

## Sacred Heart Catholic School

### Introduction

This handbook has been compiled and published for parents and students under the authority of the Pastor of Sacred Heart Parish. It has been written to answer frequently asked questions regarding the operation of the school. As questions arise throughout the school year, please refer to your handbook. If additional information is needed, please contact the school at (505) 325-7152.

Particular regulations may be modified if determined necessary by the Pastor who is the final arbiter in all matters pertaining to the operation of Sacred Heart Parish and School.

For any difficulties or problems encountered with policies or school regulations, please see the section titled, "Grievance Procedures."

### Disclaimer

Not all situations can be covered in a handbook. **Sacred Heart Catholic School reserves the right to add or delete policy as necessary to accommodate extraordinary situations that may arise during the school year.** Parents and students will be made aware of changes.

Simply through enrollment at Sacred Heart Catholic School, parents and students enter into a covenant with the school and agree to the terms of this handbook.

### Academic Structure

#### *Leading the way as parents*

**The home is the first and most important school. No teacher can ever substitute for you. Your children are cheated if you shift your obligations of home training to the teachers.**

School staff members recognize your responsibility to:

- Support a curriculum which gives due preference to the essentials of intellectual achievement and Catholic faith, morals, and values. Live a full Catholic life by Sunday Mass attendance, daily family prayer, Christ-like generosity and sharing of gifts and talents;
- Show a continuing interest in the progress of your children at school. Keep in touch with teachers and participate in school affairs through parent-teacher conferences and volunteer when possible;
- Impress on your children early in life that a complete education includes training the will as well as the intellect;
- Teach your children to cultivate their study habits through completion of homework and the effective use of their time. Make available a place in which to work without interruption;
- Encourage your children to view educational and/or quality programs which will broaden their educational scope. Programs subject to parental discretion (i.e. independent reading) should be viewed by an adult and child to insure the opportunity of discussing questionable material;
- Help your children to learn how to communicate the knowledge they have acquired. Ask them to start thinking about how they will put their education to use in later life. Encourage their voluntary involvement in their parish. Lead by example;
- Praise the role of teachers and priests, despite their shortcomings. Avoid the danger of prejudicing your mind and the minds of others against those who play such a major role in shaping the lives of your children.

### **VISION STATEMENT**

The vision of Sacred Heart Catholic School is a community of eager and enthusiastic learners whose love of God encompasses all aspects of their lives, a

highly qualified and loving staff, and families dedicated to academic achievement.

### **MISSION STATEMENT**

Our mission is to love and serve God and our neighbors, to learn to the best of our abilities, to use these skills to be faithful and responsible Catholic Christians, and to shine forth our faith through the power of the Holy Spirit.

### **Values**

- Learning
- Uniqueness
- Trust
- Spirituality
- Acceptance
- Service
- Creativity
- Integrity
- Compassion

### **Three, Year School-Wide Goals**

#### **Religious Education**

The school has developed a program of religious education that begins with the Pre-K students. As students continue, they are prepared in Second Grade for the Sacraments of First Reconciliation and First

Communion. Classroom curriculum supports this preparation but the formal processes are Parish directed activities. Proceeding into Middle School, the program begins to deal with forming Catholic values and focusing on the challenges adolescents must confront. Students attend Mass weekly during the school year and actively participate in planning and conducting these liturgies. Not only does this religious education program impart knowledge about the Catholic Church and its teachings to the students, but it also supports the parents in instilling and developing the values, spirituality, and faith of their children. Students participate in the various ministries of the Church by serving at Masses and participating in the music and liturgy planning.

#### **Evangelization**

##### **How can we as Sacred Heart Parents Evangelize?**

- By receiving the gift of the Eucharist as often as possible in order to be nourished and

strengthened in spreading the Word of God.

- By reflecting on and communicating the importance of Catholic Education and sharing the reasons why we have chosen it for our children.
- By letting people know that we send our children to Catholic Schools primarily for the Catholicity.
- By feeling strongly about Catholic Education and being an example by centering our families on God and Church.
- By believing that Catholic Education and prayer in class are special gifts and privileges not ever to be taken for granted.
- By knowing that the way to ground our family in God daily is through school involvement, church attendance and participation in school activities.
- By reminding our children that seeing pictures and statues of Jesus, Mary, and the saints

throughout the Catholic School is important and serves as a great reminder of what is important.

***So Evangelize and let people know why you feel so strongly about Catholic Education.***

### **Present Operation**

SHCS is a Pre-K through 8<sup>th</sup> grade school. The school day for Pre-K through 4<sup>th</sup> grade is from 8:00 am to 3:00 pm, while the 5<sup>th</sup> – 8<sup>th</sup> grade classes are in session from 8:00 to 3:00

### **Accreditation**

SHCS has been accredited through WCEA. Western Catholic Educational Association. This is a six year cycle for the schools in the Diocese of Gallup. Currently we are in year five.

### **General Curriculum**

SHCS follows the curriculum from the Diocese of Gallup Education Department.

### **Admission Policies**

Applications/Registration forms can be completed by returning families beginning in February and new families in March of the school year.

### **Registration for New Students**

Registration for new students takes place after the registration has been completed for returning students. New families will be invited to register in March. In accordance with the Diocesan Policy, student admission preference is as follows:

1. returning students
2. open enrollment for all others

### **Students with Special Needs**

The Catholic Schools in the Diocese of Gallup are not equipped to meet the needs of students who have special needs beyond the regular curricula. If a teacher observes that a student is having academic or social difficulty, he/she will discuss the matter with the principal and the parent and/or guardian.

### **Age Requirements for Admission**

- Students entering Pre-K must be four years of age prior to

12:01 am on September 1<sup>st</sup> of the current school year.

- Students entering kindergarten must be five years of age prior to 12:01 am on September 1<sup>st</sup> of the current school year; completion of a pre-school program **does not** replace the minimum kindergarten age requirement.

### **Before-School and After-School Care**

Sacred Heart Catholic School provides a before-school and after-school program. The primary focus is always the safety of your child/children which is why it is imperative that within our program we are aware of who is using it and that it is adequately staffed with supervising personnel. All students are to check in with the supervisor. After-care services can be used on an as-needed basis.

Before-school care begins at 7 a.m. The price for before school is \$2 per child from 7:00-7:45 a.m.

After school care is from 3:00-5:30 p.m. on regular school days. On early dismissal days, after school is from 1:00-5:30 p.m. The price for after-school care is \$4/hr. or \$6/hr for two or more children. **Billing will be received weekly in your student's Monday envelope.**

#### **Emergency Use of After Care**

Parents who find themselves in an emergency situation should call and inform the school office to ensure that your child is taken to After School.

#### **Appearance and Attire**

**Please enforce the appearance and attire requirements in your own home. Do not leave that responsibility to school personnel as it interferes with the learning of your child and other students.**

A neat and clean appearance is to be maintained by all students. Clothing is to be clean and in good repair.

#### **Hairstyles**

Only natural hair color is acceptable. Noticeable highlights are not permitted. Boys' hair may not extend below the collar or below their ears unless worn so due to cultural norms (Native American customs). Hair should not hang over eyes. Bangs can not be below eyebrows.

#### **Jewelry**

Jewelry is easily broken, lost or misplaced and should be avoided. Wear at your own risk. Jewelry may not be worn during PE. Multiple earrings are not allowed. Jewelry may not be a distraction. Appropriateness of jewelry is left to the discretion of the administration. Boys may not wear earrings. Body piercing is not allowed.

#### **Make-up**

Make-up may not be worn by any students in grades Pre-K- 4<sup>th</sup>.

Middle School girls are permitted (with parental permission) to wear minimal, tasteful, neutral-colored make-up. If at any time this privilege is abused, the privilege will be revoked. Make-up may not be brought to school.

### **Nail Polish**

**Colored nail polish is not to be worn to school.** Only clear polish is allowed. **Fake nails are not permitted.** Both apply to all grades.

### **Shoes**

Shoes must have a closed toe and heel. Athletic shoes or appropriate dress shoes (i.e. Mary Janes, loafers) are acceptable. Sandals and slippers are not acceptable for safety reasons. Boots may be worn on Spirit Days only.

### **Socks/Tights**

Socks must be worn and need to be white, black or gray. Socks must be crew or knee in length. White or black tights may be worn under jumpers or skirts.

### **Spirit Wear**

Spirit Wear can usually be worn on the last Friday of the month and on field trip days. Please see the weekly newsletter for any changes.

### **Uniforms**

Uniforms and dress code help to identify our students. They are to be kept neat, clean and in good repair and should be worn with pride.

If uniforms are not within acceptable guidelines the following steps will be taken for the given grade levels.

#### **Pre K-4<sup>th</sup> Grade**

1. Parents will be sent an email reminding them of the requirements.
2. Parents will be called to bring suitable uniform/attire while the student returns to class.

#### **5<sup>th</sup>-8<sup>th</sup> Grade**

1. Student will be reminded of the requirements.
2. Student will call parents to bring a suitable uniform/attire while the student returns to class.

3. Parents will be called to bring change of clothing while the student waits in the office.

To avoid this situation and the ensuing waste of time to obtain the correct attire, **please monitor your child's dress before he/she leaves for school.**

### **Uniform Guide**

**School jumpers and skirts may be ordered online at [dennis.com](http://dennis.com), our school code is ABE**

#### **Boys Pre K-4<sup>th</sup> Grade**

Red or white polo or button down shirt.

Belt (black or brown)

Black dress pants (no exterior pockets)

No jeans

**Mass Dress-** White button-down shirt, black dress pants, belt, tie and black dress shoes.

#### **Girls Pre K-4<sup>th</sup> Grade**

White or red polo shirt

Black dress pants (no exterior pockets)

Belt (black or brown)

No jeans

School jumper

**Mass Dress-White polo with school jumper, black or white tights, and dress shoes.**

#### **Boys 5<sup>th</sup>-8<sup>th</sup> Grade**

Red or white polo or button-down shirt.

Belt (black or brown)

Black dress pants (no exterior pockets)

No jeans

**Mass Dress-white button down shirt, black dress pants, tie (no bow ties), belt and black dress shoes.**

#### **Girls 5<sup>th</sup>-8<sup>th</sup> Grade**

White or red polo shirt

Black dress pants (no exterior pockets)

Belt (black or brown)

No jeans

School jumper

**Mass Dress-school jumper or school skirt, white button down shirt, black or white tights and dress shoes.**

Sacred Heart Sweaters may be worn in class during cold weather. Also

black, white or red cardigans may be work in class.

### **Athletics**

SHCS participates in basketball, volleyball, and flag football through the Farmington Boys and Girls Club. Grades 7-8 may try out for public school sports in their original school district

### **Attendance Guidelines**

Regular attendance is necessary if one is to be successful in school. Absentees miss valuable class instruction, discussion, and continuity of work. Because of this, leaving school for sports-related trips or vacation is discouraged because these absences may result in lowered achievement levels. It is the family's (student's) responsibility to ensure work is made up. It is the responsibility of each family to have students in regular attendance. If it is necessary for a student to be absent for an entire day or a portion of the day, the PARENT is to contact the school secretary by phone each

day the student is absent. If the parent/guardian fails to notify the school, the school may attempt to contact the parent/guardian.

Students who are absent without a parent's or guardian's excuse may be considered truant. The school encourages parents to schedule physician, dental, and mental health appointments after school.

Parents/guardians may request homework ahead of student being absent. Students will have a reasonable amount of time to complete make-up work (typically one day for each day absent). Tests or long term projects assigned prior to an absence are due or are to be taken on original assigned dates.

Any time a student is not in school, with the exception of a school-related function, the absence will be counted on the class attendance record and the report card. The school has the right to request that any absence be substantiated by an official document, such as a letter from a physician, etc.

If a student is tardy (**after 7:55 a.m.**) he or she must report to the school office to be signed in for the day. Please remember that a student arriving late to class is disruptive and this should be avoided. Excessive tardiness will be dealt with on an individual basis. 10 unexcused tardies will equate to 1 absence. 10 unexcused absences will be reported to truancy authorities.

### **Emergency Closing of School**

Each child must have an information form on file in the school office so that individual emergencies may be properly handled. For bad weather closings or cancellations, our school will follow Farmington Public Schools severe weather or other emergency procedures as aired over the local radio and television stations.

### **School Hours**

#### Regular School Hours

Pre K-4<sup>th</sup> Grade: 8:00 a.m.-3:00 p.m.

5<sup>th</sup>-8<sup>th</sup> Grade: 8:00 a.m.-3:00 p.m.

#### Early Dismissal Hours

Pre K-8<sup>th</sup> Grade: 8:00 a.m.-1:00 p.m.

### **Students are Tardy after 7:55 a.m.**

#### **School Plan for Arrival/Dismissal**

In order to provide the safest environment possible, an arrival and dismissal plan is in place. Keep in mind that your child's safety is our first and foremost concern at all times.

#### **Gates Etiquette**

Perimeter fencing and gates have been installed for safety purposes. It is imperative that these be treated as such. DO NOT jump the fence, reach over to open the fence, etc. Model the behavior expected of students. Perimeter gates will be locked at 8:00 a.m. each morning. Gates will be unlocked at 2:30 p.m.

**DO NOT OPEN GATES AND ENTER DROP OFF/PICK UP AREA WHEN STUDENTS ARE ON PLAYGROUND AREA!!!!** During the school day visitors are to enter the main building and check in at the main office.

### Arrival Information

1. Students are not to be on campus before 7:00 a.m.
2. Students arriving between 7:00 and 7:55 a.m. are to report to Before-School in the school gym.
3. **Students arriving after 7:55 a.m. must be signed in by parent/guardian in main office.**
4. **Parents may not park in drop-off zone** or the RED lanes
5. Parents and students **MUST CROSS THE STREET AT THE CROSSWALK.**

### Dismissal Information

1. At the end of each day, parents of Pre K students may sign their child out at the Pre K portable building at 3:00 p.m.
2. Kindergarten-8<sup>th</sup> Grade parents may pick their children up in the drive-through line downstairs on the blacktop at 3:00 p.m.

### Student Departure from Campus

Students in grades Pre K-8<sup>th</sup> are not allowed to leave campus during school hours. Additionally, students are not allowed to walk off campus at any time without adult supervision. If students are to walk home from school, prior arrangements need to be made in the school office. Students must not be directed to meet their ride/car pool away from the Sacred Heart Catholic School Campus.

A student needing to leave before the day has been completed or who leave for a scheduled appointment are to observe the following:

1. The parent/guardian must physically present himself/herself at the office to request that the student be dismissed;
2. The parent/guardian is to present a written permission slip for early dismissal or release to the student's teacher who authorizes student's release.

If a student is returned to the school following an appointment or other business, the parent/guardian is to return the original signed permission form to the office where it is to be kept as a permanent record.

In the event that some person other than the parent/guardian requests a student, the following is observed:

1. The individual is to fully identify himself/herself to the school office and state the reason for his/her presence. The individual's identification will be examined and the parent/guardian will be called to assure that the individual meets with approval (unless the parent/guardian has previously called the school or presented a written statement giving advanced permission which is already on file in the office.)
2. If the individual meets the established criteria, the student will be released

following the procedure stated.

In the event that law enforcement officers request an interview or release of a student, the following is observed:

1. The principal or pastor are notified immediately;
2. The law enforcement officers will identify themselves and provide the proper identification. The law enforcement officers' home office and/or supervisor is to be contacted in order to assure the legitimacy of the authorities' presence and purpose;
3. The parent/guardian will be contacted if allowable by law.

### **Truancy**

Truancy is defined as being absent from school without permission.

1. Truancy is a violation of the New Mexico Education Code.
2. Truancy will not be tolerated.
3. No truant student will be readmitted until a conference

- with parent(s)/guardian(s) and the principal has been held.
4. Truancy may cause a student to be dis-enrolled.

## **BEHAVIOR**

There is reason for being proud of our school for we strive to present and live the true Catholic principles of formation which are to be found in the Gospel. Our purpose is primarily to form by both word and deed an atmosphere where the ideals of Christian living along with intellectual growth can be realized. In short, our purpose is to do what we can to form, with the grace of God, ideal fulfillment in all areas of human growth.

This handbook contains general rules for behavior, but cannot cover every single situation that requires discipline. Situations that are not specifically detailed in this handbook will be handled individually according to the norms of acceptable behavior.

Each teacher is responsible for maintaining order within his/her classroom. The enforcement of general school regulations as well as classroom rules is within the authority and responsibility of all staff members. Assigning detentions and/or other corrective measures for misbehavior is at the discretion of the teacher.

### **Code of Christian**

#### **Behavior/Classroom Rules**

All classrooms must have rules of conduct that the students are expected to follow to ensure that a learning atmosphere is maintained for all students. All classroom rules will reflect the general Code of Christian Behavior that is expected of all students at all times.

- Students are expected to conduct themselves in such a way as to bring credit to their school, their classmates, and to themselves.
- Students are expected to be polite and courteous to all

- adults in our school community. Correction for misconduct by any staff member is to be accepted.
- Respect for all gifts from God is to be shown at all times. All students are expected to have a concern for the property of the school/parish as well as the property and person of their peers, teachers and staff.
  - Willful disobedience, disrespect, and defiance of proper authority will not be tolerated.
  - Cursing, abusive language, slander, lying and cheating are not acceptable;
  - Use of alcoholic beverages, tobacco, and other drugs or any actions which may reduce or impair the effectiveness of the human body or mind are considered to be an abuse of God's gifts.
  - Possession of any weapon which could endanger the life or safety of others is unacceptable.

- Respecting the feelings and the needs of others is a Christian goal and is expected of all.
- Activities and actions are to be guided by the rule that we respect one another.

Please note that Sacred Heart Catholic School recognizes that every pupil has a right to learn, and any act by a classmate which interferes with that right will be addressed.

The true goal of any disciplinary measure is to assist the student in achieving self-discipline which will manifest itself in clear and logical reasoning and in action which is consistent with good moral principles. As citizens in a democratic society, students must be given the opportunity to participate actively and responsibly in school life. When a student's behavior infringes upon the rights of others or goes against the educational process, the student must be corrected and be given the reason(s)

for any corrective measure administered. Corrective measures are intended to be positive acts rather than punitive.

### **Student Discipline**

Students are expected to conduct themselves in a manner which would bring credit to themselves, their parents and their school. Courtesy and refinement are a part of Christian living and should be evident in a student's behavior throughout the day. Appropriate courtesies and behaviors will be expected on a daily basis.

Disciplinary action will be imposed for behavior which creates willful interference with the educational process, is harmful to others, or causes damage to school or personal property of others. Chronic flagrant behavior occurring on school property or at any school activity may result in expulsion.

### **General Standard**

1. Respect, in actions and language, for all adults and students in and out of class.

2. Leave the class or group only with permission of the teacher or adult in charge.
3. Respect the person and property of others, including all adults, students, and the school.
4. Complete all schoolwork without disrupting the teaching and learning of others.

### **Drugs & Alcohol**

The following is the official policy of Sacred Heart Catholic School concerning illegal drugs and alcohol: **Policy**-Students are not permitted to possess, distribute, or to be under the influence of alcohol, tobacco, or other drugs while on or near school property or at school-sanctioned activities. Therefore, involvement on or near school grounds with tobacco, alcohol, and/or drugs in any form is strictly prohibited. Any student who fails to comply with this policy will be subject to appropriate disciplinary action.

**Definition**-Possession of alcohol or other illegal drugs or inhalants is defined as: on a student's person, in

a student's body or blood stream, in an item belonging to a student, such as, but not limited to, a backpack, locker, purse, or car, or being held by another person. Under the influence of alcohol, other illegal drugs or inhalants is defined as having alcohol or drugs in the bloodstream or the body and/or suspicious behavior.

Alcohol, other drugs, inhalants and drug paraphernalia may be described as:

- Alcohol is any liquor, wine, beer or other beverages containing alcohol;
- Drugs are illegal drugs (marijuana, cocaine etc.) inhalants, legal prescription and over the counter drugs used or possessed or distributed for unauthorized purposes, mood altering herbs;
- Drug paraphernalia is any equipment/apparatus designed for or used for the purpose of measuring

packaging, distributing, or facilitating the use of drugs.

We encourage and support our students in their efforts to be drug-free and alcohol-free. Any student seeking help for himself/herself or for a friend from a teacher, administrator or other member of the staff will be given help without penalty. When a student is seeking help for a friend or acquaintance, a request for anonymity will be honored.

When we, as a Catholic School, deal with substance abuse, we want our actions and decisions to reflect Jesus. We are interested in promoting the well-being of each student, and we try to create a safe environment that is free of the pressures and fears that arise with the presence of drugs, alcohol or inhalants. Our goal is to support our students in making healthy choices. When a student is making unhealthy choices and is abusing drugs, alcohol or inhalants, we would like to be a vehicle for supporting this student and the family in getting the

help that is needed. Therefore, the following disciplinary actions shall be enforced.

### **First Violation**

The school may ask that a drug test be taken if there is reasonable suspicion of use. Failure to comply with this request shall result in immediate expulsion. Payment of the drug test shall be the responsibility of the family if the drug test is positive. If the drug test is negative payment will be the responsibility of the school. If positive, the student shall be expelled unless he/she and parents agree to follow the substance abuse Probation Policy for the remainder of the school year. If the student is unwilling to admit that he/she is using drugs, alcohol or inhalants or is unwilling to participate in the provisions of the probation, the student's expulsion shall stand.

### **Substance Abuse Use Probation Policy**

1. The student shall be placed on three-day out-of-school suspension.
2. A police report of the incident may be filed with the proper authorities.
3. The student shall be required to attend a minimum of two counseling sessions with a certified counselor. Counseling shall be at the family's expense.
4. Reports of the student's drug testing and proof of counseling shall be submitted to the school administration.
5. While on probation, any serious violation of school policy shall warrant immediate expulsion.
6. The pastor and/or principal have the right to require additional provisions of a student's Substance Abuse Use/Probation.

### **Second Violation**

The student shall be immediately dismissed (expelled) with no possibility of reinstatement to any Catholic School in the Diocese of Gallup.

### **Harassment Policy**

Harassment by supervisors, employees, students, and parents/guardians is prohibited.

The Diocese of Gallup prohibits harassment of employees by other employees, supervisors, students or parents. Harassment is unacceptable conduct and **WILL NOT** be tolerated. All supervisors, employees, students and parents should exercise due care to see that the school is free from all forms of harassment. **HARASSMENT IS PROHIBITED BY LAW.**

For purposes of this policy, the term 'harassment' consists of knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person and which serves no lawful purpose. The

conduct must be such that it would cause a reasonable person to suffer substantial emotional distress.

(NMSA 30-3A-2) **Harassment may constitute a form of employment discrimination when:**

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student.
- Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual's employment or status as a student.
- Such conduct has the purpose or effect of unreasonable interference with an employee's work performance or a student's school performance.
- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive work or school environment.

### **Sexual Harassment**

-Includes, but is not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcomed comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display or sexually suggestive objects or pictures; and unwelcomed sexual advances by vendors or other visitors if the advances are condoned explicitly or implicitly by the school.

### **Parental/Guardian Harassment**

-Under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the attitude of parents/guardians; nevertheless, it is recognized that a disruptive attitude of parents/guardians might so diminish the effectiveness of the school that continuation of the student's enrollment could be

impossible. Such situations include, but are not limited to:

- Any parent, guardian or other person who insults, character assassinate or abuses any clergy member, teacher or administrator in the presence or hearing of a student.
- Any parent, guardian or other person who insults or abuses any teacher in the presence of other school personnel or students- and at another school sanctioned activity located off campus requiring teacher participation.

Be respectful of Sacred Heart clergy, administrators, teachers, staff and students on all social networks.

What you do on social media, your child may also do.

Harassment on the basis of race, color, religion, gender, national origin, age or disability-Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race,

color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates and that has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work environment.
- Unreasonable interfering with an individual's work/study performance; and/or
- Otherwise adversely affects an individual's employment opportunities.

In order to foster greater parent and teacher communication, we will schedule parent/teacher conferences twice during the year. Please refer to the school calendar for dates.

Teachers communicate with parents on a regular basis through notes and emails. Teachers are available to discuss individual children after school or by appointment. **Teachers are not available to discuss individual children before school as this is a necessary time to prepare for the day.** A conference may be

requested so that teachers may plan their schedules as before- and after-school time is dedicated to other duties.

The school secretary will deliver telephone messages or put notes in the mailboxes of teachers who will return the call within 24 hours. Staff members may also be emailed. E-mails will be returned in a timely manner. If more than two business days have passed without a reply, please contact the teacher again. If a lack of communication persists, please contact the administration.

No class may be interrupted or disturbed while in session without very serious reason (fire evacuation, drills, etc.). Items forgotten at home should be brought to the school office. Office personnel will deliver these items to the student(s) at a convenient time. **AT NO TIME ARE PARENTS/GUARDIANS PERMITTED TO WANDER THE CAMPUS.**

Administration may be contacted by phone, e-mail and in person at any time. An open door policy is available to all parents. If administrators are busy at a particular time, an appointment can be made.

School-wide communication is usually done through the Monday envelopes sent home by the office.

### **Field Trips**

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, teachers will prepare the students for the place that is to be visited and the things that are to be seen. A discussion will be held regarding the purpose(s) and goal(s) of the trip.

Written consent of parents must be obtained for every student participating in a field trip. A permission slip will be sent home with the student prior to a scheduled field trip. Parents should sign the

slip and send it back with their child as soon as possible.

No student may participate unless a signed permission slip for the specific event has been submitted. An appropriate number of chaperones will accompany students on field trips.

Parents may be requested to drive a group of children on some of the field trips. Drivers must supply the office with a copy of auto insurance as well as a copy of driver's license. **IN ORDER TO PARTICIPATE IN SCHOOL FIELD TRIPS, PARENTS/GUARDIANS MUST HAVE COMPLETED VIRTUS TRAINING AND BE CURRENT ON VIRTUS ARTICLES.**

### **FIRE DRILL EVACUATION PROCEDURES/CRISIS MANAGEMENT PLAN**

State law requires that we practice evacuation and safety drills. We conduct ten or more drills throughout the school year. We could also

encourage your family to practice fire and emergency drills at home in order to become more safety conscious.

Fire drills are held every month through the school year at various times of the day. During all drills, the following procedures are to be used for the evacuation of the buildings:

- Under the direction of the teacher, students will move to the designated area in an orderly, quiet manner,
- Person in charge will be the last one to leave the room, making sure doors are properly closed,
- Teachers are required to take their roll call/attendance book with them in order to report any student that is not present at their designated area,
- All students are required to keep driveways clear for emergency vehicles,
- Teachers will return their class back to the building on proper signal only, and

- All classrooms will have an escape route posted by the exit door indicating the direction to take.

If for any reason a real Evacuation of Campus is necessary, we will proceed to Sacred Heart Family Center or Farmington Civic Center.

Phone calls will be made to parents/guardians to explain pickup procedures.

It is incumbent upon us to adequately prepare ourselves so that we take every precaution to protect our school community and we respond proactively to manage a crisis rather than be victims of it.

## GRADUATION

SHCS will hold graduation for the 8<sup>th</sup> Grade TBA in May. Mass for the graduates and their families and guests will precede refreshments and graduation speeches by the graduates.

## GRIEVANCE PROCEDURES

Should a parent seek resolution of a problem within the school, he/she should follow the steps below:

1. Contact the school staff member who is most closely involved with the problem area. This may be a teacher or another staff member.
2. If the problem cannot be resolved to the satisfaction of the parent by the staff member, the parent may contact the principal for assistance.
3. If the problem cannot be resolved by the principal, or if the problem involves the principal, the parent must write a letter to the pastor/administrator within five (5) days. The pastor/administrator will schedule a meeting within ten (10) days of the receipt of the letter to discuss the concern(s).

## HEALTH

### **Immunizations**

State Law requires that you supply your child's immunization records to the school. These will be required at registration time and updates supplied as necessary.

### **Illness**

If a student is ill, it is best to keep the student home. This prevents other students from getting sick and allows a student to recover more quickly. If a student is treated with antibiotics, do not send him or her to school until 24 hours after the first dose to minimize the spread of infections.

The Health Department recommends students stay home until they are fever free for at least 24 hours (99 degrees or above). Make-up work will be given by teacher(s).

### **Medication**

According to state requirements, these are the rules followed for medication distribution.

- The physician **MUST** submit in writing his/her recommendations. This statement **MUST** include the following information: Name of student, name of drug, dosage of drug to be administered and precise schedule of administration, as well as side effects of which we should be aware. The

container with the medication should be labeled with the name of the drug, the strength and correct dosage schedule for administration, the name of the student and the name of the physician.

- The parents should provide written consent for administration of the drug by school personnel. In addition, the parents must provide a telephone number at which either parent may be reached in the event of an adverse reaction to the drug. The child must be instructed by the parent or the physician and the parent on how to take his/her medication.
- School personnel should be notified of all students taking medication at school.
- Medications stored at school MUST be kept in a central location within a locked closet or cabinet.

**PLEASE NOTE:** If there are any changes in the health of your child, please inform the office so

that health records can be updated.

### **HOMEWORK**

A reasonable amount of homework is assigned in grades K-8<sup>th</sup> at Sacred Heart Catholic School. Many times homework will be the result of an absence and will require extra time and effort.

The frequency of assignments and the level of difficulty are determined by the teacher. If the work assigned appears on a regular basis to be too hard for the student's capacity or takes too much time to complete, please contact the teacher to inform him or her and to design a positive plan for completion.

Students who must be given an incomplete grade at the end of any quarter have two weeks after the end of the quarter to make up their work or a grade of "F" will be given. Only a doctor's excuse

may affect the time period  
allowed to make up work.

3<sup>rd</sup> & 4<sup>th</sup>: 30 – 45 min

5<sup>th</sup> – 8<sup>th</sup>: up to 1 hour

**Students will not be assigned  
daily homework over the  
weekend in order for students to  
work on long-term assignments,  
projects, to attend Sunday Mass  
and enjoy family time.**

### **Homework Guidelines**

Home study is important and has a real purpose in fostering self-discipline and individual responsibility. Parental involvement in the educational process is important. By practicing the concepts and skills taught in the classroom, students are more likely to find success. Homework assignments will be given with the expectation of completion. Although assignments will vary in difficulty and length, as well as a student's ability, approximate daily time needed for completion of homework is as follows:

Kindergarten: up to 10 min

1<sup>st</sup> & 2<sup>nd</sup>: 10 – 20 min

### **Library**

Students in grades Pre K-8<sup>th</sup> will have the opportunity to visit the library once a week with their class to check out books, hear stories, work on library-related projects, etc. The students are responsible for all materials checked out of the library, and fines will be charged for overdue books. If a book is lost or damaged, the parents will be contacted to help the student take care of the matter.

### **Lockers**

The granting of locker space to Middle School students is a privilege which will be rescinded if abuse occurs in any manner. Lockers are to be kept neat and orderly and are subject to inspection by school administration and faculty. The placing of a student's belongings within a locker with a lock will constitute an agreement to abide

by the school locker regulations. Students will be allowed locker privileges in-between periods as directed by homeroom teachers. Tampering with student locks is not acceptable as it delays a student from getting needed materials and getting to class in a timely manner.

### **LOST AND FOUND**

Any items that are found should be turned in to the school office for the owner to claim. The “Lost and Found” is located in the nurse’s office next to the main office. Any unclaimed items that remain in the “Lost and Found” for a period of one month will be donated to Catholic Charities (excluding valuable items such as eye glasses). Sacred Heart Catholic School is not responsible for loss of personal items or unclaimed items.

### **LUNCH PROGRAM**

#### **Lunch Schedule**

Pre-K-2 11:00-11:25

3<sup>rd</sup>-5<sup>th</sup> Grade 11:20-11:45

6<sup>th</sup> - 8<sup>th</sup> Grade 11:35-12:05

#### **Lunch Choices**

Students have the option of bringing lunch from home or buying at school. Monthly lunch menus will be sent home in students’ Monday envelopes. Hot lunch is provided for \$3.00 per day (which is included in tuition). No soft drinks or energy drinks should be included in sack lunches.

#### **MOBILE DEVICES**

**All electronic devices are brought at your own risk.**

Sacred Heart is not responsible if they are lost or stolen. They should remain locked in lockers (5<sup>th</sup>-8<sup>th</sup>) or kept in your backpacks (elementary) during the school day and only used after school. **If a student has a cell phone or other (non-registered) electronic device in class or on their person, it will be taken to the school office and will ONLY be returned to that student’s parent/guardian.**

Middle school students are permitted to bring laptops if a Sacred Heart Personal Technology Use Agreement has been completed.

### **PHYSICAL EDUCATION PROGRAM**

Sacred Heart Catholic School has two separate physical education programs. The first program is designed for grades Pre K-3<sup>rd</sup> and concentrates on developing physical and motor potentials in each student. The second program is designed for grades 4<sup>th</sup>-8<sup>th</sup> and concentrates on developing good leadership skills and participation in sports and games.

**ALL STUDENTS MUST WEAR APPROPRIATE SHOES FOR PHYSICAL EDUCATION. IF THEY DO NOT, THE PARENT/GUARDIAN WILL BE CALLED AND ASKED TO BRING PROPER SHOES.**

### **PROGRESS REPORTS & GRADING**

Pre- K - Kindergarten

**E** – Exceeds Standards/Expectations

**M** – Meets Standards/Expectations

**P** – Progressing towards meeting standards/expectations

**I** – Needs Improvement

**N** – Not assessable at this time

1<sup>st</sup> – 8<sup>th</sup> Grade

**A** - 93 -100% Excellent

**B** - 85 -92% Good

**C** - 76 – 84% Average

**D** - 70 – 75% Poor

**F** - 69% Failure

### **RETENTION**

Each retention case is reviewed individually at a conference between the principal, the teacher, and the parents. Grade documentation, interim progress reports, other conferences and anecdotal information will precede a retention conference.

## **SACRED HEART SCHOOL BOARD**

The Sacred Heart School Board is the advisory body to the administration and the pastor of Sacred Heart Parish. Members of the Board are appointed by the pastor to provide pastoral and educational visioning and implement the goals and specific objectives that flow from the pastoral mission of Sacred Heart School as it stands under the Diocese of Gallup. Many school parents/guardians and parishioners will, by their ongoing interest and involvement in the work of Sacred Heart Parish, evidence their willingness to serve on the School Board.

## **SERVERS**

Boys and girls in grades 4<sup>th</sup>-8<sup>th</sup> who have made their First Holy Communion are encouraged to become altar servers and assist in serving in our weekly school Masses as well as weekend Masses. Training classes are held periodically throughout the

school year. Training classes are announced in the Parish Bulletin.

## **TECHNOLOGY**

It is believed that technology can be a powerful tool to enhance learning; enabling students to access information and to be collaborative with others across the school, community and the internet. We believe all students, staff and parents must be good digital citizens by following standards of acceptable use, when using either school owned technology (software, hardware, and network) or their own personal electronic device for school purposes. Annually all students are to agree to and sign a *Technology Use Agreement*. Additionally, Middle School students may bring their own devices following the *Personal Technology Use Agreement*.

### **TELEPHONES**

Students will be permitted to use the office phone when needed.

The office staff will notify parents in the event of illness or injury.

**Cellular phones are not allowed in Middle School classrooms or in a student's possession during the school day. They are to be**

**turned off and kept in lockers:**

**Elementary students are to keep phones off and in backpacks.**

This policy has been instituted to avoid class interruptions and the temptation of texting. If a student has a cell phone or other electronic device in class or on their person, it will be taken to the school office and will ONLY be returned to that student's parent/guardian.

### **TUITION**

A copy of the Sacred Heart Catholic School Tuition Schedule is available in the school office, as well as on our school website.

**TUITION PAYMENTS ARE TO BE MADE NO LATER THAN THE 5th OF EACH MONTH. A**

**\$35 late fee will be applied. If no payment by the 5<sup>th</sup> of the month, your child will be dis-enrolled at which time all fees are due.**

### **REGISTRATION FEE**

A registration fee of \$260.00 per student is required and is non-refundable. Early registration takes place before Spring break for returning families. Open enrollment will begin after Spring break for new families.

Please make all checks payable to Sacred Heart Catholic School. (SHCS)

### **VISITORS**

ALL visitors are to enter campus via the main doors to the main office. ALL visitors are expected to sign in and pick up a visitor's badge.

## **VOLUNTEER OPPORTUNITIES**

Each family is obligated to volunteer 40 hours per year to the school including 10 mandatory hours in the lunchroom (or you may opt out for \$700.00 by October 1). Hours may not be donated to families but may be worked for families. All hours must be completed by April. Hours not completed will be charged \$20 an hour and must be paid by April.

### **Principles for Involvement at Sacred Heart Catholic School**

1. Actively embrace the teachings and precepts of the Catholic Church and work to promote the Gospel of Jesus Christ.
2. Demonstrate respect for the rights, dignity and worth of each person from conception to natural death.
3. Accept personal responsibility to protect children, youth, and adults, especially those who are

physically or mentally challenged, from all forms of abuse or neglect.

4. Refrain from making false accusations against another or revealing the faults and failings of another to those who have no right to know.
5. Be responsible stewards of Church resources, human and financial.
6. Examine your own actions and intentions objectively to ensure behaviors promote the welfare of the community and exemplify the strong moral tradition of the Church.
7. Show respect for the leadership of the Church and encourage prayer for them.

Parents volunteering their time and talent fulfill a two-fold function wherein the genuine needs of the parish/school are met, and the benefits for contributing one's talents and labor are rewarded as well by a grateful and enriched community!

Being of assistance to others is a good which never goes without reward. We do need your help.

Opportunities to volunteer:

- Library volunteers
- Recess duty
- Serving lunch/assisting in the cafeteria with students
- Harvest Festival
- Room Mom (assisting teacher with coordinating class parties and field trips)
- Catholic School's Week
- Night to Remember
- And more...

**All volunteers are required to attend VIRTUS training. NO EXCEPTIONS!**

#### **WITHDRAWAL FROM SCHOOL**

Families sometimes must move during the course of a school year due to a job change. If this should happen or if for any other reason students must leave, please follow these steps:

1. Inform the classroom teacher well in advance,
2. Check with the principal in the office for a withdrawal form,
3. Turn in books to the office, and,
4. Schedule a visit with the bookkeeper to ensure that all unpaid balances are taken care of.