

**Sacred Heart Cathedral School  
Parent / Student  
Handbook  
2009 - 2010**

*Insert Logo Here*

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Pensacola, FL 32503**

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Accredited by  
The Florida Catholic Conference

Member of the  
National Catholic Education Association

Most Reverend John Ricard  
Bishop of the Diocese of Pensacola-Tallahassee

Monsignor Michael V. Reed  
Rector of the Cathedral of the Sacred Heart

Mr. Kevin Vickery  
Superintendent of Catholic Schools

Sr. Elizabeth Knight, ASCJ  
Principal of Sacred Heart Cathedral School

## **MISSION STATEMENT**

“Educating Minds and Hearts for God”

The mission of Sacred Heart Cathedral School is to educate minds and hearts for God. It is our wish to permeate our school with the Gospel spirit of love and freedom lived out through our students, faculty, administration and parents. Sacred Heart Cathedral School is committed to the teaching of Catholic Christian values and quality education along with athletic, cultural and social development.

## **SCHOOL PHILOSOPHY**

The purpose of Sacred Heart Cathedral School is to form Christian persons according to the Gospel message, community worship and service to neighbor. We are to nurture the inquiring young Christians who are capable of developing a way of life, based on the ideals and values of our Catholic faith community. We endeavor to enrich the lives of our school community, to be aware of God, Church and neighbor, to show gratitude for God’s gifts, which we cherish and to share His gifts with love. We achieve this purpose through an ongoing cooperative relationship between students, parents and teachers as role models. Gospel values are blended across all areas of our curriculum in order to guide students to responsible decision-making, life long learning and conscientious citizenship.

Learning is a process. Teachers recognize and respond to the individual differences of each student. These differences include personality patterns, academic talents, and phases of moral and social awareness and varied maturity levels. Teachers are aware of the impact of various family and life situations, which affect student performance. The dignity and self-worth of each individual are respected and supported.

We believe that...

- \* each student should be recognized and valued as a unique child of God
- \* parents are the primary educators of their children
- \* it is a joint responsibility to provide a safe, healthy, educational environment in order to promote successful learning
- \* respect among and between the students and staff creates an environment conducive to learning
- \* the school’s programs should reflect the integration of Catholic faith and values in everyday life
- \* Catholic education is a fundamental part of the Church’s mission to proclaim the gospel message of Jesus, to build faith communities, to serve others, and to worship God

# STUDENT/PARENT HANDBOOK

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AUGUST 2009

## **GENERAL OVERVIEW OF THE SCHOOL**

### **ACCREDITATION**

Sacred Heart Cathedral School facilities, academic program and staff are accredited by the Florida Catholic Conference. Only certified teachers are hired who instruct a course of study which meets all the requirements of the State of Florida Department of Education and the Diocesan Catholic Department of Education. The administration and faculty adhere to all state and diocesan guidelines and policies. Sacred Heart Cathedral School was re-accredited April 2009.

### **CHRISTIAN ENVIRONMENT**

Sacred Heart Cathedral School is committed to the goal of excellent education. The school prides itself on the quality of its faculty, and its academic and physical education programs. Sacred Heart Cathedral provides the facility, financial support, guidance and spiritual home for the school. Weekly Mass, seasonal Reconciliation Services and visits to the classrooms are provided by the priests.

### **FUNDRAISERS**

Sacred Heart Cathedral School is able to offer lower tuition rates because the tuition is subsidized by fundraisers held throughout the year. All families are expected to participate in these fundraisers:

Great Pumpkin Run and Little Pumpkin Fun Run      In 2009 we will celebrate our 25<sup>th</sup> year. Our race is one of the top family races held in the Pensacola area.

SCRIP      This is a "gift certificate" program whereby you, the consumer, receive a gift certificate for the full face value of the money you spend and Sacred Heart receives a percentage of the sales from the vendor.

Lucky Hearts Club      Each family is asked sell ten tickets at a value of \$20 each. *Each raffle ticket will then be available to be randomly chosen 52 times throughout the year!* (Way better than the casinos in Biloxi!) The drawing held on the first Monday of the month will generate a \$100 prize and subsequent drawings in that month will generate a \$50 prize.

Golf Classic      Our first Golf Classic was held in March of 2007. Participants enjoyed a great day of golf and a wonderful lunch at the end of the day!

### **PARENTAL INVOLVEMENT**

The parents of our students help to improve the quality of education by serving on the School Advisory Board, as a member of the Parent-Teacher Organization (P.T.O.), as a room-mother, coach, classroom or office volunteer, and on committees that involve fund raising or community projects.

### **MIDDLE SCHOOL PROGRAM**

Our middle school program provides our 6th, 7th, and 8th grade students with the opportunity to become independent learners with the ability to live and work cooperatively and collaboratively. The features of the program include teachers team planning, advisory groups and exploratory

groups which enable students to engage in activities beyond the classroom and to share their knowledge and experiences across all grade levels.

### **MORNING STAR PROGRAM**

In addition to the ten classrooms for grades Pre-K - 8th, Sacred Heart Cathedral School oversees two classrooms for children who are developmentally delayed. The Morning Star Program's goals are to help each student develop a sense of self-worth, respect for others, a recognition of God as One who loves and values them, a sound academic foundation, occupational competencies, social skills, cultural appreciation and recreational outlets.

The ultimate goal is the formation of individuals who can serve as valued members of society. The program which opened in August 1990 is of limited enrollment and accepts students regardless of creed, race, or national origin.

Instruction in reading, spelling, language arts, mathematics, science and social studies is incorporated into a functional life skills program.

Admission requirements before registration to the school program require that each child have a complete professional evaluation to be obtained by the parent, which should include the following:

- Psychological
- Process testing
- Social history
- Current immunizations
- Achievement testing
- Annual physical check-up
- Medical history

When the child is accepted into the program, a questionnaire along with cooperation and permission forms will be completed by the parent. The two classes at Morning Star are limited to eight students per class. Each class is under the instruction of two certified exceptional education teachers.

### **SCHOOL VOLUNTEERS**

All employees and volunteers who are 18 years of age or older must be fingerprinted in the State of Florida, submit a criminal background check and are required to attend the Diocese of Pensacola-Tallahassee Abuse Prevention and Safe Environment Program. In lieu of attending a workshop, the volunteer may view the program on-line and take a quiz.

### **WORKSHOP WAY**

Teachers in PK, K5, 1st, and 2nd grade use this program to teach thinking and life management skills. The children develop a good sense of self-esteem for themselves and respect for other students and faculty. The Workshop Way Program nurtures human power, human skills and healthy attitudes toward a stronger academic approach. Each of the workshops offers a fine background for strong academic skills in particular subject areas.

A Total Language Program is utilized in the elementary classrooms. This encompasses phonics, spelling, English, grammar and reading.

## **ADMISSION AND REGISTRATION**

### **PROBATIONARY ADMISSIONS STATUS**

All first year and new transferring students will be accepted on a probationary basis for a six to nine week period. The purpose of this policy is to determine the student's ability to adjust to the school's philosophy and curriculum.

### **GENERAL ADMISSIONS POLICY**

Sacred Heart Cathedral School does not discriminate on the basis of race, color, national or ethnic origin in selecting students, faculty or staff. Admission will be based on the availability of classroom space and adherence to the requirements listed below. An effort will be made to maintain a maximum of 30 students per class in grades 1<sup>st</sup> - 8<sup>th</sup>, 25 students in K5 and 20 students in Pre-K. If space is limited, priority will be given to families currently enrolled and then to families registered at Sacred Heart Cathedral Parish.

As a private school, you are requesting that your child be enrolled. Therefore, if you wish for your child to remain enrolled at our school, you must accept our philosophy and the discipline policies which we have in place. We reserve the right to request that your child continue his/her education elsewhere if our rules and regulations are not adhered to.

Age entry requirements:

Pre-Kindergarten - must be 4 years of age on or before September 1, 2009

Kindergarten - must be 5 years of age on or before September 1, 2009

First Grade - must be 6 years of age on or before September 1, 2009

Parents registering children for the first time must bring with them:

1. Birth Certificate
2. Baptismal Certificate
3. Social Security Card
4. Florida Immunization Certificate (HRS Form 680)
5. Florida School Entry Health Exam (HRS Form 3040)
6. Non-Refundable registration fee per child:  
Current Students: \$100.00      New Students: \$150.00

Admission priority to Sacred Heart Cathedral School is given in this order:

1. Children with a brother or sister currently enrolled in the School
2. Children of the Cathedral Parish
3. Children of Catholic families from other Parishes
4. Children of non-Catholic or non-participating Catholic families

Every effort will be made to limit class size to:

20 students in Pre-Kindergarten

25 students in Kindergarten

30 students in Grades 1-8

16 students in Morning Star

## **ACADEMIC POLICIES**

Sacred Heart Cathedral School's academic policy assumes a shared responsibility between faculty and parents/guardians in monitoring student academic progress. In addition to formal notification of student progress via report cards and progress reports, parents/guardians are expected to review their child's daily course work and test results.

### **REPORT CARDS**

The dates of REPORT CARD distribution are listed in the school calendar and are noted in the newsletter. Parents are required to attend the advertised Report Card Meeting to receive their child's report card. If the parent is unable to come to the meeting the report card may be picked up in the Principal's Office the next day.

Tuition and fees must be paid up-to-date for the release of the report card or student records.

### **PROGRESS REPORTS & POWER SCHOOL**

Formal Progress Reports are no longer mailed to the parent. PowerSchool enables a parent to check their child's work and attendance on a daily basis. It is the responsibility of the parent to initiate communication with their child's teacher regarding academic progress or lack thereof. Grades Pre-K thru 4<sup>th</sup> receive daily, weekly or monthly reports from their teachers.

### **PARENT-TEACHER CONFERENCES**

Because communication between home and school is IMPORTANT. Sacred Heart requires parents to receive their child's 1<sup>st</sup> and 3<sup>rd</sup> Quarter Report Cards at a parent/teacher conference or a PTO Meeting. Throughout the year teachers and parents/guardians may request additional conferences to ensure the best possible education for each student. Conferences are provided as needed by teachers or requested by parents. Please call the school office or send a note to your child's teacher to request a conference.

### **RELIGION CLASSES**

All students attending Catholic schools in the Diocese of Pensacola-Tallahassee are required to attend religion classes and religious activities included in the school day.

### **TESTING**

Every year students from grades 3<sup>rd</sup> to 8<sup>th</sup> take the Iowa Test of Basic Skills (ITBS) and a Comparison of Achievement and Cognitive Ability (COGAT) test. Periodic tests in all areas are administered at the discretion of the teacher. Grades 3, 4, 5, 6, 7 and 8 take the Achievement Test. Grades 3, 5 and 7 take the Cognitive Test.

### **LIBRARY BOOKS**

Library books are the property of the school, not the student. A fee will be charged for lost or damaged library books. Parents will be asked to pay the cost of the book plus a shipping, handling and processing fee. Students may earn points by reading a book and taking a computerized test via the Accelerated Reader Program.

## **HOMEWORK**

Homework is a valuable extension of the teaching program It can serve to reinforce material covered in a given lesson, or extend the lesson through creative thought or expression. To train students in necessary study skills, teachers will clarify the use of the homework assignment book, as well as check their use.

Homework is assigned for the purpose of extending classroom lessons, to extend the curriculum beyond school hours, and to foster and promote habits of independent study. Homework is usually given on week nights. Weekend homework may be given for enrichment purposes, for the purpose of making up work missed through absence or to reinforce concepts. The AVERAGE time spent per day on homework may vary according to the needs of each child. Some need less time and some need more time. The following gives an approximate average time:

Grades 1 & 2:	20-30 min.		
		Grade 5:	
		45-75 min.	
Grades 3 & 4:	30-45 min.	Middle	School:
	60-120 min.		

## **LATE ASSIGNMENTS**

In 4<sup>th</sup> through 8<sup>th</sup> grades, all assignments which are not turned in on time (day and hour) will be given a zero. If the student turns in the late assignment the following day, he will receive 50% of the original grade earned. However, if the student fails to turn in the late assignment the day after the assignment was due, he will retain a zero - no exceptions.

## **REQUESTS FOR HOMEWORK ASSIGNMENTS**

Requests for homework assignments must be called into the office before 10:30 AM. A message will be put into the home room teacher's mailbox and the parent or guardian may pick-up the work at the front office between 3:00pm - 3:15pm that same day. Your student may also get homework assignments from a classmate or from Homework Heroes--which is accessible through the school web-site. If you know in advance that you will be out-of-town please send a note to your child's teacher at least a week in advance. This will give them a chance to gather class work and home work which may be picked up prior to your trip. If your child has an extended illness please keep in contact with the teacher in order to pick up class work and home work as necessary.

## **TEXTBOOKS**

Textbooks are the property of the school, not the student. They must be covered at all times. (Covers for hardcover books must be removable... re: not contact paper.) Each student must have his/her name written inside each textbook. Payment will be required for books that are destroyed or damaged. Students are required to have text books in class each day. Consistent failure to have the textbook in class will result in disciplinary action.

## **PATS PROGRAM**

This is an enrichment program for which students have to be tested. It is the parents responsibility to see that children are brought to and from the PATS Center each week. These students are responsible for all material taught and all homework from their regular class. Students involved in the PATS program must maintain a B grade in each class and fulfill the expectations of their teachers.

## SUMMER READING PROGRAM

The summer reading program will be sent home each year at the beginning of June. Students will be required to read a minimum number of books and complete a book report or project on each book.

## HONOR ROLL

To recognize academic achievement in Grades 3 - 8, the Honor Roll will contain the names of those students who attain academic excellence. Students on the Honor Roll receive a certificate each quarter. Honor Points are awarded for the following academic subjects: English, Mathematics, Literature/Reading, Religion, Science, Social Studies, Spanish and Spelling, as well as, Art, Computer, Library/Media, Music and Physical Education. Grades are given the following numerical values:

A = 4 points      B+ = 3.5 points      B = 3 points      C+ = 2.5 points      C = 2 points

If a student cheats (academic dishonesty) or receives a "D" or "F" in any subject he/she is immediately disqualified from the Honor Roll for that Quarter. Additionally, students may be disqualified from the Honor Roll if they display unsatisfactory marks for Citizenship.

Grades are not merely an average of test scores. They reflect the student's daily work, class participation, attitude, test scores and extra work.

Grade Point Averages and Honor Roll Levels	
Principal's List	4.0
High Honors	3.5 - 3.999
Honors	3.0 - 3.49

## RETENTION

Realizing each child's individuality, the initial consideration in deciding pupil retention is what will be best for the child. The basis for retention should include: teacher judgement, attendance, academic progress, standardized test results, successful and timely completion of class assignments and daily observations.

A recommendation may be made for a summer school program or for 30-hours of tutoring by a certified teacher. A student who fails two (2) core subjects or accumulates more than 10 absences in a semester or 20 absences during the academic year, may be retained. A conference should occur between the teacher and parents when performance indicates the possibility of retention. The possibility of retention for academic reasons should be made known to the parents in writing after the issuance of the second report card.

Students who accumulate more than the allowed number of absences and are in danger of repeating due to this reason will be notified during the last quarter.

The final decision regarding retention rests with the Principal.

## DISCIPLINE POLICIES

Discipline in a Catholic school is another aspect of moral guidance. The purpose of discipline is to promote character formation and a school climate conducive to learning. The goal is to produce self-disciplined persons. Educational theory has proven that reinforcement of positive behavior is much more effective than the punishment of negative behavior. Thus, approaching behavior problems from a positive viewpoint and allowing the students to assume responsibility for their own actions is the method of discipline most effective in achieving this goal.

A Disciplinary Report (DR) will be sent home for conduct violations. These must be signed by a parent/guardian and the student and returned to the office the next school day before 7:45am. ***Failure to return the DR will result in an automatic Detention.***

## SCHOOL RULES OF BEHAVIOR

Students are to show respect at all times to:

Priest, Deacons, Administration, Faculty and Staff  
Playground Supervisors and Teacher Aides  
Library and Lunch Program Personnel  
Fellow Students

and any other people with whom a student comes in contact.

The following are unacceptable behaviors:

- \* Defiant and/or disrespectful attitudes, actions, speech and discourtesy.
- \* Students are to respect all property. Defacing, destroying or stealing property belonging to the school, parish, or other students is not allowed. Students and their parents are responsible for the cost of repair or replacement of any damaged property.
- \* Students are to demonstrate self-control in their actions and speech. Fighting, wrestling, pushing, shoving, spitting, and foul language are not allowed.
- \* The use, sale, distribution, or possession of pornographic materials, drugs (or drug paraphernalia), alcohol, or tobacco product is not allowed.
- \* The use, sale, distribution or possession of firearms and weapons is not allowed.
- \* Students are not to have i-pods, cell phones, cameras, CD's or CD players, or any type of electronic game on school property. Pokemon trading cards and other such games/cards should not be brought to school. Toys and games should not be brought to school.
- \* Threats against students, teachers and administrators, whether verbal or written, are always taken seriously. At the discretion of the Principal, the police may be notified. A written report of the incident will be kept in the student's file but not necessarily forwarded to another school. The parents of the student who was threatened will be notified.
- \* Violation of the Internet Acceptable Use Policy may result in Detention, Suspension or Expulsion

- \* Chewing gum is not allowed on school property.
- \* Students are not to ride bicycles, skateboards, scooters, roller skates, or roller blades on school property.
- \* The presence of a weapon on a person or in his/her possession on school property or at any school sponsored/endorsed function will not be tolerated. The weapon will be confiscated and the student is subject to immediate expulsion. Weapons shall be defined as and include, but not be limited to, the following: any type of gun; knives of any kind; chains; razor blades; ice picks or other pointed instruments; nunchakus; brass knuckles; billy clubs; or any instrument deliberately used or intended for use to inflict harm upon or intimidate any person.
- \* To maintain a safe and pleasant environment, students are not to litter, run in the halls or driveway, or loiter/play in the rest rooms.
- \* Students may not offer any items for sale on school grounds without proper authorization.
- \* Students are never to leave school grounds for any reason unless excused by a parental note.
- \* Academic Dishonesty is a serious offense (cheating) and includes purposely giving or receiving help on any test, quiz or assignment when specific permission to do so has not been given by the teacher. Students caught cheating will be placed on Suspension. Academic Dishonesty will result in a zero on the quiz, test or assignment.

At the discretion of the teacher, consequences for the violation of any school or classroom rules shall be given the same day. Typical consequences include a warning, detention, written assignments, and/or loss of certain privileges.

Serious offenses will result in a suspension and/or expulsion.

Failure to serve Detention at the appointed day and time will cause a second Detention to be given. Three Detentions within a marking period will result in a Suspension.

Parents or guardians shall be notified by a teacher via the Disciplinary Report (DR) when rules are not adhered to. Please refer to **APPENDIX A** in the back of this handbook for the current Diocesan discipline policy.

Middle School students will follow a more comprehensive discipline policy which is located in **APPENDIX C**

### Harassment / Sexual Harassment

Any form of harassment will not be tolerated at Sacred Heart Cathedral School. Harassment is defined as communication or conduct designed to reduce the dignity of the individual in the form of requests for favors, unwelcome teasing and other verbal or physical contact (can be written, physical, visual or verbal). Sexual harassment is any unwelcome advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature.

## SUSPENSION AND/OR EXPULSION

Suspension (either in school or out of school suspension) and/or Expulsion is a disciplinary action to be invoked at the discretion of the principal for violation of the rules listed below. The principal will decide the length of the suspension. It is the responsibility of the student to obtain assignments from his/her teachers for the period of suspension and to make up work and tests missed immediately upon returning to school. Multiple suspensions will become grounds for expulsion.

During Suspension a student must make up all daily assignments and tests. If a student misses a test during the suspended time the student must make up that test at a time convenient for the teacher. He/She will be penalized one letter grade for all work completed during the suspension.

Potential reasons for immediate suspension and/or expulsion, at the discretion of the Principal, include but are not limited to:

- \* Serious disobedience, insubordination or disrespect for authority
- \* Language or behavior that is seriously immoral, profane, vulgar or obscene
- \* Use, sale, distribution or possession of pornographic materials, drugs, drug paraphernalia, alcohol or tobacco products
- \* Being under the influence of alcohol or drugs
- \* Use, sale, distribution or possession of firearms and weapons
- \* Serious threat, Injury or harm to persons and/or any property
- \* Unauthorized absence
- \* Assault with, or possession of, a potentially lethal instrument or weapon
- \* Serious theft (stealing), dishonesty or cheating
- \* Fighting, wrestling, outrageous or scandalous behavior
- \* Three (3) Detentions per quarter
- \* Bullying, Harassment or Sexual Harassment
- \* Conduct that would reflect adversely on Catholic Schools or the Catholic Church

*During the week a Suspension takes place, a student is not permitted to participate in any school sponsored sports or social activities–this includes the weekend .*

The school retains the right to form an Individual Behavior Plan (IBP). This plan will state the behaviors the student is expected to adhere to with the help and guidance from teachers and parents. Once the plan is in place, a further Suspension could result in Expulsion.

## PROBATION

A student may be placed on probation for relatively serious or continued misconduct or for academic reasons. Probation gives a student a specified period of time in school in which to prove that he/she will obey the school's disciplinary and academic regulations. Probation is a trial period in which a student's behavior and/or academic progress is closely monitored.

If a student's behavior has not changed noticeably during the Probation period than a conference will be called to determine if the student will remain at Sacred Heart Cathedral School.

All first year and new transferring students will be accepted on a probationary basis for a six to nine week period. The purpose of this policy is to determine the student's ability to adjust to the school's philosophy and curriculum.

## EXPULSION

Sacred Heart Cathedral School reserves the right to dismiss any student at any time who fails to respect the regulations of the school.

If Expulsion is necessary, the following procedures will be followed:

The parents/guardians are warned in writing (via the Disciplinary Report), twice, about the offending behavior and the school sanctions for the behavior.

A conference is held with the parents/guardians, student, teacher(s) and principal to inform the parents/guardians that this final action is being considered unless there is an immediate change of behavior. The school retains the right to form an Individual Behavior Plan (IBP) indicating the goals and expectations for the student. There will be consequences for students who do not adhere to the Individual Behavior Plan (IBP). The Rector of the Cathedral shall be notified of the facts and the impending conference and given the opportunity to attend and to receive a report of the conference.

If improvement is not forthcoming, a decision shall be given at a second conference attended by the parents/ guardians, principal, Rector, and teacher(s). Any disagreement shall be referred to the Superintendent of Schools along with the students complete record.

A written record of the steps leading to the expulsion must be filed in the principal's office.

Full credit shall be given to the student for all work accomplished up to the time of expulsion.

Notice of the expulsion must be given to the Superintendent of Schools within seven days of such action.

**Removal from the school will normally follow a process of suspensions for serious offenses and/or probationary period, unless the actions of the student is injurious to the welfare of others, themselves, or the school as to warrant immediate expulsion.**

**SACRED HEART CATHEDRAL SCHOOL**

**We seek consistency in color and style for all of our students,  
therefore it is required that all uniform items be purchased through  
one of the following providers: Fontaine Apparel or Zoghby's Uniforms**

GRADE	UNIFORM	OUTERWEAR, SHOES, SOCKS...
Girls PK - 5th	White Cotton Peter Pan Collar Blouse <i>(wear with jumper)</i>  Plaid Uniform Jumper  Plaid Uniform Walking Shorts or Pleated Navy Dress Slacks <i>(must be worn with a plain dark color belt)</i>  White Polo with SCHS Logo <i>(wear with plaid short or slacks)</i>	<p><b>Approved Outerwear:</b> Available at Zoghby's: Ash Gray Sweatshirt with SHCS Logo</p> <p>Available at Fontaine or Zoghby's * Red Cardigan Sweater * Red Fleece Sports Jacket with SHCS Logo</p> <p><b>Classroom Wear:</b> Only SCHS approved outerwear (sweatshirt, fleece jacket or cardigan sweater) may be worn to school.</p> <p><b>Winter Weather Exception:</b> Heavyweight outerwear needed for <u>very cold days</u> may be worn to school but must be removed once the student is at school.</p>
Boys PK - 5th	Navy Blue Walking Shorts or Pleated Slacks <i>(must be worn with a plain dark color belt)</i>  White Polo with SCHS Logo	
Girls 6th - 8th	Plaid Uniform Skirt or Culotte / Skort  Hunter Green Polo w/ SCHS Logo  Girls Pleated Front Khaki Dress Slacks <i>(must be worn with a plain dark color belt)</i>  <i>8<sup>th</sup> Grade Girls - Do Not Purchase Gray Sweatshirt Class Will Raise Money To Order Hoodies</i>	<p><b>Shoes:</b> Athletic Shoe Not a Dress Shoe Not a Leather Mary Jane Shoe Solid <u>Black or White</u> or a Combination of Black &amp; White <i>(no other combination of colors is allowed)</i></p>
Boys 6th - 8th	Khaki Walking Shorts or Pleated Slacks <i>(must be worn with a plain dark color belt)</i>  Hunter Green Polo with SCHS Logo <i>(Short or Long Sleeve)</i>  <i>8<sup>th</sup> Grade Boys - Do Not Purchase Gray Sweatshirt Class Will Raise Money To Order Hoodies</i>  <b>PE Uniforms and Sweatshirts may be purchased at:</b> <b>Zoghby's Uniforms</b> <b>905 Daphne Avenue</b> <b>Daphne, AL 36526</b> <b>251-621-1903 Store</b> <a href="http://www.zoghbyuniforms.com">www.zoghbyuniforms.com</a>	
<p><b>Socks:</b> Plain White Girls or Boys Crew Sock or Girls Bobbie Socks w/ Single Cuff <i>(The quarter-cut is acceptable NOT the low-cut or no show)</i> Navy Blue or White Tights <i>(may be worn in the winter)</i></p> <p><b>PE Uniform - Middle School:</b> Failure to have the proper uniform is an automatic WARNING via the Disciplinary Report (DR). Three warnings will result in a DETENTION.</p> <p><b>Other:</b> Turtlenecks may not be worn.</p>		

## GENERAL DRESS CODE RULES

*General rules are presented so that there will be consistency with all students.*

Please monitor your children so that uniform violations don't become an issue.

**Label All Clothing** - All clothing and personal items **MUST** be labeled with child's name.

Good grooming contributes significantly to a person's physical health, to the realization of his/her dignity as a person and the general atmosphere of the school. It is important that students be appropriately dressed for each school day. Cleanliness of person and dress is expected at all times. Parents have the responsibility to see that their children wear only the regulation uniform purchased through our uniform vendors. The school reserves the right to determine whether a student's dress and appearance satisfy the school's policy.

The uniform rules are presented so that there will be consistency with all students for the school year. Fads, fashions or dress which disturb or distract from the learning atmosphere are unacceptable and are not permitted. If the uniform dress code is violated, the student will automatically receive a warning and may be required to call the parent to have the proper uniform item brought to school.

Uniform Violations will result in a **WARNING**. Three warnings will result in a **DETENTION**. The school reserves the right to have a student call home for other clothes if dress code guidelines are not met.

**PE Uniform** - The PE uniform is to be worn by middle school students at every PE class no matter what the uniform is for the day. This includes dress-up and casual dress days. Failure to have the proper PE uniform will result in a **WARNING**. Three warning items will result in a **DETENTION**.

**Shoes - Athletic shoes only - no leather or dress shoes.**

**Shoes must be solid White, solid Black or a combination of Black and White!!** The athletic shoe should be secured firmly and not allowed to "flop" – tie the strings or velcro tightly. No lights or character designs are allowed. A small, inconspicuous logo is allowed. No Heelys or wheeled shoes are allowed. Use a permanent black marker to mark over other colors.

**Socks** - Plain **White** Full Crew or Quarter Crew Sock!! The ankle must be covered. Students may **NOT** wear the **the low-cut (no-show) style**. No logo's!! No Lace or frills!! No cartoon characters!!

**T-shirts** - Only a plain white t-shirt or school PE shirt may be worn **under** the uniform shirt or blouse. The undershirt should not be visible at the neck or sleeves.

**Outerwear for Cool Weather** - Approved outerwear includes the SHCS Ash Gray Sweatshirt, Red Cardigan Sweater, or the Red Fleece Sport Jacket. Approved outerwear may be worn in class over the school shirt or blouse. No other coats, jackets or sweaters may be worn to school.

**Belts** - A proper size dark colored belt must be worn by all male students through the belt loops--**NO PANT CHAINS**. Girls in Pre-K - 5<sup>th</sup> who wear walking shorts must also wear a dark color belt.

**Pants - Uniform pants, PE shorts and jeans are to be worn at the waist at all times.** No baggy-style jeans or khakis pants are allowed. No low-rise or hip-hugger jeans, pants or shorts may be worn.

**Hair Color and Style** - Girls hair must be their natural color, combed neatly, styled appropriately and kept out of the eyes. Boys hair must be their natural color, properly groomed and is not to touch their shirt collar or eye brows, and should be neatly cut around the ear. Severe hair styles, lines cut into the hair, tails, spiked hair, shaved areas or hair styles associated with values contrary to the philosophy of the school are not permitted. **At no time during the school year should a student dye their hair!**

**Uniform Shirts and Blouses** - Shirts and blouses are to be tucked in as long as the student is on campus - this includes time before and after school.

**Length of Girl's Uniform** - The jumper, culottes and walking shorts should be no shorter than an inch above the knee. **Girls PE shorts must be worn modestly—they cannot be tight or short!!**

**Make-up is not allowed.** No make-up. No nail polish, false nails, tips or acrylic overlay. Students are not permitted to have a tattoo (real or wash-off) or any other markings on their body.

**Jewelry and Accessories** - Jewelry is not to be worn with the uniform. Exceptions and specific notations include: One ring may be worn. Wrist watches may be worn. No necklaces with the exception of a chain with a religious cross or medal. An ID bracelet for medical purposes may be worn. Girls may wear a small, matching pair of pierced earrings, worn at the earlobe. These should be stud or post style--no hoop or dangling earrings are allowed. Boys may not wear earrings at school. No ball-caps or hats.

## **CASUAL DRESS DAY (Includes Jeans)**

**Girls** in grades PreK - 4<sup>th</sup> may wear shorts.

**\* 5<sup>th</sup> - 8<sup>th</sup> girls may not wear shorts \***

All boys may wear shorts.

**Athletic shoes are required** on dress-up days when PE is scheduled **for middle school.**

No flip-flops, water shoes or beach shoes - sandals with a strap across the heel are okay

Nice shirt or blouse--no inappropriate, profane or worn out t-shirts

Shirts are to cover the midriff - no exposed skin is allowed.

No tank tops, spaghetti straps, low-cut or revealing apparel are allowed

**Dresses or skirts should be no shorter than 1" above the knee.**

No make-up or fingernail polish is allowed

Capri pants may be worn. No leggings or peddle-pusher shorts are allowed.

**Blue denim jeans may be worn in lieu of khakis.**

Parents - buy your child one pair of "old fashioned" jeans to wear at school.

**No** low-rise or hip-hugger jeans may be worn!

Boys jeans must be worn at the waist.

THE FACULTY, STAFF AND PRINCIPAL RESERVE THE RIGHT TO HAVE A CHILD CALL HOME FOR OTHER CLOTHES IF ANY OF THE DRESS CODE GUIDELINES ARE NOT MET.

If a student dresses improperly on a designated Casual Dress Day the school reserves the right to call the parent to bring a change of clothing. In addition, the student may be restricted from participating in “free” dress for the rest of the year.

## FINANCIAL POLICIES TUITION AND FEES

Tuition shall be charged for students attending the school to meet the current operating expenses, and to provide for the long-term viability of the school. Special fees are charged to defray the expenses of special activities. Those who claim to be participating Catholic parishioners must have a signed parish participation form on file to receive the Catholic tuition rates.

*The following are required fees:*

Tuition - Tuition is non-refundable.

Registration Fee - This fee is non-refundable and is due at registration.

Book Fee and Technology Fee - These fees are non-refundable and cover textbooks, workbooks, manipulatives, computer and technology fees including site licenses, hardware and software.

Returned Check or Late Payment Fee - A fee, per check, will be charged for returned checks. A late fee will be charged for payments made after the 10th of the month.

Capital Improvement Fee (CIF) - This fee is used to pay for renovations and upgrades to the school building and facilities.

F.A.C.T.S. (Fast Automatic Transfer System)

This service will allow automatic direct deposit of tuition payments into the school account.

Athletic Fees - These fees are determined by the Athletic Director and Principal in conjunction with the Catholic Youth Sports League (CYSL). All fees must be paid at the beginning of the sports program. Students will be required to maintain a "C" average to participate in the sports program.

Graduation Fee - 8th Grade and Kindergarten fee is for the diploma, programs, gifts and other expenses.

Other Costs - Standardized Testing, Accelerated Reader (AR), Science, etc., have been incorporated into the tuition.

Extended Care Program - Information and the fees associated with Extended Care may be found in the **Student Directory** and **Appendix B** of this handbook.

**ALL TUITION AND OTHER FEES MUST REMAIN CURRENT FOR STUDENTS TO TAKE MID-TERM EXAMS, FINAL EXAMS, RECEIVE THEIR REPORT CARDS OR GRADUATE. IN ADDITION, DIPLOMAS WILL BE HELD AND PERMANENT RECORDS WILL NOT BE MAILED UNTIL THE ACCOUNT IS PAID IN FULL AND ALL OTHER OBLIGATIONS HAVE BEEN MET.**

**\*\* ALL FEES ARE NON-REFUNDABLE \*\***  
**REGISTRATION, TUITION, BOOK, TECHNOLOGY AND CAPITAL IMPROVEMENT FEES**

**Sacred Heart Cathedral School**  
**Tuition and Fees for the 2009-2010 School Year**

Registration Fee	Returning Students .....	\$ 100
	New Students including Pre-K .....	\$ 150
	Late Fee for Current Families .....	\$ 150
Tuition	Per Student .....	\$ 4,550
Book Fee	Per Student .....	\$ 200
Technology Fee	Per Student .....	\$ 50
Capital Improvement Fee	Per Family .....	\$ 200
	<i>The Capital Improvement Fee (CIF) will be used for ongoing school renovations and improvement plans which are required for accreditation.</i>	
Graduation Fee	Kindergarten .....	\$ 25
	Eighth Grade .....	\$ 50

<b>Sacred Heart School Financial Assistance</b>	
Families New to Sacred Heart School	To be eligible for any financial assistance from the school or parish, you must complete the F.A.C.T.S. Grant and Aid Assessment Application. This application is available in the school office.
Catholic Parish Participation Grant	If approved, \$800 will be deducted from each child's tuition up to three children. <i>Note - New Cathedral parish families need to complete the F.A.C.T.S. Grant and Aid Assessment Application. If a financial need is indicated, money may be available through the Alumni Scholarship Fund.</i>
<b>Diocese of Pensacola-Tallahassee Financial Aid Opportunities</b>	
The Application for Financial Assistance is available in the school office.	
Education Foundation Grant	If you apply for Financial Aid you will begin paying the full tuition amount. Your <u>tuition will be adjusted</u> as soon as the Diocese notifies the school of the amount of aid you will receive - this is usually in September.
Black & Indian Grant	
<b>State of Florida Corporate Scholarship Opportunity</b>	
Children First Florida Scholarship	Students who are entering K5 and 1 <sup>st</sup> grade, or students who attended the entire 2008-2009 school year in a Florida public school are eligible to apply. This scholarship is based on financial need. <a href="http://www.scholarshipfunding.org">www.scholarshipfunding.org</a>
<b>Mackay Scholarship Renewal Information</b>	
Mackay Scholarship	The Diocese will re-new your child if they remain enrolled in Morning Star.
<b>George and Mary Kremer Foundation</b>	
Kremer Grant	This is a private foundation for needy children in Catholic schools.

## **TUITION PAYMENT**

The payment of tuition on time is very important since the school depends upon these funds for its financial operation. Tuition is due on the first of each month and is past due on the 11<sup>th</sup>. There will be a \$15 late fee charged for tuition payments not received by the 11<sup>th</sup> of the month. Failure to pay tuition by the end of the month will result in notification to the pastor and principal. You may be asked to remove your child from the school if your payment is in arrears for three months.

As members of a Christian community we are willing to reach out to those members who experience extenuating circumstances. However, it is your responsibility to contact the bookkeeper or principal to make them aware of your particular situation.

Families requesting financial assistance above and beyond the Parish Participation Subsidy or Education Foundation Grant, must see the bookkeeper and principal to request additional help. If money is available through the Alumni Scholarship Fund, you will be asked to complete the F.A.C.T.S. Grant and Aid Assessment Application.

## **PAYMENT OPTIONS**

Tuition may be paid by cash, personal check, cashiers check, on-line banking, credit card or PayPal. In addition, monthly payments may be made from your checking account, savings account or personal credit card through the F.A.C.T.S. Tuition Management Program.

## **AVAILABLE FINANCIAL ASSISTANCE**

Sacred Heart Cathedral School has a budget of more than \$1,350,000 with a per-pupil-cost in excess of \$4,550. Like almost everything, the cost of education continues to rise: we've added four Teacher Aids to our staff, increased teacher salaries and the cost of textbooks and consumable materials rise yearly. Sacred Heart offers you an affordable Catholic Tuition Rate to educate your child—the difference is made up from other income including the Lucky Hearts Club, Golf Classic and the Great Pumpkin Race. Any family may apply for tuition assistance depending upon their financial needs.

### **TUITION REDUCTION FOR SIBLINGS**

This is traditionally the rate reduction between the first and second or third child in a family. The sibling discount has been built into the tuition.

### **CATHOLIC PARISH PARTICIPATION GRANT**

To contribute financial assistance in the operation of schools, local Catholic parishes are providing a grant of \$800 per child to those parishioners who are registered and participating in that parish. In addition to living up to some basic Catholic responsibilities, your stewardship, which is the giving of your time, talent and treasure (the support of your parish through reportable income) is seen as your participation in the parish. Review your commitment to and participation in your parish. If you feel as though your family will qualify then complete and submit the Catholic Parish Participation Grant Application to your parish office for your pastor to sign. If the grant is not awarded then you will be responsible for the Full Tuition Rate.

### **DIOCESAN GRANTS** *(Black & Indian Grant and the Diocesan Education Foundation Grant)*

The Education Foundation Grant Application and supporting financial documentation must be completed and returned to the school office by published deadline. Eligibility and the amount granted is determined by the Foundation. Forms for these grants are available in the school office. Please read over the forms and follow the instructions. The *Application for Financial Assistance from the Diocese of Pensacola-Tallahassee* and the *Parent's Financial Statement Form* are due into the school office by the published deadline. This grant money is not distributed until after September 1<sup>st</sup>. You will need to pay the full tuition amount until your grant is approved and then the school office will reduce your payments accordingly.

### **GEORGE AND MARY KREMER FOUNDATION GRANT**

This is a private foundation for needy children enrolled in elementary Catholic schools. Sacred Heart School is notified in March if we will be eligible to participate in this program. Please contact the school office for an application. The deadline for applying for this grant is usually in May of each year. This grant money is not distributed until after September 1<sup>st</sup>. You will need to pay the full tuition amount until your grant is approved and then the school office will reduce your payments accordingly. Students in Pre-K and K5 are not eligible for these funds.

### **CHILDREN FIRST FLORIDA SCHOLARSHIP** [www.scholarshipfunding.org](http://www.scholarshipfunding.org)

This scholarship is one of the Corporate Tax Scholarships available in Florida. It is based upon income eligibility and the student must be an entering K5 or 1<sup>st</sup> grade student or must have attended the entire previous year in a Florida public school to qualify for 2<sup>nd</sup> thru 8<sup>th</sup> grades. In 2009 each eligible student will receive up to \$3,950 towards tuition and books. If you were on this scholarship last year you must go online to re-new beginning mid-February. New applications will be available beginning March 1<sup>st</sup> of each year. If you need help applying for this scholarship please call the school office at 436-6440, extension 4.

### **MACKAY SCHOLARSHIP** [www.scholarshipfunding.org](http://www.scholarshipfunding.org)

This scholarship is for special needs students. They must have attended the entire previous year in a Florida public school and have been eligible for services to get this scholarship. Scholarship notification comes from the Escambia County School District. At Sacred Heart, Mackay Scholarship students may attend our Morning Star Program but are not eligible to register in the regular classroom setting.

## GENERAL POLICIES

The School Calendar issued at the beginning of each school year gives the schedule of minimum days, special activities, holidays, and vacations for the entire year. Notification of any necessary changes will appear in the newsletter.

Students will be marked **TARDY** if they are not in the classroom **before the 7:45am bell rings**.

### DAILY SCHEDULE

Grades PreK - 8	
7:00am or after	Students may be dropped off at school by the office door
7:30am	Teachers to Classrooms
7:40am	Five Minute Warning Bell
7:45am	Tardy Bell / School Begins / Homeroom
7:50am	Morning Prayer and Pledge of Allegiance
8:00am	Instruction Begins
11:00 - 11:30am	Lunch - Grades - 3, 4, & 5
11:30 - 12:00pm	Lunch - Grades - Pre-K, K5, 1, & 2
12:15 - 12:45pm	Lunch - Grades - 6, 7, & 8
2:30pm	Announcements
2:40pm	Dismissal - Extended Care Program Begins
2:50pm	Final Bell - Students are out of the school building
3:00pm	All student's not picked up by this time will be checked into Extended Care

### SCHOOL GROUNDS SUPERVISION

Supervision of students in the classroom begins at 7:30am. Students may be dropped off after 7:00am for parents who have to go to work early. These students will be supervised in designated area until 7:30am. Children walking or riding their bikes from home will be supervised outside from 7:30am to 7:45am and 2:40pm to 3:00pm.

Students are NOT to be on the school grounds before or after these times unless directly involved in a supervised program or activity that is school sponsored/approved. Students on the grounds after 3:00 PM will be placed in the Extended Care Program which is provided by the school at the parents expense. More specific information regarding our Extended Care Program can be found in **Appendix "B"** of this handbook.

### CHILD ABUSE OR NEGLECT

Any teacher, school official or personnel who knows, or has reasonable cause to suspect, that a child is abused, abandoned or neglected by a parent, legal custodian, care giver, or other person responsible for the child's welfare shall report such knowledge or suspicion to the Department of Children and Family Service's pursuant to Florida Statutes 39.201 - 39.206 (2001) as well as to the diocese.

## **SCHOOL LIBRARY**

Every class has a scheduled library period. It is the responsibility of the students to return school library materials on the date due and in the condition issued. Fines are assessed for late, damaged or lost books. The fee for a lost or damaged book will be the price of the book plus shipping, handling and processing. Final report cards will be held until all fees are paid.

## **SCHOOL PICTURES**

Both individual and class pictures are taken each year. Specific dates will be noted in the school calendar/newsletter. Although the school provides this service, all payment, retakes, etc., is the responsibility of the company and parent/guardian.

## **FIELD TRIPS**

Throughout the year, students may be offered the privilege of field trips. Field trips are arranged as part of the instructional program and will be scheduled at the discretion of the teacher and principal. Parent volunteers who assist on field trips are needed to help supervise and assist classroom students.

No student has an absolute right to a field trip; students can be denied participation if they fail to meet academic or behavioral requirements. Each field trip requires an official parent/guardian permission slip in order for a child to participate in the field trip. Telephone calls cannot be acceptable in lieu of the permission slip. A Permission For Emergency Treatment Form must also be on file in case an emergency occurs during the field trip. Any expenses involved are the responsibility of the participant. The students who do not participate must report to school and receive sufficient assignments for the school day. The students are expected to behave in a way that is a credit to the school.

Transportation for field trips may be provided by volunteer parents/guardians. Every student in a car must wear a seatbelt. Any volunteer driving on a field trip **MUST HAVE**, according to diocesan policy, and for his/her protection also the school's, the following minimum insurance coverage:

Liability limit: per person	\$ 100,000
Liability limit: per occurrence	\$ 300,000
Property damage:	\$ 50,000
Medical coverage minimum:	\$ 1,000

Each volunteer driver must have on file in the school office: proof of auto insurance, a copy of their valid driver's license and a copy of their automobile insurance policy. Volunteer drivers are to be at least 21 years old and must be fingerprinted within the State of Florida / Diocese of Pensacola-Tallahassee.

## **HEALTH POLICIES**

One of the objectives of Sacred Heart Cathedral School is to promote the physical well-being and fitness of the students so as to have a safe and healthy school environment. All students enrolled in Sacred Heart Cathedral School must have a Florida School Entry Health Exam on file in the school office and a Florida Certificate of Immunization for polio, chickenpox, measles, DPT, Hepatitis, tetanus, mumps, varicella and rubella. Enrollment is not valid unless both are on file (HRS 680, & HRS 3040).

### **MEDICATION DURING SCHOOL HOURS**

Only Prescription medications may be dispensed during school hours by the staff of Sacred Heart Cathedral School. Over-the-Counter medications that may be dispensed include: Tylenol, Ibuprofen and Tums. Other medications may be dispensed if the parent/guardian comes to school to dispense the medication. When it is necessary for a student to take medication during school hours, these State directives must be followed:

- There must be a written statement from a physician detailing the method, amount and schedules by which such medication is to be taken. (Authorization for Dispensing Prescription Medication)
- There must be a written statement from the parent/guardian indicating the desire that the school assist the pupil in the matters set forth in the physician's statement.
- Medications in the original prescription container must be turned into the school office. Students are not allowed to have ANY medication on their person or in their desk.

### **HEALTH SCREENING TESTS**

Students in K5, 1<sup>st</sup>, 3<sup>rd</sup> and 6<sup>th</sup> grades participate in the following screening tests during the year: hearing, vision, height and weight. 6<sup>th</sup> grade is also screened for scoliosis and hypertension. If necessary, scalp/hair checks are completed to check for lice.

### **HEALTH EDUCATION**

Health education is provided through classroom instruction and special programs designed to meet the needs of the developmental stages of the students.

### **ILLNESS AND INJURY**

Parents/guardians will be contacted immediately for information and instructions. If the parents/guardians are not available, the Emergency Form shall be consulted for directions. 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 will arrange for the student to receive treatment from a doctor, hospital or emergency care personnel.

### **IMMUNIZATIONS**

All students must present proof of having had the immunizations as required by Florida state law before being admitted to classes.

## **Policy for Acceptable Use of the School Network and the Internet**

### **Description of a LAN**

A LAN or Local Area Network is a group of computers that are connected in such a way that files and other resources (printers, scanners, Internet access, etc...) can be shared between them. Sacred Heart School has a LAN that allows computers inside the main school building to share information and resources.

### **Description of the Internet**

The Internet is a global network of networks. Educators, businesses, the government, the military, organizations and private individuals use it. In schools and libraries the Internet can be used to educate, inform, communicate and entertain.

### **Content of the Internet**

Users and parents of students must understand that neither Sacred Heart School, the Diocese of Pensacola-Tallahassee, nor any employee of the school or diocese controls the content of the information found on the Internet. Some of the information may be controversial or even offensive to some individuals.

### **CIPA (Children's Internet Protection Act)**

The Children's Internet Protection Act was signed into law in December 2000. This law states that any school or library that receives e-rate funding must maintain an Internet Safety Policy that includes the use of filtering or blocking technology to prevent children from being exposed to obscene content. Sacred Heart School does use a hardware device in conjunction with filtering software in an effort to protect our students from inappropriate content. However no solution is perfect and there exists a slight chance that our students could access objectionable material.

### **Appropriate Use of Networks and Internet**

Teachers and school personnel will endeavor to educate children about responsible, efficient, ethical and legal use of the Internet. Sacred Heart School encourages parents to provide guidance on appropriate use of the Internet at home, just as they would for other types of media. **Use by students should be in support of education and research consistent with the educational objectives of Sacred Heart Cathedral School.**

**Access is a privilege – not a right, and it entails responsibility.** Students are responsible for good behavior on the school computer network and the Internet just as they are in a classroom or school hallway. Access to network services is provided for students who agree to act in a considerate and responsible manner in compliance with the Acceptable Use Policy. **Parental permission is required for a student to be granted Internet access and must be renewed every year.**

### **Student Responsibilities**

- ✓ Users may not use the network for financial or commercial gain.
- ✓ Users will get teacher permission for all subscriptions to newsgroups, list-services, and similar files.
- ✓ Student users are not to use the network for wasteful or frivolous purposes such as playing

- ✓ games or downloading music for personal use.
- ✓ Student users may be required to log use of the network.

### **Obscene Material**

- ✓ Users will not use the network for any illicit, immoral or illegal purpose. If users are found to have violated this rule, network access will be terminated and other disciplinary measures will be taken in accordance with school policy. If illegal activity is found to have taken place, the appropriate authorities will be notified.
- ✓ Students may not knowingly receive or access material containing pornographic or obscene material, inappropriate information, or text-encoded files. If inappropriate material is received the user should immediately turn off their monitor. Users must report all inappropriate materials (solicited or unsolicited) to their teacher.

### **Courteous Behavior and Privacy**

- ✓ Do not use the networks to harass, insult, degrade, demean or attack others
- ✓ Use appropriate language
- ✓ Do not reveal personal information (ex. Full name, address, school or phone number) or those of other students, teachers or staff.
- ✓ Note that the network is not private, system operators have access to all e-mail, files, personal web pages stored on system servers or workstation. System operators have the authority to delete any files necessary for storage reasons or due to inappropriate content.
- ✓ All files and programs on the computer belong to someone. Users may not copy, modify, erase, rename or make unusable anyone else's files or programs.
- ✓ Do not use others' passwords.

### **Illegal or Destructive Activity**

- ✓ Users may not intentionally introduce a computer virus, and should take proper care that no computer viruses are introduced into the system through a user's negligence.
- ✓ Users may not copy copyrighted software owned by Sacred Heart School. It is generally illegal to copy any software that has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.
- ✓ Users will not attempt unauthorized access (hacking / cracking) of any file or computer on the school network or the Internet. This includes attempting to log on through another person's account or access another person's files. It also includes any attempts to disrupt any computer system performance or destroy data on any computer system.
- ✓ Users will not use text, graphics, sound or animation in messages or in the creation of web pages, reports, research papers or other projects without displaying a notice, crediting the original producer of the material and stating how permission to use the material was obtained.
- ✓ Users will give credit for research sources in the MLA (Modern Language Association) format as taught in Language Arts class, the library and in the computer lab.

### **CyberBullyng and At-Home Use**

Accessing or participating in any social networking website (i.e. MySpace) which maligns our school, faculty, families or students will result in consequences which may include Suspension or Expulsion. If a slanderous posting is brought to the attention of the school, whether this posting was made on campus or on an off-campus computer, then Sacred Heart Cathedral School has a right to take disciplinary action. Cyberbullying will be dealt with and mean or libelous postings will not be tolerated.

**INTERNET ACCESS / E-MAIL PERMISSION FORM**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and principal will deem what is inappropriate use.

**Individual Access** - The Internet is used in grades 3-8 for school research projects. In addition, students in grades 4-8 will be assigned filtered e-mail accounts for use at school. Correspondence from these accounts will be filtered for inappropriate language and content. Currently this service is provided by KidBits. Student Internet access is supervised and filtered by our firewall (WatchGuard) which uses a subscription list of inappropriate sites.

Students will be issued a confidential login name and password. They will be held accountable for all actions that occur under this login and password. If a student shares their password or login with a friend and their friend uses the computer in an unacceptable manner, then both students will face the consequences of that action. If the student requests a password change, it is the students responsibility to report the new password to Mrs. Forte. If inappropriate language or content is discovered disciplinary action will take place.

**Network Etiquette** - Your child is expected to abide by the generally accepted rules of network etiquette which include but are not limited to the following:

- a. Use appropriate language. Do not swear, use vulgarities or any inappropriate language. Illegal activities are strictly forbidden.
- b. Do not reveal your age, the school you attend, the personal address or phone number of students, teachers, staff or yourself.
- c. Be polite. Do not be abusive in any postings on the Internet.
- d. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

**Social Networking Sites / E-Mail** - Accessing or participating in any e-mail conversations or social networking websites (i.e. MySpace) which maligns our school, faculty, families or students will result in consequences which may include Detention, Suspension or Expulsion. If a slanderous posting is brought to the attention of the school, whether this posting was made on campus or on an off-campus computer, then Sacred Heart School reserves the right to take disciplinary action. **Cyberbullying** will be dealt with and mean or libelous postings will not be tolerated.

**For the student (grades 3rd - 8th):**

I understand and will abide by the SHCS Internet Acceptable Use Policy. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary actions, and/or appropriate legal action may be taken.

Student Name (please print) \_\_\_\_\_ Grade: \_\_\_\_\_

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

**For the parent or guardian:**

As the parent or guardian of the student listed above, I have read the Internet Acceptable Use Policy. I understand that although the Internet in general provides a vast resource of material that serves educational purposes, it is possible to access material that may be considered inappropriate. I also understand that the Internet is an open network that is not self regulated and that student access will be supervised by teachers. However, I also recognize it is impossible for SHCS to restrict access to all controversial sites. These sites will be blocked as soon as they are brought to the attention of the system administrator.

I hereby acknowledge that any use of telecommunications services for cyberbullying, or for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited and that violators will be held accountable and be subject to disciplinary measures. I understand that the Diocese of Pensacola-Tallahassee assumes no liability for the content of any advice or information acquired over the Internet, or any cost or charges incurred from this advice or information.

Parent or Guardian Name (please print) \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

**Permission for School Internet Access and E-Mail Account:**

**If no selection is indicated, it will be interpreted as YES and your child will be allowed to access the Internet.**

[ ] NO I will not allow my child to participate in classroom activities and research which involve accessing the Internet.

[ ] YES I hereby grant permission for my child to be allowed to participate in classroom activities and research which involve accessing the Internet.

Parent or Guardian Name (please print) \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Revised: August 1, 2009

**LUNCH PROGRAM**

## CAMPUS CUISINE

This year we will again utilize the services of “Campus Cuisine”. They will organize the delivery of lunch from local restaurants in the Pensacola area and collect all monies associated with lunch orders. Campus Cuisine’s on-line ordering process provides many flexible options. Choose to order from one to five days per week. You may place orders weekly, monthly, or by session.

**NOTE– You must place the on-line order before 11:00am the day before your child needs lunch.**

The menu items and ordering may be accessed online at [www.campuscuisine.net](http://www.campuscuisine.net)

If you do not have access to the internet you will need to drop by the school office to place your child’s lunch order.

Milk and juice will be available for purchase directly from the school. Students are called upon to respect the volunteer parents/guardians who give their time to help at lunch.

## **Campus Cuisine Independent Lunch Service**

Dear Students and Parents:

“Campus Cuisine” is pleased to offer our lunch service at Sacred Heart Cathedral Academy. We deliver specialties from local restaurants, often at less than retail prices. Menu selections include nutritious, child friendly foods that won’t get “traded or trashed”. When children are excited about their lunches, we achieve our most important goal, which is for students to return to class well nourished, satisfied and eager to learn!

Campus Cuisine's online ordering process provides many flexible options. Choose to order from one to five days per week. You may place orders weekly, monthly or by session and as little as one school day before. Changes and cancellations may also be made online, up until 11:00am the day before.

Please visit our website at [www.campuscuisine.net](http://www.campuscuisine.net) to place your orders for the 2009/2010 school year. SACRED HEART'S MENU WILL BE AVAILABLE FOR ORDERING ON JULY 15, 2009. The session dates are listed below.

Session 1	8/17/2009 – 12/17/2009
Session 2	1/5/2010 – 5/27/2010

Please click on the HELP button for an overview of how to use the system or follow the steps below. If you need further assistance, call at 404 876-6496 or email [kathryn@campuscuisine.net](mailto:kathryn@campuscuisine.net). Please do not call the school.

Step 1 – New customers should click on “Register” and “Customer Sign-up” to create your family profile, user name and password. **The ACCESS CODE is: lunch101**

Step 2 - “Log in” and add a student profile for each child. These must be recreated at the beginning of each school year.

Step 3 - Click “Place Order” and select a child to begin ordering. Orders and changes must be placed by 11:00am the school day before. **YOU MAY VIEW AND PRINT THE MENU AFTER SELECTING THE CHILD.**

Step 4 - Start with Mondays and proceed through the weekdays by clicking “next”. If you choose to order weekly, the best time is Thursday afternoon or Friday morning, when you only see the following week's dates.

Step 5 – Payment options include VISA, MC or AMEX. Previous credits will be applied. **You may also mail a check in advance and place orders using your credit.**

Step 6 – Return to the login screen & click on the student's name to view or print your orders. Current orders can be seen anytime by clicking on the student's name.

## OFFICE POLICIES

### ATTENDANCE

Regular attendance at school is compulsory. **If a student is absent, the parent or guardian must call the school office before 9:00 AM.** If a student reports to school after 10:45 AM, the student is marked absent for the entire day. If a student leaves school before 10:45 AM and does not return that day, the student is marked absent for the entire day. A student may NEVER leave school alone during school hours.

Upon returning to school the absentee must provide the teacher with a written excuse. The excuse should include the following: students name, date of absence, reason for absence, date excuse was written and parent signature. ***Absences in excess of ten (10) days per semester may lead to retention in that grade.*** The Principal will make the final decision.

Parents/guardians are urged to schedule routine appointments (e.g., medical and dental) for their children AFTER SCHOOL HOURS so as not to disrupt the instructional program. Extended vacations are strongly discouraged. If vacations are taken during school, tests and missed assignments are the STUDENTS responsibility. Teachers should not be expected to provide tutorial help for the time missed. Primary teachers will provide assignments.

### REQUESTS FOR HOMEWORK ASSIGNMENTS

**Requests for homework assignments must be called into the office before 10:30 AM.** A message will be put into the home room teacher's mailbox and the parent or guardian may pick-up the work at the front office between 3:00pm - 3:15pm that same day. If you know in advance that you will be out-of-town please send a note to your child's teacher at least a week in advance. This will give them a chance to gather class work and home work which may be picked up prior to your trip. If your child has an extended illness please keep in contact with the teacher in order to pick up class work and home work as necessary.

### TARDINESS

Students not in their home room class **before the 7:45 AM bell are considered tardy and must report to the office** to obtain a tardy slip in order to gain admittance into class. Parents must come into school in the morning to sign their tardy child into school. Parents may not escort the child to the classroom after the 7:45 am bell. The school day begins at 7:45 am and the teacher should not be interrupted after this time.

**\*\* Excused Tardy for Medical Purposes \*\*** You must bring a note for your child's medical appointment from the doctor's office for the tardy to be excused.

***Tardiness will result in a detention being served for every five (5) tardies per marking period. Students in grades PK, K5, 1 and 2: 5 tardies equals 5 lunch detentions (missing lunch recess)***

### TRANSFERS AND WITHDRAWALS

If a child transfers to another school during the course of the school year, the parent/guardian is to inform the principal at least one week before the transfer. This allows the necessary time to complete the office work needed for the transfer. All records will be forwarded to the new school upon the request of the new school. All tuition and fees need to be paid in full prior to the transfer and release of academic records. At the end of the year records will be mailed after school is out for the summer and teachers have had time to mark the permanent record card.

## MESSAGES AND DELIVERIES

All communications and deliveries for students and teachers must be made through the school office. Messages for students and teachers will be announced at the end of the day or delivered at a time that does not disrupt classroom activity. **Messages for students should be called into the school office before 1:30pm.**

**PE Uniforms, homework, papers, projects, etc. will not delivered to the classroom.** It is your child's responsibility to check with the office if you are bringing in forgotten items.

If a parent/guardian wishes to contact a teacher they may either write to the teacher directly, e-mail the teacher via Power School or call the office requesting that the teacher return the call. Parents/guardians and students are not to contact teachers at their homes.

If you're dropping off your child's lunch please make sure their name is written clearly on the lunch box and leave it at the office window.

## TELEPHONE USAGE

Telephone calls are highly discouraged for students. Students will only be allowed to make phone calls in an emergency situation. Students may use the phone in the office during the day for **emergency purposes** only if a phone pass has been given by the teacher or if required to call because of a uniform violation or disciplinary problem. Calls will not be made for forgotten items (PE clothes, homework, lunches, etc...). **Phone calls will not be made to arrange after school activities. Arrangements for these events are to be made prior to the school day.**

We wish to support you in your efforts to make your children responsible for their own belongings and activity schedules. If a student must make a telephone call, it will be done before school begins, during their lunch period, or at the end of the day. Students will be charged \$ .25 to use the office phone during the day.

If you need to talk to your child during the school day and feel you cannot leave a message with office personnel, your child will be called to the office at a time that is convenient to the teacher, office and other students.

## PARENT'S NEWSLETTER AND ON-LINE ANNOUNCEMENTS

A parent newsletter is e-mailed bi-monthly. This newsletter contains calendar information, classroom information, the lunch program for the month and important announcements. In addition, other e-mails will be released with pertinent information. Your e-mail address is needed for you to receive our school newsletter and other school news.

## VISITORS

For security reasons, the outside doors will be locked at 7:45 AM. **All visitors (volunteers, parents, and others) must enter school through the door by the office and sign-in at the office.** Visitors are never to go directly to a classroom without permission. Parents may only visit a classroom if prior arrangements have been made and the teacher has agreed to the visitation. Parents and visitors should never enter school through the Library or Middle School outside doors.

Following insurance regulations, a SECURITY DOOR was added in the hallway outside the office. No one should pass through the security door without permission from the office.

## POWER SCHOOL

The PowerSchool Web Portal offers parents the ability to access and review their students' grades and attendance information online. At the beginning of each school year, parents are given a **Confidential ID and Password**. You will need these to access the web portal and see your child's information. Please keep them confidential to protect your child's information.

We no longer mail Progress Reports home. You must log into the PowerSchool web portal to review your child's grades and progress.

If you do not have Internet access, you may bring your child's login information to the school and use one of our computers. If this is not feasible due to work or transportation issues, and if you have no other means of logging into PowerSchool, you may send a written request for a paper report to the office.

### USING POWERSCHOOL

To log into the web portal go to this Internet address: <http://powerschool.ptdiocese.org>

In the Username box, enter your child's Confidential ID. In the Password box, enter the password provided for your child. **User Names and Passwords are case sensitive!**

Your student's name and grade will be displayed at the top of the screen. The menu bar will allow you to navigate to screens that are available to you on the web portal.

#### Grades and Attendance

When a category or assignment is listed in blue, you may click on it to get more information. Click on a grade to see a list of assignments and tests that make up that grade. Click on the number of tardy days or absences to see a list of dates that make up that total number.

When viewing assignments you may see some of the following special grading characters:

- 0** - Unrecorded Incomplete assignments.  
(Assigned work has not yet been collected or has not been graded)
- X** - Exempt Student has been excused from completing that assignment
- #** - Zero Grade of zero for work that was not handed in
- ^** - Zero Grade of zero for assignments missed due to a suspension  
(Not applicable to Sacred Heart Cathedral School.)

Both an attendance summary and daily attendance for the most recent two weeks are available on this screen.

### **Grades History**

This screen allows you to see final grades from previous quarters, but individual assignments from previous quarters are not available.

### **Attendance History**

This screen allows you to view attendance for the entire quarter. A legend at the bottom of the window explains the attendance codes that are used.

### **Email Notification**

This option allows you to elect to have an email copy of your child's grades or attendance sent to you via email. You can select how often these emails are sent.

Please note these considerations about email notification:

- a. Emails are generated by the PowerSchool server and are not as "reader friendly as using the web portal.
- b. Enter you email address properly to prevent undeliverable mail
- c. If you elect to be sent a detailed report showing all assignment scores for each class, and you elect to receive them daily, you could be sent up to 14 separate emails every day.
- d. If you use a web mail account (i.e. Yahoo or Hotmail), please check and empty your mailbox regularly to that you have room for PowerSchool messages. If your mailbox is full, your PowerSchool mail will be undeliverable.

### **Teacher Comments**

Teachers will update and enter comments before every report card. At other times, comments will be used as needed.

### **School Bulletin**

The School Bulletin contains important announcements and reminders. Additional or more detailed information about school events, policies, etc... are available on the school website [www.shcs.ptdiocese.org](http://www.shcs.ptdiocese.org)

### **Notes about your Login**

Logins may be disabled during the week prior to the ending of the quarter, but will reopen the week following report card distribution. Logins may also be disabled due to financial delinquencies.

### **Communicating with Teachers**

Clicking on a teacher's name will allow you to send an e-mail to that teacher. Urgent messages should be communicated by telephone or note via the office. Parents must include a relevant subject line in all e-mails. Please keep email communications brief and to the point - teachers are bust teaching and planning class and have little time to read and answer multiple emails. **Do not forward jokes or chain letter type e-mails to teachers!**

Students are responsible for assignments and due dates, please do not contact teachers about forgotten or missed assignments. Parents of students who are absent should contact the office prior to 10:30am to have assignments collected and sent to the office. Homework may be picked up between 3:00pm - 3:15pm at the office.

## **RELIGIOUS EDUCATION**

Our school community gathers every Friday for the celebration of the Eucharistic Liturgy. Weekly participation in the Liturgy by every family in the school community is necessary if the spiritual formation of the child is a priority. Student body liturgies are celebrated every Friday and Holy Days of Obligation at 8:15 AM. Parents and friends are welcome to attend these liturgies!

### **Sacramental Preparation**

The initial reception of the Sacrament of Reconciliation (Penance) and Holy Eucharist are an integral part of the Second grade religion curriculum. Students will receive these sacraments for the first time in their respective parishes. A list of the students is sent to the pastors who will then be in contact with the parents as to dates, etc.

The Sacrament of Confirmation is a one-year program in the Diocese. All preparation for this sacrament is done through the parish religious education program.

### **Reconciliation Services**

The Sacrament of Reconciliation (Penance) is made available to students at intervals throughout the year. It is recommended, that parents/guardians encourage their child(ren) to receive the Sacrament of Penance regularly.

### **Devotion to the Sacred Heart**

Devotion to the Sacred Heart has a special place in the spiritual life of the teachers, staff and families of Sacred Heart Cathedral School. The Enthronement of the Sacred Heart is celebrated each year within a Eucharistic liturgy or within a para-liturgy.

### **May Crowning**

A special May crowning is celebrated each year honoring the Blessed Mother.

### **Altar Servers**

Students in 3<sup>rd</sup> through 8<sup>th</sup> grade can become an Altar Server. These individuals go through a training session at the beginning of the school year. They are expected to dress and act appropriately in order to have the privilege of serving.

## **SAFETY POLICIES**

The Sacred Heart Cathedral School Administration shall take all precautions to ensure the safety of the students, both on the school grounds and within the immediate vicinity of the school. While at school, and school-sponsored activities, the students are covered for accidents by a reputable insurance company. This program is mandated by the diocese.

### **SAFETY DRILLS**

Fire drills (3 short bell rings) are held once a month. Hurricane, severe weather drills and emergency evacuation drills ( 1 long 2 short bell rings) will be held as needed. All students and any adults on the campus must participate. Students must strictly follow the directions of the teachers during these drills.

### **SAFETY EDUCATION PROGRAMS**

Safety Education Programs, conducted by various local public agencies, are provided when available (DARE, EMS, Firehouse, CDAK, etc...).

### **NORMAL DISMISSAL PROCEDURES**

All students are expected to be picked-up through the car-line.

On a regular dismissal day all students must be picked up by 3:00pm. Please place your **Family Name Card** in the driver's window of your vehicle. If someone else is picking up your child please make them aware of the pick-up procedures. No children are to wait at the city park or any other place outside of school property. Students not picked up by 3:00pm will be placed in the Extended Care Program.

At 2:30pm all students will return to their homeroom to pack their book bag and finish writing homework assignments in their agenda book. During homeroom the students will also participate in afternoon prayer and listen to the afternoon announcements. At 2:40pm the dismissal bell will ring and the first group of students will be called to the parking lot for dismissal. All students must enter their car on the passenger side - no student should walk in front of any car in the car-line.

Students are not allowed to be pulled from the dismissal line -- it is dangerous for both you and your child. We also ask that you do not enter the building to go down to the classroom at dismissal because all of the children will be heading outside to the parking lot.

Occasionally a situation occurs (medical appointment) when the student must be picked-up early. Please come to the office before 2:30pm for early dismissal.

### **RAINY DAY DISMISSAL PROCEDURES**

All students will be picked up under the canopy at the main entrance--the door by the office. If the rain is especially heavy, you may check out your child early by coming into the office and signing him or her out.

**Your Family Name Card should be visible from the driver's window of the car.**

### **EMERGENCY CLOSING**

The Catholic Schools will follow the lead of Escambia County School announcements regarding an emergency closing. Announcements will be made on the radio (WCOA 1370 AM) and TV stations (Channel 3).

For special announcements an emergency telephone chain will be used. Parents or emergency contacts will be called by office personnel or a parent volunteer.

### **BICYCLE SAFETY**

Students are to walk, never ride, their bikes on school property, including the exit route from the bike rack and in the parking lot. Students are required by law to wear a helmet when riding a bike.

All bikes must be locked individually inside the bike rack. The school is not responsible for bicycles that are damaged or stolen from the school grounds.

### **DRIVING ON FIELD TRIPS**

Volunteer drivers must complete and sign the Volunteer Driver Form. In addition, photocopies of the volunteer's driver's license, verification of insurance for the vehicle and vehicle registration must be submitted with the form.

During a field trip the drivers must go directly to and from the stated location of the field trip. No additional stops are authorized by the school or diocese.

The driver and all passengers must use a seatbelt while being transported during field trips. Diocesan insurance requirements for drivers are noted under the General Policies Section of this Handbook.

## STUDENT ACTIVITIES POLICIES

To further the development of each student, Sacred Heart Cathedral School provides a variety of activities which are designed to promote the religious, social, and physical development of the students.

### SOCIAL ACTIVITIES

Holiday parties are permitted for Fall Festival, Christmas, Valentine's Day, Big Buddy / Little Buddy celebrations and at the End of the Year. It is the teacher's responsibility to contact the Room Parent well in advance and to set the parameters of the celebration. **These parties should be simple, appropriate and within an acceptable time frame.** The principal must be informed as to the day and time of the party. Treats for special occasions (e.g., birthdays) may be sent to school with students and will be distributed by the teacher.

Any social activities occurring after school hours are the responsibility of the parents. Party invitations must never be given out at school because this invariably causes hurt feelings. (Exception: when the entire class is invited.)

### EXTRA-CURRICULAR ACTIVITIES

(Subject to change each year...)

Student Council	Chorus	Middle School Youth Group
Speech and Writing Contests	Beginning Band	Soccer (city league)
Spelling Bee	Advanced Band	Baseball (city league)
Scouts	Football	Swimming (city league)
Art Related Activities	Volleyball	Diving (city league)
Computer	Basketball	T-Ball (city league)
Cheerleading	Softball	
Science Fair	Track & Field	
Religion Fair	French	
History Fair		

All activities for use of the Parish Hall must be cleared with the parish office at 438-3131.

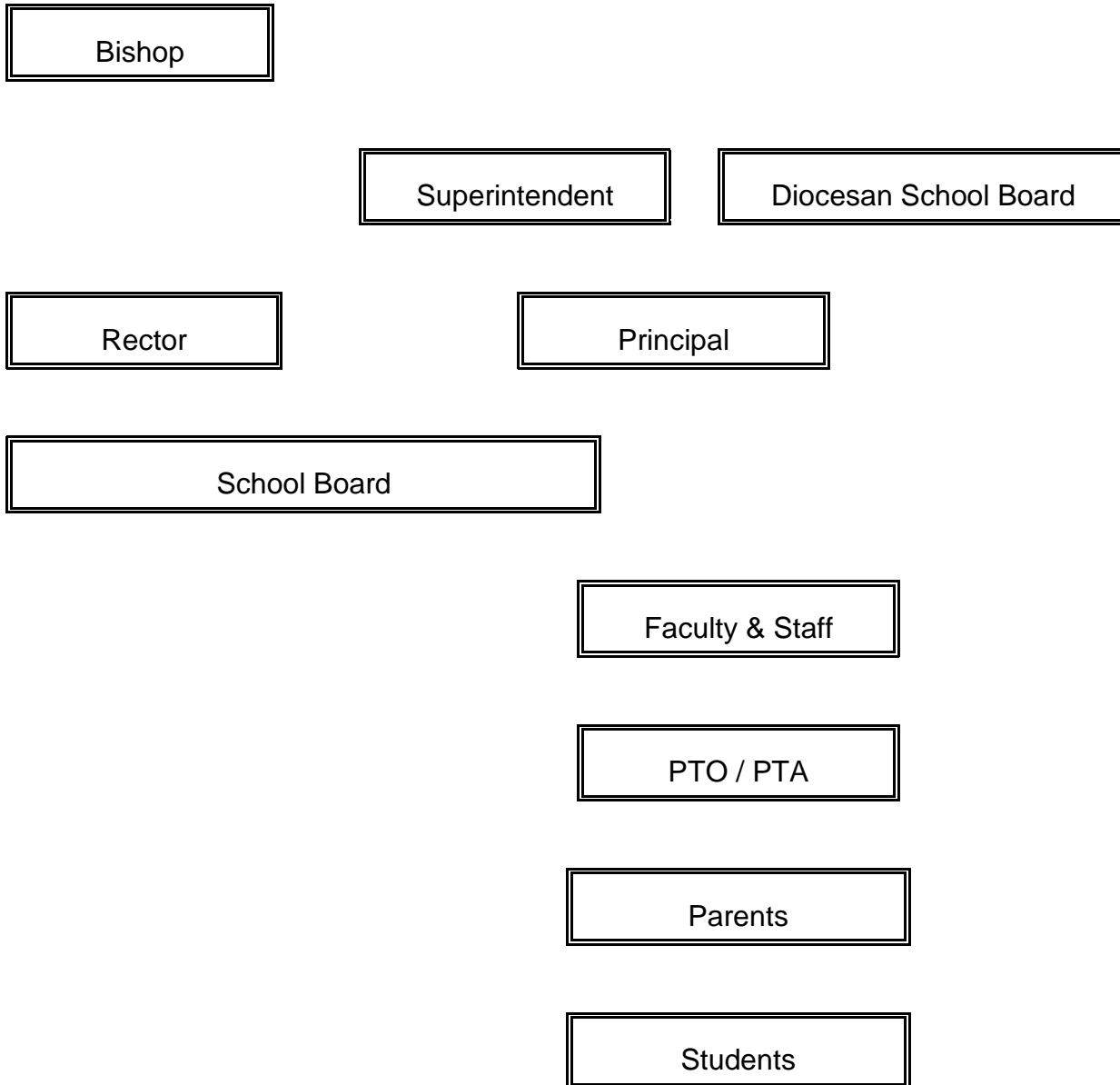
All activities using the School Gym must be cleared with the school office at 436-6440, ext. 4.

It is impossible to include in this handbook all the possible guidelines necessary to deal with the many and various situations that present themselves throughout the school year. As parents/guardians and educators whose primary interest is the total education of each individual student we must be accepting of the regulations that are noted beyond the pages of this handbook. The handbook serves as a general guide in establishing order and in fulfilling the philosophy of our school.

Disagreements will inevitably arise. It is important, however, that we as Christians deal with these situations in the proper manner. If a disagreement presents itself, the parties involved should first be consulted. If a general understanding of the matter is not acceptable to both parties only then should another party be consulted.

The organizational chart shows lines of primary responsibility. As such, it is designed to be used when needed to clarify relationships in case some question arises.

# ORGANIZATIONAL CHART



## Harassment / Sexual Harassment

Any form of harassment will not be tolerated at Sacred Heart Cathedral School. Harassment is defined as communication or conduct designed to reduce the dignity of the individual in the form of requests for favors, unwelcome teasing and other verbal or physical contact (can be written, physical, visual or verbal). Sexual harassment is any unwelcome advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature.

Forms of harassment include but are not limited to the following:

1. demeaning comments
2. repeated annoyance
3. creating an intimidating, hostile, offensive or unsafe environment
4. suggesting or demanding involvement, accompanied by implied or explicit threats
5. jokes of a demeaning or sexual nature
6. touching
7. showing of sexually explicit pictures, cartoons, etc.
8. requesting sexual favors
9. laughing about sexual references
10. passing on stories about others (true or untrue)
11. impeding or blocking movement
12. demeaning or obscene notes, letters or invitations
13. visual leering
14. inappropriate gestures
15. any act of retaliation against an individual who complains of harassment
16. other harassment, not stated, as noted by teachers, staff or Principal