children passing behind their vehicle. Please look carefully BEFORE and WHILE backing up.

PLEASE DO NOT PARK IN FRONT OF THE YELLOW GATES on Cooper/Rose and Cooper/Oak Streets.
PLEASE DO NOT ENTER THE SCHOOL PARKING THROUGH THE OAK STREET EXIT ONLY.

DIAL-A-RIDE

If your child rides Dial-A-Ride, please ask for a 3:30 p.m.- 3:45 p.m. pick-up time. Students MUST wait on the cafeteria steps for the bus or inside the school doorway, NOT by the street. (Dial-A-Ride is aware of this requirement.)

TB TEST

California State Law requires all adults working in the school to provide evidence of a TB clearance every 4 years (every 2 years if working with food). **Free TB clearances are available through the County Health Department, Modesto.

EMERGENCY DRILLS

Children participate in emergency drills. Procedures for these emergencies are distributed to all school personnel and are posted in the faculty room and office.

DOORS

The outside doors (near boy's and girl's restrooms) are to remain closed and locked during school hours. This policy was implemented for the safety of all school children. Parents and visitors must help enforce this by closing doors behind them when exiting during the school day. Students are advised never to open a door for someone without a faculty members presence. It is vital that **no one should ever ask a student to open one of these doors for them.** Entrance can be obtained by utilizing the video monitoring system provided at each door.

FIELD TRIPS

A permission slip provided by the school, and signed by a parent/guardian is required for any student to attend school field trips. See Appendix #7. Telephone calls cannot be accepted in lieu of written permission; however, faxed permission forms can be accepted. Parents have the right to refuse their child's participation in a field trip. Field trips are based on instruction or rewards offered as privileges to students; but safety is foremost and administrative conditions may be added to any given field trip.

STUDENT TRANSPORTATION VIA ADULTS

See Appendix #5-6 for a sample of the form (required by the Diocese) which must be on file in the school office for all drivers of Sacred Heart School students.

CHILD ABUSE

Any child care custodian who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse is required to report this to the Department of Child Protective Services immediately or as soon as possible. Child abuse includes physical injury inflicted by other than accidental means on a child by another person, sexual abuse, neglect, unlawful corporal punishment or injury, or the willful cruelty or unjustifiable punishment of a child.

Childcare custodians may also report instances where mental suffering has been inflicted on a child or the child's emotional well-being is endangered in any other way. (Calif. Penal Code, Child Abuse and Neglect Reporting Act. Section 11164 et seq.)

RELATIONS WITH LOCAL, STATE AND FEDERAL CIVIL AUTHORITIES

Cooperative relationships will be maintained with governmental agencies for the welfare, health, and safety of all citizens, including the students in our school. Sacred Heart School will cooperate with local and state law enforcement departments, keeping in mind the rights of our students and parents.

VOLUNTEERS

Parents should inform the principal or classroom teacher of their desire to help. California State Law requires volunteer workers at a school to have a TB verification on file in the principal's office. The verification must have been taken within the past four years (two years for the food committee). In addition, The Stockton Diocese requires that all volunteers complete the Safe Environment Program requirements.

SAFE ENVIRONMENT PROGRAM:

As part of the *Bishop's Charter for the Protection of Children and Young People*, all parish/school employees and volunteers must complete the 2 components of the "Safe Environment Program." They are:

- 1) Fingerprinting. (Forms for fingerprinting are available at the school. Currently, California State University, Stanislaus, charges a \$57.00 fee. This fee may be assumed by Sacred Heart School.)
- 2) Completing the Child Abuse Awareness training which is offered on-line at <http://www.virtusonline.org/virtus/reg>. Please print the certificate of completion and turn it in to the Safe Environment coordinator (Annette Menezes).

NON-DISCRIMINATION

Sacred Heart School is dedicated to a policy of not discriminating in employment and admission policies, as well as in the granting of educational and any other benefits on the basis of sex, race, color, national or ethnic origin. The principal and pastor are responsible for seeing that this policy is carried out. Information regarding procedure to be followed in any grievance regarding discrimination a student or parent(s) and/or guardian may have, can be obtained from the principal.

VISITOR PASSES

Anyone visiting the campus must obtain a Visitor's Pass from the school office. Please do not walk in and to classrooms during the instructional day without office approval. The check in system is in place for the safety of our staff and students

USE OF STUDENT INFORMATION/PICTURES

Sacred Heart School reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal, in writing, at the beginning of the school year. Addresses of students will not be posted on the school website or referenced in print materials for reasons of safety and privacy.

NON-CUSTODIAL PARENT RIGHTS

Sacred Heart School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, this school will provide the non-custodial parent with access to academic records as well as other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

FINANCE / TUITION RATES

Registration Fee (non-refundable)

\$475.00 per family if paid by May 15, 2018

\$525.00 per family if paid after May 15, 2018

11 Month Plan (1st Payment August 15th , 11th Payment June 7th)

Sacred Heart School 2018-2019 Tuition	\$ 4,925.00	1 child	(\$447.73 per month)
	\$ 8,225.00	2 children	(\$747.73 per month)
	\$ 11,200.00	3 children	(\$1,018.18 per month)
	\$ 14,125.00	4 children	(\$1,284.09 per month)

TUITION CONTRACTS

Will be mailed to families who are current in their payments. When you receive your contract, please complete, sign, and return it to the school office immediately. All contracts are due in the office by July 30, 2018. You may request a tuition coupon booklet. The first tuition payment will be due August 15, 2018.

FORM OF PAYMENT

Payments may be made by Cash, Check or Credit Card. All Credit Card payment will be charged a 3% convenience fee.

NOTE: Tuition rates for each family are determined by annual submission of Parish Verification Statement to the Pastor. Receipt of any form of tuition assistance includes the accepted agreement of working at the Thrift Shop to help maintain the program. Designated hours will be pursuant to the amount of the tuition assistance/subsidy allotment for the school year.

GENERAL TUITION ASSISTANCE POLICY

Requests for tuition assistance may come from the following:

- Diocesan SEEDS Scholarships,
- Sacred Heart School Thrift Shop
- Rose B. Yohannan Memorial Scholarship,
- Mary Stuart Rogers Scholarships
- Romero Ag Family Scholarship
- The DiGiovanni "Vic's Vision" Scholarship, and/or

Requests will be accepted after completing and submitting a Tuition Services (FACTS) online application, which is on the school website, sacredheartturlock.org. The FACTS company charges a processing fee of \$30 which must be paid at the time of application online. This application is required for SEEDS tuition assistance (Diocese of Stockton) and Sacred Heart Thrift Shop tuition assistance. Tuition Assistance is available to qualified families until funds are depleted. All applications must be completed by March 15th to be considered. Please file early. Computer filing assistance and cash payment of FACTS fee can be arranged with the school office. This application and instructions are available in the school office and on the school web page. Information is sent online directly to FACTS by the family requesting assistance. Information regarding the requesting family's need is then forwarded to the schools bookkeeping office for administrative review.

The need of each student requesting financial aid shall be reviewed each academic year. All families must be required to pay an annual registration fee. This assessment is used to offset the cost of Testing, Curriculum, Instruction and Diocesan Administration Fees.

TUITION OBLIGATION AND DELINQUENCY

Knowing that you value your child's education, it is essential that tuition be kept current throughout the year. Tuition payments that are kept current help our school to maintain our high academic standards as well as our quality religious environment. Tuition must be current in order for students to begin the new school year, as stated in the tuition contract and Parent/Student Handbook. In order to assist parents in maintaining current accounts, Sacred Heart School has updated the prevailing delinquency policy as follows:

1. A 10% (ten percent) late charge will be assessed on any payments that are 15 days past due.
2. If tuition is **30 Days Past Due**: Parent/Legal Guardians will be contacted by school staff and receive a written notice of delinquency.
3. If tuition is **60 Days Past Due**: A mandatory meeting with the SHS Tuition Committee will be arranged to develop a plan to bring the account current in a timely fashion. If the Parent/Legal Guardian is unable to meet their financial obligation, at this time, they will also be required to request tuition assistance by completing and submitting a FACTS form.
4. If tuition is **90 Days Past Due** and no action has been taken by Parent/Legal Guardian: The child/children in the school will be recommended for Transfer.

The Tuition Collection Committee shall consist of Principal, a designated member of the School Advisory Committee (SAC), and the Pastor.

5. **Any tuition or fees unpaid as of June 30, 2018 will be sent to collection.**

Any changes to the Tuition contract regarding payments must be made in writing and signed by the Principal and/or Pastor and the responsible party (i.e., child/children's parent(s)/legal guardian(s)).

8TH GRADE STUDENTS: 8th grade students must be current on all accounts and obligations by May 15th in order to participate in end of the year school activities, including but not limited to Field Day activities, dances, and all graduation activities.

Re-Enrollment: Sacred Heart School reserves the right to deny re-enrollment if the student's account is not paid to date. All accounts are to be kept current.

Report Cards: Sacred Heart School may hold report card(s) for delinquent account(s) until such time as the account is brought to current status.

Returned Checks and Credit Status: A \$20.00 fee is charged on all returned checks. After two returned items, credit status may be changed to cash or money order.

EXTENDED DAYCARE BILLS

Statements for Daycare usage will be issued on a monthly basis. Accounts will be considered delinquent if not paid in full within 10 days of the statement date. A \$10.00 late fee will be charged for each month the account is delinquent.

Delinquent accounts will jeopardize continued use of this program. All Daycare accounts must be cleared each year by June 30th.

DELINQUENT REGISTRATION FEES POLICY

To guarantee enrollment, registration fees are due July 1st for the following year. If this presents a problem financially, arrangements should be made with the office immediately.

BREAKFAST & LUNCH PROGRAM

Breakfast and lunch is available to all students and faculty for purchase daily. These meals are prepared fresh daily at the school. Menus are available monthly. This is a prepaid account and billing statements are sent monthly.

- Breakfast:
 - 7:30-8:20 A.M.
 - \$2.00 each meal and additional entrée is \$0.75
 - All meals come with a choice of fresh fruits and/or vegetables
 - All meals come with milk-1% unflavored or fat-free unflavored
 - Single Milk is \$0.50 and will be charged to account

- Lunch:
 - \$3.10 each meal an additional entrée is \$1.00
 - All meals come with a choice of fresh fruits and /or vegetables
 - All meals include a milk-1% unflavored or fat-free chocolate
 - Single milk is \$0.50 and will be charged to account

We do participate in the National School Lunch/Breakfast Programs which provides free or reduced priced meals for those who qualify. Applications will be mailed to each household and will be available to print from our school website, sacredheartturlock.org.

Parent volunteers are needed in our food program from prepping food, serving, or set up and clean up. This is a great way to earn participation hours! Please contact Amanda Shelton our Food Service Director by email ashelton@shsturlock.org or through the school office (209) 634-7787.

SCRIP

Each family is required to purchase the equivalent of \$225.00 profit to the school from the SCRIP Program (June 1st -May 31st) or pay \$225.00 to the school.

There are several ways this can be done:

- Traditional way of purchasing gift cards for a variety of stores through Sacred Heart School, in which each gift card has a certain percentage it gives back to the school (profit). For example, a grocery store such as Raley's or Safeway is 4%, while a retail store like Gap or Old Navy is higher at 14%. Attached at the back you will find the SCRIP order form. For example, if you buy \$100.00 of Gap or Old Navy at 14% you will profit \$14.00.
- Save Mart Supermarkets has an online program www.escrip.com/shares in which once you are registered 3% of your purchases is automatically donated to the school.
- Amazon is another company that offers automatic online donations with AmazonSmile. You must first go to www.smile.amazon.com and select your charitable organization. Our school name is Pastor of Sacred Heart Church of Turlock. Amazon will then donate 0.5% of eligible purchases to the school. You must always start at www.smile.amazon.com for the percentage to be donated.
- If you are not able to make it into the office to purchase SCRIP you can download the **BENEFIT** App. This is an App that is always available at your fingertips. You can continue to add to your scrip when you shopping or eating out.

After the required \$225.00 profit is attained, any profit thereafter will be split 50/50 with the family and school. This rebate will be applied to the following year's tuition. If the family has no tuition responsibility for the

following year, this rebate shall be regarded as a donation to the school. SCRIP purchase coverages may also be donated to needy families.

Annette Menezes is the SCRIP Coordinator and can be contacted by email, shschoolscrip@yahoo.com or by calling the school office at (209) 634-7787.

Scrip Hours: Monday-Friday 8:00-9:00 am
Monday, Tuesday, Thursday & Friday 3:00-3:30 pm
Wednesday 2:15-2:45 pm (Minimum Days 12:00-12:30 pm)

THRIFT SHOP

The Sacred Heart Thrift Shop has been providing tuition assistance to the children that attend Sacred Heart School since 1971. The tuition assistance is provided to families who otherwise might be able to afford a Catholic education.

We ask that all families dedicate a minimum of 10 hours to the store through donations, maintenance, sorting, gathering, assembling items for distribution. Families getting tuition assistance through the thrift shop will be assisting the shop with extra hours.

In order to continue for the opening of the thrift shop, us parents will need to dedicate our time so the tuition assistance can help those families in need. It is a definite worthwhile investment of time and provides financial support to have the school that allows us to keep tuition costs down and enables our students to receive a Catholic education.

OPTIONS FOR VOLUNTEER HOURS

- Volunteer at any time during store hours which are Monday-Saturday 9:30 am – 4:00 pm. Please contact Diana Rodriguez at (209) 634-8780 to sign up for a shift.
- Monthly Pricing Party-typically once a month the Thrift Shop has a pricing party at the shop one evening after the shop has closed. The time and date for each month will be provided in the school Thursday Notes email usually about two weeks before the night of the Pricing Party. At this time you would need to call and RSVP.
- Provide dinner for Pricing Party-Please contact Diana Rodriguez at (209) 634-8780 for further detail and to sign up
- Donate Furniture-Only approved furniture will be accepted and the value of the donated furniture will then be applied toward your 10 hours or \$200.00 obligation. Please contact Diana Rodriguez at (209) 634-8780 for more details.

Please call, come in, sign up for a shift to help our school. The minimum goal is 10 working hours at the Thrift Shop during the school year (June 1st - May 31st) or pay \$200.00 (\$20.00 per hour) to the school.

Days of operation are: Monday – Saturday
Hours of operation are: 9:30 a.m. - 4:00 p.m.

Please contact Diana at: (209) 634-8780

RIGHT TO AMEND

The school reserves the right to amend this handbook. Parents will be promptly notified if amendments are made.

APPENDIX

Sacred Heart School OUT-OF-UNIFORM NOTICE

Today _____, _____, was out of uniform
Date Name

because of the following violation(s):

Please refer to the Parent/Student Handbook, pages 11 and 12.

Please sign below and return this slip with your child on the next school day.

Thank you for your cooperation.

_____	_____	_____	_____
Date	Issued By	Parent Signature	Date

**Sacred Heart School
2017-2018**

Promotion/Graduation Policy - 6th, 7th & 8th Grade Students

All students in the 6th, 7th & 8th grades at Sacred Heart School must earn thirty-six (36) points in the six basic subject areas each year to be eligible for promotion and/or graduation.

1. The six basic subject areas will include Religion, Reading, Language Arts, Mathematics, History, and Science.
2. Points will be allotted as follows: A = 4 pts., B = 3pts., C = 2pts., D = 1pt.
3. Students should attain at least twelve (12) points per trimester, but must attain thirty-six (36) points per year to pass to the next grade or graduate.
4. Failure to achieve thirty-six points may result in retention for 6th and 7th grade students for one year only.

*8th grade students who fail to achieve thirty-six points will not graduate. Exceptions will be considered when health or other extreme conditions are involved.

**Failure to graduate* will exclude the student from participation in all 8th grade school related graduation activities and ceremonies. No diploma will be received and the student will not be promoted, as noted on the report card.

Note: Final decision shall rest with the Principal and/or Pastor.

5. Passing the U.S. Constitution test is a requirement for graduation.

It is acknowledged that the above policy will be used for promotion/graduation for Sacred Heart School for the current school year.

Parent Signature

Date

Parent Signature

Date

Student Signature

Date

REVISED (9/2016)

Sacramental Preparation

Sacred Heart School recognizes that you are the primary educators of your children. It is essential that you keep your faith alive, vibrant and strong. To properly prepare and strengthen you and your family's faith, parents need, (in addition to attending Sunday Mass, and Mass on Holy Days of Obligation), to complete 5 Faith Formation events. These events may be completed by attending a variety of opportunities provided by your parish or the Diocese of Stockton.

Examples of achieving your Faith Formation event include:

- Attending any Diocesan Catholic lectures or retreats
- Attending any Catholic lectures, retreats administered by your parish
- Volunteer to teach, help or assist religious education classes; assist in our Sunday's children's Liturgy
- Join a bible study group: Little Rock Scripture Study, Teams of Our Lady, CSI, .etc.
- Become a school or parish ambassador for Immaculate Heart Radio

Also, you can read a variety of Catholic publications. Please note that you must write a one-page synopsis of each chapter. Here are some *suggested* encyclicals, books and videos:

- o *The Light of Faith (Lumen Fidei)*- Pope Francis Encyclical
- o *The Joy of the Gospel* - Pope Francis Encyclical
- o *Pastoral Constitution on the Church in the Modern World* (Gaudium et Spes)
- o *On Evangelization in the Modern World/* (Evangelii Nuntiandi)
- o *Bull Of Indiction of the Extraordinary Jubilee of Mercy/Misericordiae Vultus*
- o *The One Thing is Three-How the Most Holy Trinity Explains Everything* by Fr. Michael Gaitley
- o *Catholicism* by Fr. Robert Barron (book & video),
- o *Rediscovering Catholicism* by Matthew Kelly
- o *The Four Signs of a Dynamic Catholic* by Matthew Kelly
- o *Books* by Father Mitch Pacwa, SJ, Scott Hahn and other authors
- o *The Questions of Jesus* by Fr. John Dear
- o *Everybody Needs to Forgive Somebody* by Allen R. Hunt

Read your child's religion book alongwith them. Also, there are many books that can be purchased at our parish bookstore and you may also borrow books.

In addition to the Sacred Heart Faith Formation events, each sacramental preparation class has its own requirements and obligations:

First Reconciliation/First Holy Communion Requirements

✝ Attend Sunday Mass and Holy Days of Obligations

✝ Student must be baptized prior to this sacrament

Confirmation Candidate Obligations

Students need to complete a minimum of 20 hours of service for their church over a two-year period. This applies to the seventh and eighth graders. Some suggestions are:

✝ Attend Sunday Mass and Holy Days of Obligations

✝ Altar Server (Must attend Altar server ministry on Wednesday's)

✝ Participation in various parish ministries is encouraged.

Students need to have fulfilled a retreat experience in both the seventh and eighth grade years. Retreats will be scheduled by the school or parish. **If the Confirmation candidate cannot attend the retreat offered, other arrangements must be made by the candidate. Checking with another parish for similar events or opportunities is a candidates responsibility.**

All requirements must be completed a minimum one month prior to receiving the sacraments. Failure to complete all requirements will result in your child not receiving their sacraments.

Parent Signature _____

Student Signature _____

Date: _____

Sacred Heart School

PARENT TRANSPORTATION OF STUDENTS

Transportation of School children from one location to another by private automobile presents some unique problems. Drivers and owners of vehicles used for these purposes should understand and be willing to accept certain responsibilities and liabilities.

In the case of transportation volunteered by parents, should there be any claim in an accident or injury, their (the parent's) insurance would apply.

Parents driving automobiles for school planned activities and events must complete the form below. This will assure parents, children and the school of your willingness to accept the legal responsibilities and liabilities involved.

Please complete this form and return it to the school office along with the following:

- 1. A copy of your insurance policy which indicates the dollar amounts of coverage for each category.**
- 2. A copy of your valid California Drivers License (including extension, if applicable).**

Note: See reverse for additional requirements.

CERTIFICATION OF AUTOMOBILE INSURANCE

I, _____, hereby certify that I am at least 21 years of age and have automobile insurance of at least:

\$500,000.00 – combined single limit for bodily injury liability
250,000.00 – one person
100,000.00 – property damage
60,000.00 – uninsured motorist
2,000.00 – medical

Insurance Carrier _____
Company Agent

I personally volunteer to transport _____ students and will provide one seat belt for each student.
Number

I have read the regulations on the reverse side of this form and agree to abide by all rules.

Signature of Insured

Date

Address

Telephone

***This form MUST be on file in the school office
BEFORE children can be transported by car for each designated event.***

TRANSPORTATION OF STUDENTS

Regulations governing the transportation of public and private school pupils below the 12th grade level to and from public and private school activities are contained in the California State Education Code 16851.

The following vehicles may be used in lieu of a school bus:

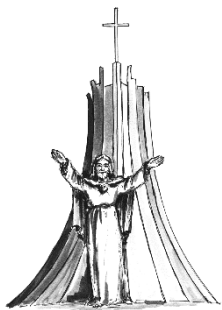
- a. a passenger vehicle designed for and when actually carrying not more than eight (8) persons, including the driver; *
- b. a 9 passenger or 10 passenger station wagon when carrying not more than nine (9) persons, including the driver;
- c. a motor vehicle operated by a common carrier, or by and under the exclusive jurisdiction of a publicly owned transit system, or by a passenger charter party carrier and used under a contractual agreement;
- d. a motor vehicle of any type carrying only members of the household of the owner thereof.

The following regulations also apply:

- a. Drivers should be over 21 (preferably over 25) years of age. All drivers should be screened carefully. Age and health, as well as physical and mental condition, should be considered.
- b. Drivers must have a valid, unrestricted California Drivers License and a “clean” driving record for the past three years (no at-fault accidents; no convictions for: speeding, reckless driving, driving under the influence of drugs or alcohol, leaving the scene of an accident or other similarly serious offenses); and no more than one other moving violation.
- c. One seat belt must be provided for and used by each vehicle occupant.

* The California Highway Patrol interpretation of the regulations eliminates the use of vans for the transportation of students, except:

- a. when designed for and actually carrying no more than 8 passengers, including the driver; and
- b. when carrying only members of the household of the owner.



Sacred Heart Catholic School

1225 Cooper Avenue Turlock, CA 95380

Telephone 209-634-7787 • Fax 209-634-0156

PARENT REQUEST TO TRANSPORT OWN STUDENT

My child/children, _____, will be riding to and/or from the study trip to

(Student name)

_____ with me in my personal vehicle on _____.

(Name./Location of event)

(Date)

My signature on this permission slip relieves Sacred Heart School and the Stockton Diocese from any and all liability when my student leaves this event with me. I understand **I will NOT be able to transport any other student besides** my own child. *As this is a sanctioned, age appropriate study trip, siblings will not be allowed on the study trip without prior administrative approval.*

As stated in California Education Code Section 35330, I understand that I hold the Stockton Diocese, Sacred Heart School, its officers, agents, and employees **harmless from any and all liability or claims** which may arise out of or in connection with my student's voluntary participation in this learning activity.

To Parent: All caution will be used throughout the trip. However, in the event your child needs emergency medical services during the drive, you will be solely responsible for seeking and obtaining medical attention while the child is in your personal vehicle.

(Parent's Signature)

(Date)

(Please provide a contact telephone number for delays or emergency information () _____)

Office Use Only:

Received by Office _____

Date & Time Parent Checked Student Out:

If applicable, Date & Time Parent Checked Student In:

Sacred Heart School
1225 Cooper Avenue , Turlock, CA 95380
(209) 634-7787 Fax (209) 634-0156

FIELD TRIP PERMISSION FORM

Grade _____

Date of Field Trip: _____ Destination: _____

Purpose of Field Trip: _____

Departure Time: _____ Return Time: _____ Student Needs to Bring: _____

Mode of Transportation: _____ If chartered, Bus Company: _____

Teacher/Advisor: _____

Please Keep This Portion for Your Information

Return This Section To The School

Name of Student _____ Date of Field Trip _____

Destination: _____

I, the undersigned parent/guardian of the above-named student, give my permission for his/her participation in the above-named field trip. I hereby release and save harmless the school and any and all of its employees from any and all liability for harm arising to my child and for any loss of property as a result of this trip.

MEDICAL PERMISSION: I, the undersigned parent/guardian of the above-named student, do hereby authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis rendered under the provision of the Medical Practice Act, or a dentist licensed under the provisions of the Dental Practice Act and on the staff of any acute general hospital holding a current license to operate a hospital from the State of California Department of Public Health. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power to render care which the aforementioned physician in the exercise of his/her best judgment may deem advisable. It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if the undersigned cannot be reached. I will not hold Sacred Heart School, its officers or agents, liable for medical aid rendered.

This authorization is given pursuant to Section 25.8 of the California Civil Code and remains effective only for the event and date listed above.

Full Name of Child _____ Date of Birth _____

Home Address _____ Home Telephone _____

Name of Parent/Guardian _____ Parent/Guardian Work Phone _____

If Unable To Locate Parent/Guardian, Contact _____ Relationship _____ Telephone _____

Physician's Full Name _____ Telephone _____ Insurance Company _____

Is your child currently taking any medications? No Yes Kind _____ Dosage _____

Drug Allergies? _____ Food Allergies? _____

Other Concerns or Limitations? _____

Parent/Guardian Signature

Date

BE SURE YOU HAVE DETACHED THE UPPER PORTION, IT IS FOR YOUR INFORMATION

SACRED HEART SCHOOL

Family Name _____

1225 Cooper Avenue

Turlock, CA 95380

(209)634-7787 Fax(209)634-0156

Annual Registration Fee: \$475.00 Per Family If Paid By 5/31/17

(\$525.00 if paid after 5/31/2017)

11 Mo

TUITION CONTRACT FOR THE 2018-2019 SCHOOL YEAR

Based on information received from your Parish Verification Statement, your annual tuition rate for the 2018-2019 school year will be \$ _____ for _____ child(ren).

(NOTE: If you did not submit a Parish Verification Statement, your tuition rate is based on the Non-Active/Non-Catholic rate.)

Tuition for 2018-2019

Assistance from Yohannan Scholarship _____

Assistance from Seeds _____

Assistance from Thrift Shop _____

Assistance from Other _____

Total Tuition to be paid by parent _____

PARENT OBLIGATIONS:

- A. **Parent Participation hours:** 50 hours of which **20 working hours are required for fund raising** activities. Parents may **'buyout'** 30 hours at the end of the year at a rate of \$20 per hour.
- B. **Thrift Shop hours:** 10 hours working in or on behalf of the Thrift Shop. Parents may **'buyout'** 10 hours at the end of the year at a rate of \$20 per hour.
- C. **Scrip Obligation:** Purchase equivalent of \$225 **profit** to the school.*

You may choose from three payment options:

#1) \$ _____/yr. Tuition + Complete buyout at \$1700. (No participation or scrip purchase required.)

OR

#2) \$ _____/yr. Regular Tuition payments plus A+B+C.

OR

#3) \$ _____/yr. Regular tuition payments plus C (\$225) scrip buyout and fulfill hours for A+B.

Based on the Above Options, I choose to pay: (Please check one and return **entire** page)

#1 _____ 10 months @ \$ _____/month = \$ _____/year

#2 _____ 10 months @ \$ _____/month = \$ _____/year

#3 _____ 10 months @ \$ _____/month = \$ _____/year

#4 _____ Option # _____, but will submit entire tuition balance of \$ _____ in one payment (to be paid by September 1, 2016). Tuition booklet will not be sent.

First Payment Is Due August 15, 2018 – Final Tuition Payment is Due June 7, 2019

(Payments may be mailed to the above address)

_____ Please send a Tuition Booklet _____ Do not send a Tuition Booklet

By signing this contract, I agree to pay the tuition option I have chosen. I understand that all fees will be paid at the time(s) they are due and that delinquent accounts **will** jeopardize enrollment. **Please read and sign reverse** →

Parent/Guardian Signature _____

Print Name _____

Date _____

Note: This form must be completed, signed and returned to the school office before your child can be officially enrolled for the coming school year.

*** SCRIP obligation for families with children attending Central Catholic High School will be 1/2 the stipulated amount.**

Tuition Obligation and Delinquency

Knowing that you value your child's education, it is essential that tuition is to be kept current throughout the year. Tuition payments that are kept current help our school to maintain our high academic standards as well as our quality religious environment. Prior year tuition must be current in order for students to begin the new school year as stated in the tuition contract and Parent/Student Handbook. In order to assist parents in maintaining current accounts, Sacred Heart School has updated the prevailing delinquency policy as follows:

5. If tuition is **30 Days Past Due**: Parents/Legal Guardians will be contacted by school staff and receive a written notice of delinquency.
6. If tuition is **60 Days Past Due**: A mandatory meeting with the Tuition Collection Committee will be arranged to develop a plan to bring the account current in a timely fashion. If the Parent/Legal Guardian is unable to meet their financial obligation, at this time, they will also be required to request tuition assistance by completing and submitting a TADS form.
7. If tuition is **90 Days Past Due** and no action has been taken by Parent/Legal Guardian: The child/children in the school will be recommended for Transfer.

The Tuition Collection Committee shall consist of Principal, a designated member of the School Advisory Committee (SAC), and the Pastor.

4. **Any tuition or fees unpaid as of June 30, 2017 will be sent to collection.**

Any changes to the Tuition contract regarding payments must be made in writing and signed by the Principal, Pastor and the responsible party (i.e., child/children's parent(s)/legal guardian(s)).

8TH GRADE STUDENTS: 8th grade students must be current on all accounts and obligations by May 1st in order to participate in any school activities, including but not limited to Field Day activities, dances, and all graduation activities.

Re-Enrollment: Sacred Heart School reserves the right to deny re-enrollment if the student's account is not paid to date. All accounts are to be kept current.

Report Cards: Sacred Heart School will hold all report card(s) for delinquent account(s) until such time as the account is brought to current status.

Returned Checks and Credit Status: A \$20.00 fee is charged on all returned checks. After two returned items, credit status may be changed to cash or money order.

Payment Methods: Cash, check, and money orders are acceptable methods of payment.

**I HAVE READ AND AGREE TO ABIDE BY THE ABOVE REQUIREMENTS
REGARDING TUITION OBLIGATION AND DELINQUENCY**

Parent/Guardian Signature

Print Name

Date



Sacred Heart School

1225 Cooper Ave Turlock, CA 95380

(209) 634-7787 Fax: (209) 634-0156

ADMINISTRATION OF MEDICATION REQUEST

(Request must be renewed at the beginning of each new school year)

STUDENT: _____ BIRTHDATE: _____

The administration of medication to pupils will be done only in exceptional circumstances wherein the child's health may be jeopardized without it and only when administration has been requested and approved by the student's parents and physician. (Students observed by school personnel administering unauthorized medications to themselves will be reported to their parents.)

C.E.C. 1 1753.1 Notwithstanding the provisions of Section 1 1 753, any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school received:

1. A written statement from such physician detailing the method, amount, and the time schedules by which such medication is to be taken.
2. A written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement.

PHYSICIAN'S REQUEST FOR ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

STUDENT: _____ BIRTHDATE: _____

ADDRESS: _____ PHONE _____

Physical condition for which drug is given: _____

Name of medication: _____

Dosage and method of administration: _____

Possible reaction that needs to be reported to physician: _____

Date of request: _____ Physicians Signature _____ Date _____

Medication to be continued until: _____ (Date)

PARENT RELEASE FOR ADMINISTRATION OF MEDICINE

It is understood that the school is not legally obligated to administer medication to my child; therefore, I agree to hold the school and its employees free from any or all suits which might arise out of these arrangements. We, the undersigned, who are the parents of _____ request that medicine be administered to our child in accordance with the above request by a member of the school staff I will notify the school if the medication is changed or stopped. The medication to be taken at school will be furnished by me and in its pharmacy-labeled bottle.

Parent Signature

Date

CONDUCT REFERRAL

SACRED HEART SCHOOL
1225 Cooper Avenue
Turlock, CA 95380 (209) 634-7787

STUDENT	DATE
GRADE	DATE OF INCIDENT
TEACHER	TIME OF INCIDENT

NOTICE TO PARENTS

The purpose of this report is to inform you of a disciplinary incident involving the student.

REASON(S) FOR REFERRAL:

- FAILURE TO OBSERVE SCHOOL RULES _____
- DESTRUCTIVE TO SCHOOL PROPERTY _____
- RUNNING IN HALL _____
- EXCESSIVE TALKING/LOUDNESS IS DISRUPTING INSTRUCTION _____
- LATE TO CLASSROOM _____
- RUDE/DISOURTEOUS/DISRESPECTFUL _____
- HITTING ANOTHER STUDENT _____
- ANNOYING CLASSMATES _____
- LATE TO CLASS BULLYING/HARASSMENT _____
- RESTLESS/INATTENTIVE _____

ACTION AND RECOMMENDATION(S):

- HELD CONFERENCE WITH STUDENT
- CHANGED STUDENTS SEAT
- REMOVED STUDENT FROM CLASSROOM
- DETAINED STUDENT
- TELEPHONED PARENT
- PARENT CONFERENCE REQUESTED

If a check mark is entered in this box, Parent please sign & return.

PINK - PARENTS' COPY BLUE - OFFICE COPY GOLD - TEACHER'S COPY

EMERGENCY INFORMATION CARD

Complete And Return This Card IMMEDIATELY. This Card is Vital CONSENT FOR TREATMENT

Your child may be unconscious when medical and personal information is needed.

(I), (We), the undersigned parent(s) or legae guardians _____ of a minor, do hereby authorize a representative of Sacred Heart School as agent for the undersigned to consent to any X-ray examinations, anesthetic, medical or surgical diagnosis or treatment and hospital care that is deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the California Medicine Practice Act on the medical staff of an accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital,

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the abovementioned agent to give specific consent to any and all such diagnosis, treatment or hospital care that the above-mentioned physician in the exercise of his or her best judgement may deem advisable

This authorization is given pursuant to the provisions of Section 25.8 of the California Code of Civil Procedure. This authorization shall remain effective until _____, 20__ unless sooner revoked in writing and delivered to the above-mentioned agent.

Mother's Signature _____ Date _____

Father's Signature _____ Date _____

Legal Guardian 's Signature _____ Date _____

Name of Student _____ Grade _____

Student's Date of Birth _____ Height _____ Weight _____

Address _____ Zip _____

Phone _____ Email _____

In case of emergency illness or accident to the above student, the school is authorized to proceed as indicated:

1. Call student's mother, father, or legal guardian.

Mother's/Legal Guardian 's Name

Mother 's/Guardian 's Daytime Phone _____ Mother's/Guardian's Cell Phone _____

Father 's/Legal Guardian's Name

Father's/Guardian 's Daytime Phone

Father's/Guardian's Cell Phone

2. Call Physician

Physician's Name

Daytime Phone

3. If unable to contact student's mother, father, or legal guardian, call this relative, friend, or neighbor.

Name

Daytime Phone

MEDICAL HISTORY

Please answer all questions, Comment on all affirmative responses in the space provided below.

Has Your Child Had?	Ye	N	Has Your Child Had?	Ye	No
---------------------	----	---	---------------------	----	----

Scarlet Fever			Aller to an of followin		
Measles			Penicillin		
German Measles			Sulfanilamides		
Mumps			Serum		
Chicken Pox			Foods (List Below)		
Malaria			Other		
Gum or Tooth Trouble			Palpitations (Heart)		
Sinusitis			High/Low Blood Pressure		
Eye Trouble			Rheumatic Fever		
Ear, Nose, Throat Troubl			"Trick" Knee or Shoulder		
SURGERY:			Heart Murmur		
Appendectomy			Back Problems		
Tonsillectom			Tumor, Cancer, C st		
Hemia Re air			Stomach, Intestinal Trouble		
Other			Gallbladder Trouble		
Epileptic Seizures			Rupture, Hernia		
Recurrent Colds			Dizziness, Fainting		
Head Injury - Unconcioussness			Weakness, Paralysis		
Hay Fever			Frequent Urination		
Asthma			Diabetes		
Tuberculosis			Disease/Injury of Joints		
Chronic Cough			Irregular Periods (Females)		

Please list here any medications taken by your son/daughter:

Comments :

Have any instructions concerning your child's schoool activities been made by your physician? NO / Yes

If so, please explain:

Sacred Heart School
Parent/School Handbook

Please read the Sacred Heart School Handbook with your child/children and sign this page acknowledging that you have read and will follow the guidelines as delineated in this book.

Signature of Parent/Guardian

Date

Signature of Student

Signature of Student

Signature of Student

Signature of Student

Thank you for choosing Sacred Heart School!