

**Sacred Heart School Elementary**  
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References:

DSP-Diocesan School Policy  
DSR-Diocesan School Regulation

## **MISSION STATEMENT**

**Inspired by the tradition of the Missionaries of the Precious Blood, Sacred Heart School offers a high-quality Catholic education to willing students of all faiths and economic backgrounds. The opportunity to engage with and to learn from professionally-prepared, continually growing and fully-dedicated faculty in a familial, faithful community is our hallmark. Through this steadfast commitment to one another, we all become the fullest reflection of Christ in service to the world.**

## **VISION STATEMENT**

*Extraordinary Catholic Education. Through Christ. For All*

### **PHILOSOPHY**

Sacred Heart Elementary and High School is an education institution centered in Christ and founded on the principles of a Catholic value-based curriculum. The school is committed to the promulgation of the Catholic faith and the teaching ministry of the Church through prayer, participation in liturgical celebrations, reception of the sacraments, teaching respect for life, and a commitment to community service. Administration and faculty will strive through instruction and example to encourage students to imitate Christ, to act justly, and to respond with compassion to their peers, family, and communities.

Sacred Heart provides a challenging academic program to prepare students to live in a complex, dynamic, and global society. By offering a wholesome learning environment and establishing high expectations for student achievement, Sacred Heart School enables students to succeed in educational goals through a varied and extensive program of activities which foster both the physical and emotional development of each individual.

Because parents are the primary educators of the child, Sacred Heart School seeks to assist parents as they nurture their children to develop self-discipline, self-confidence, the realization of their personal potential, and a moral conscience to guide them as they prepare for a life beyond the schoolhouse doors.

### **OBJECTIVES**

1. Provide religion experiences and opportunities that foster the Catholic community.
2. Demonstrate the existence of the Christian community through mutual acceptance, support, and respect of one another.
3. Provide a religion curriculum that teaches the doctrines, traditions, and teachings of the Roman Catholic Church.
4. Provide choices and options that will enable the student to think constructively and reason independently.
5. Provide each student with the academic and social skills necessary to become a contributing member of society.
6. Encourage all members of the school community to realize that on Private education is an ongoing, lifetime process.
7. Provide counseling opportunities to assist each student in recognizing and developing his potential as well as understanding his limitations.
8. Encourage individuals to become responsible and loving persons who are capable of using their Christian virtues of faith, hope, and love.
9. Encourage a wise use of leisure time by supporting a co-curricular program, which includes religious, cultural, social, and athletic opportunities.
10. Strive to develop solid, informed citizens with a sense of responsibility and service to their community and country.

### **HISTORY**

Sacred Heart School was established by Sacred Heart Church and the Diocese of Kansas City in October 1882, less than a year after the founding of the parish. Bishop Edwin V. O'Hara of the Diocese of Kansas City established Sacred Heart High

School in September 1941 to fulfill a need for Catholic secondary education. The high school began with the freshman class that year. The first senior class graduated from Sacred Heart High in the spring of 1945. The parish and school became a part of the newly created Diocese of Jefferson City, Missouri, in 1956. The elementary and high schools were staffed by the Sisters of the Society of the Precious Blood of Dayton, Ohio, between 1882 and 1972. The high school religion department has been staffed at various times by priests assigned to Sacred Heart and St. Patrick's parishes. Presently, the elementary and high schools are served by an all-lay faculty dedicated to providing the students with an outstanding, well-rounded religious and academic experience which educates the whole person.

### **ACCREDITATION**

Sacred Heart School is accredited by the Diocese of Jefferson City, Missouri; the Missouri Chapter of the National Federation of Non-Public Schools; and the Committee on the Accredited Schools-Non-Public of the University of Missouri-Columbia.

### **PROFESSIONAL MEMBERSHIPS**

Sacred Heart School is a member of the Elementary Department of the National Catholic Educational Association, the Missouri State High School Activities Association, Kaysinger Conference, and the Missouri Council on Private Education.

### **ADMINISTRATION**

Most Rev. Shawn McKnight.	Bishop, Diocese of Jefferson City
Sr. Elizabeth Youngs	Superintendent of Schools
Sr. Julie Brandt	Associate Superintendent
Rev. Mark Miller, C.P.P.S.	Local Superintendent; Pastor, Sacred Heart Parish Pastor, St. Patrick Parish
Dr. Mark Register.	Administrator
Mr. Sam Jones	Dean of Students

### **FACULTY**

Mrs. Jeannine Dove Kindergarten	
Mrs. Rhonda Kusgen, Kindergarten	
Mrs. Julie Sobaski, First Grade	Mrs. Celinda Smothers, Day Care
Mrs. Zoey Plummer, Mixed Age	Mr. Steve Goodwin, Physical Education
Mrs. Jill Bentsch, Second Grade	Mr. Darrin Hartman, Vocal Music
Mrs. Robin Williams, Third Grade	Ms. Kay Keele, Preschool Coordinator
Mrs. Sarah Tippie, Fourth Grade	Mrs. Nancy Edwards, Instrumental Music
Mr. Caleb Crooker, Physical Education	Mrs. Ilsi Palacios, Spanish
Mrs. Michelle McDonald, Fifth Grade	Mrs. Mary Kehl, Art
Ms. Patti Hegger, Fifth Grade	

### **OFFICE STAFF**

Ms. Morgann Gregory	Office Staff
Mrs. Ryane City	Office Staff
Mrs. Esther DeGraff	Administrative Assistant

### **CUSTODIAL STAFF**

Mr. Mike Freels                      Custodial/Maintenance

### **TEACHER AIDE**

Mrs. Theresa Bain                      Elementary Aide  
    Preschool Aide

Sacred Heart students are extremely fortunate to have such a capable and friendly staff to care for this facility. Your care of the building should exemplify your appreciation to those responsible for daily cleaning and preparation.

**DSP 1305**

### **COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish**

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the parish Catholic school board. The parish Catholic school board is an advisory board established to assist the pastor, school administrator/principal, parish council, and finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

### **OFFICE HOURS**

The school office is open each school day between 7:30 a.m. and 3:30 p.m. Administrative office hours are from 9:00-10:30. This is the time administrators can meet with parents. During the summer months, office hours are maintained on Monday through Friday between 9:00 a.m. and noon.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The Sacred Heart School Committee serves as an advisory board to the school administration (principal/administrator and pastor). Board members are elected or appointed to three-year, rotating terms. Representatives are appointed from St. Patrick's Church and the Sacred Heart Parish Council. The pastors of Sacred Heart and St. Patrick's Churches and the school principal are ex-officio members of the board. The school board establishes local school policies, monitors the annual budget, serves as a public relations body for the school, and establishes tuition/fee rates and professional and staff salary scales. All local school board policies must have the approval of the Sacred Heart Church pastor who serves as the local superintendent. The school board meets monthly on the second Monday at 6:00 p.m. in the parish center. The meetings are open to the public. If anyone wishes to appear before the school board or have an item added to the monthly agenda, he/she should contact either the principal or the school board president at least ten days in advance of the scheduled meeting to be approved to be put on the agenda.

### **FINANCIAL ASSISTANCE**

Financial assistance is available through the Sacred Heart Financial Assistance program to those families who apply and are qualified. The Sacred Heart Financial Assistance program is through the FACTS management program. These programs can render only limited assistance in most cases. Applications for these programs are available on the FACTS management website. Families are expected to make some effort to make regular tuition payments, even if these payments are reduced from the normal amount due. The Sacred Heart Church pastor makes the final determination regarding the distribution of tuition grant assistance. Families having questions should discuss these with either the administrator or pastor. Tuition grants are made in the family's name to the school. All grants are paid directly to the school. Tuition grants are shown as a credit on the family's tuition account. Application approvals and grant amounts are made known to applying families in written form.

**STUDENTS: Non-Discrimination                    DSP 5101**

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law. The Diocese of Jefferson City has the obligation to publicize its non-discrimination policies, and a non-discrimination statement is to be part of each local school's handbook.

**STUDENTS: Catholic Faith and Moral Standard                    SP 5305**

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

**ADMISSIONS POLICY**

Students are admitted to Sacred Heart High School through the principal's office. Persons of all faiths are welcome to attend Sacred Heart School. All currently enrolled Sacred Heart School elementary students are admitted to the high school automatically upon successful completion of the 8th grade. Preference in admissions is normally done on a first-come, first-serve basis within each of the following categories.

When space is limited, the following procedures and order determine preference in admissions:

- A. Children of Parishioners
  - 1. Children from families with children already enrolled
  - 2. First child now reaching school age
  - 3. Other children registered on approved waiting list
- B. Catholic children from non-parish families with students already enrolled
- C. Children from families new to the parish who were enrolled in Catholic schools at their previous address
- D. Non-Catholic children from families with students already enrolled

The following criteria are used to admit prospective transfer students to Sacred Heart School: overall school records, the recommendations of previous administrators and teachers (when deemed necessary), and an interview with each applicant and the parents. Applicants will be asked to fill out an admissions application. The principal may admit transfer students on a conditional or probationary basis when the need arises. Transfer students will be assigned classes and granted class standing by the principal and counselor on a conditional basis until an official copy of the student's academic transcript and other records arrive from the sending school and are reviewed to confirm such assignments. Students with severe mental, emotional, behavioral, and/or physical handicaps and/or disabilities may not be able to be properly served by the school's faculty and staff and will not be admitted. The principal, usually in consultation with the school counselor and pastor makes all questions and decisions concerning admission. Admission decisions of the principal are considered final.

**DSP 5201**

**STUDENTS: Proof of Guardianship**

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

In any situation where there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule which might be contained in a court decree.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

### **SCHOOL HOURS**

Classes are held each school day between 7:50 a.m. and 2:55 p.m.

Administrative office hours will be between 9:00 AM to 10:30 AM, on days in which school is in session. Phone calls and meetings with parents will be made during these times.

Students are dismissed early at 1:00 p.m. on faculty meeting dates--usually the first Wednesday of each month. Students are also dismissed early on semester examination days. Early dismissal dates and times are published in the school year calendar, parish bulletin, monthly activity calendar, bi-monthly parent bulletin and daily school bulletin.

### **SCHOOL CLOSINGS**

Any early dismissal or emergency closings of school will be announced over KDRO Radio (1490 AM), KSIS Radio (1050 AM), KSDL Radio (92.1 FM) in Sedalia, KXXK (105.7 FM) in Warrensburg, and KMMO (102.9) in Marshall. School closings will also be posted in a timely manner on the school's parent alert system, web site and Facebook page.

### **SUPERVISION**

Supervision of students is provided between 7:20 a.m. and 3:10 p.m. only. Students are not to be on campus at other times unless enrolled in before/after school care, participating in an extra-curricular activity or under the direct supervision of a faculty or staff member. Students arriving prior to 7:40 AM are to report to assigned areas in the school cafeteria. At 3:10 p.m., a bell rings to indicate students must leave the building and supervision ends. The school does not accept supervisory responsibility for students when school is not in session unless it is a school sponsored extra-curricular activity.

### **ATTENDANCE**

All students are expected to attend school regularly and to report to each class on time. Parents are requested to call the office at 827-3800 by 9:00 a.m. if their child is unable to attend school. For safety and protection of the student, the school will call any absentee whose parents have not called the school. Parents must send a note with the student upon his/her return to school. Students will not be admitted to class after an absence without an admit slip. Absences will not be excused without a parental note. *Consequences for an unexcused absence are 2 hours of detention for every 1 hour of school missed with a maximum of 8 hours to be accumulated for unexcused absences in a single day.* If a student becomes ill during the day, he/she must report to the office. **STUDENTS WILL NOT BE ALLOWED TO LEAVE SCHOOL BY THEMSELVES** without permission from the principal's office. Students leaving for a doctor's appointment or other necessary reasons **MUST** first bring a note from home and then sign out in the office before leaving. We courteously request confirmation from the doctor upon student's return to school.

Any student with more than three absences during the quarter is considered to be excessively absent. Prolonged illnesses will need to be confirmed in writing by a physician.

Any student who is not in attendance by noon on the day of an event may not participate that day or night in any activities. Unexcused absences and tardies from religious services will apply to the hour missed that day for the service. Penalties remain the same as for any other unexcused absence.

### **TARDINESS**

Students are expected to be at school on time. If students fall into the habit of being tardy to school on a regular basis the situation will be addressed by the classroom teacher and the principal in conjunction with the parents.

**DSP 5210**

**STUDENTS: Absence, Attendance and Tardiness**

A. Absence

Regular attendance is vital to your child's academic success. In the event that it is necessary for your child to be absent, we ask parents to call the school office by 9:00. The Sacred Heart School and Jefferson City Diocese has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with the Missouri Compulsory Attendance Law (167.031 RSMo.), which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5510.)  
An absence of more than two hours is recorded as one-half day absence.

If a student is absent more than 5 days in a quarter. The parent/guardian will need to meet with the administrators to discuss the student's progress. In accordance, with the Pettis County Education/Attendance Court, when a student's attendance rate drops to 92%, a referral may be made to the Pettis County Juvenile Office and Pettis County Prosecuting Attorney.

B. Tardiness

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5510.)  
The school handbook specifies times for the beginning of the morning and afternoon sessions. Any pupil who arrives after either of the stated times is considered tardy.

**DSP 5211**

**STUDENTS: Written Excuses**

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation.

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.

**DSP 5220**

**STUDENTS: Requests for Family Reasons**

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

**EXTENDED CARE PROGRAM**

This program provides professional care to children enrolled at Sacred Heart. The Extended Care room is located in the cafeteria, and services are provided from 3:00 to 5:30 PM each school day and from 1:05 to 5:30 p.m. on faculty meeting days.

The weekly fees are as follows: Please see ASC Handbook

Fees must be paid in the business office or given to the program director one week in advance. Any parent who becomes two weeks in arrears in payment will not be extended use of this program, as it is a self-supporting program and not subsidized with parish contributions. A substantial fee of \$10.00 for every fifteen minutes will be assessed for late pickups.

All school policies are in effect during Extended Care.

**RELEASE OF STUDENTS FROM SCHOOL**

No student will be allowed to leave the building unless other arrangements are made by the parent or guardian and communicated directly to the principal by the parent or guardian.

## **SCHOOL DRESS POLICY**

Sacred Heart School has a school uniform policy. The policy is in effect for grades K – 8 in this school year. School uniforms can be purchased through the Dennis Uniform Co., the J.C. Penney Co., Old Navy, Kohls, French Toast Uniform Co.

### **UNIFORM POLICY**

1. Red or white tops (any red or white top featured in the uniform catalog of any of the companies is acceptable). Shades of red such as dark red, maroon or burgundy are not part of the uniform.
2. Navy or khaki bottoms. (Any navy or khaki bottom featured in the uniform catalog of any of the companies is acceptable unless there are pockets on the outside such as cargo type pants or shorts).
3. The Active Wear section of the Dennis catalog is NOT acceptable as part of the Sacred Heart School uniform.
4. Gremlin Gear – polo or oxford shirts, sweaters or sweatshirts are acceptable. Gremlin Gear is available through the SH Booster Club.
5. Sweaters or sweatshirts are to be worn with a collared shirt underneath. Sweaters or sweatshirts are to be purchased through Gremlin Gear or one of the designated uniform companies.
6. Shirts must be tucked in and belts are to be worn. Elastic waist pants are acceptable, especially for younger students.
7. Shoes may be tennis shoes or dress shoes.
8. Socks or tights (white or red) are to be worn.
9. Uniform shorts may be worn from Mar. 1 to Nov. 1.

### **REPORT CARDS**

Report cards are issued quarterly to all students. Report cards will be sent home with students. Dates report cards are to be released will be announced in the parish bulletins, newsletters, and monthly and yearly activity calendars. Parents are responsible for monitoring these quarterly report cards and discussing their content with their children. The quarterly report card is to be returned to the child's teacher, signed by a parent. Quarterly report cards will not be issued to students unless all fines, fees and other charges are paid in full. The fourth-quarter report card will not be released until all tuition, fines, fees, and other charges are paid in full.

Scheduled parent / teacher conferences are held at the end of the first quarter. A conference can be requested at any time.

### **STUDENT RECORDS RELEASE**

All library, office, and disciplinary fines, property damages, school and organizational charges, etc. must be paid in full before quarterly report cards are issued. The final report card, 8th grade and senior diplomas, and student records will not be released until all fines, damages, charges, fees, and tuition are paid in full.

### **GRADING SCALE**

The following is the grading scale used at Sacred Heart School:

99-100 = A+	91-92 = B+	83-85 = C+	75-76 = D+
95- 98 = A	88-90 = B	80-82 = C	72-74 = D
93- 94 = A-	86-87 = B-	77-79 = C-	70-71 = D-
			0-69 = F

I=Incomplete

### **INCOMPLETES**

A teacher may issue an "I" (Incomplete) grade to a student for a serious reason such as long-term illness, etc. All incomplete grades must be completed within a reasonable time as stipulated by the teacher and principal following the end of the quarter. Any incomplete grades that are not finished during that stipulated time will receive the grade earned on the last day of the quarter or an "F", whichever is greater.

### **MID-TERM REPORTS**

Parents or students with below-average grades in courses will be notified by the teacher at mid-term via a deficiency slip. The slip is usually sent home with the student and returned by the student or parent directly to the teacher. Parent signature is

required. Parents or teachers may request a conference at this point. Copies of the deficiency slip are given to the principal's and counselor's offices.

## HONOR ROLL

(Grades 4 and 5 only)

For placement on the Honor Roll with Distinction ("A" Honor Roll), a student must:

10. Maintain at least a 93% (A-) grade average or above for the quarter
11. Have no grade lower than 86% (B-) for the quarter
12. Maintain Satisfactory (S) or Outstanding (O) effort grades in all classes for the quarter

For placement on the Honor Roll ("B" Honor Roll), a student must:

13. Maintain at least an 86% (B) average or above for the quarter
14. Have no grade lower than 77% (C) for the quarter
15. Maintain Satisfactory (S) or Outstanding (O) effort grades in all classes for the quarter

If you have any questions regarding honor roll placement, please contact the principal's office. The principal and registrar are directly responsible for maintaining and calculating the quarterly honor roll for secondary students.

## ACADEMIC MEDALS AND CERTIFICATES

Academic medals and certificates are presented annually at the academic awards ceremony at the end of the school year.

**DSP 5410**

### **STUDENTS: Promotion and Retention**

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

**DSP 1810**

## PARENT COMMUNICATION AGREEMENT

Enrollment in a Catholic School is a privilege, not a right. Especially in the Catholic schools, an expectation of a child's enrollment is the support and close cooperation of the parent(s) or guardian(s). Should disagreements, problems or criticisms arise, all informal efforts between the parents, guardians and school are to be used to resolve the issue.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences. It is called Administrative Recourse, and the details of the process can be found in this handbook on page 8.

Parents or guardians are requested and expected to communicate any concerns they have directly to the school administration and not to express them through social media or broadly distributed email. If parents/guardians or student use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate

negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) or ward of the parent or guardian who has done so. By enrolling children in this private, Catholic school, parents are agreeing to abide by this policy as well as all other policies and regulations of the school.

### **GRIEVANCE PROCEDURE**

Parents who have concern with any activity involving their child or groups of children are encouraged to immediately discuss it with a school representative. It is very important that we maintain open and active communication. We also need to be sure the right people know of the concern. It serves no purpose to grieve to those who do not have control over the outcome. We suggest the following to voice your interest:

1. The active supervisor or teacher of the activity
16. The school principal
17. The parish pastor

Please attempt to discuss your concerns with the teacher or activity supervisor first. They can offer the most insight into a situation by providing background information and another view of the activity. The school board is an elected advisory group that has input into the administration. They will encourage you to discuss the incident with the principal.

**DSP 1901**

### **COMMUNITY AND EXTERNAL OPERATIONS: Grievance**

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the parish school board is an advisory board, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to “Grievances” as defined within the Administrative Recourse Procedure policy and regulation.

**DSR 1901**

### **COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse**

#### **A. Definition**

A “Grievance” is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

#### **B. Purpose**

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

#### **C. Basic Principles**

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator’s failure to give a decision within the time limits shall permit the grievant to proceed to the next step. *(By mutual written agreement, however, the time limits may be extended.)*
3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.
7. Levels One and/or Two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.

#### **D. Procedure**

##### **1. Informal Attempts at Resolution**

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a

party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPALS

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: SUPERINTENDENT OF CATHOLIC SCHOOLS

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the superintendent of Catholic schools. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the superintendent of Catholic schools within fifteen (15) days following the occurrence of the event. The superintendent of Catholic schools or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The superintendent of Catholic schools will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a standing committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the superintendent of Catholic schools and the grievant of his ruling. The decision of the bishop will be final and binding.

DSP 1902

COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status during Administrative Recourse

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the superintendent of Catholic schools to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request can be granted or denied.

### **PARTICIPATION IN RELIGIOUS ACTIVITIES**

All elementary students are expected to attend and respectfully participate in all liturgical and para-liturgical celebrations sponsored by the school for their respective grade level. The level of participation of non-Catholics will depend upon their individual religious convictions. All students will be enrolled in daily religion classes.

### **TELEPHONE CALLS**

All calls for students will be placed through the office. Messages will be taken by school personnel and forwarded to the student. Students should not normally need to use the phone during the school day. When special situations arise and a call would become necessary, students are to gain permission from their teacher or supervisor.

### **TEXTBOOKS**

All textbooks and workbooks will be provided for students by the school with a usage fee of \$50 per student. Students are responsible for the books issued to them. The books are to be kept in good condition and replaced if damaged. Textbooks should be covered for protection. Students are responsible for damage or replacement costs of damaged or lost books. Students will be assessed fines for unnecessary book wear or vandalism.

### **LIBRARY**

The school library is open each day. Classes may utilize the Sedalia Public Library and Boonslick Regional Library. All school rules apply when using the public library.

### **CAFETERIA**

Sacred Heart School has a closed lunch hour. Due to this fact, students will not be allowed to have fast food delivered to the school for lunch consumption. Students needing to have a sack lunch delivered from home should have it delivered to the office, and the office staff will have it delivered to the student.

Students choosing to bring their lunch may take it to the cafeteria upon arriving at school to be refrigerated. Students choosing to bring their lunch should not expect to be able get food from the condiment tables in the cafeteria. Items such as salt, pepper, catsup, mustard, etc., would be okay; peanut butter, bread, fruit, leftovers, etc. would not.

As it is impossible to cover all possibilities in any policy, please contact the principal before doing anything in question in the cafeteria during scheduled lunch periods.

Sacred Heart participates in the federal hot school lunch program. A hot, nutritious lunch is available each school day. Lunch prices are determined annually based on current costs to run the program. Extra milk or juice is sold for \$.40 per carton. Lunch tickets are sold in the business office and may be purchased on a monthly or bi-monthly basis. Credit is given for days absent. No refunds will be made.

Some second portions of food from cafeteria meals will usually be available for sale to students who purchase their lunch. Ice cream and specialty items are sold daily after a student has eaten the cafeteria or sack lunch.

Health considerations prohibit students from exchanging food. Federal guidelines do not allow cafeteria food to be sold to third parties. No food is ever permitted to leave the cafeteria. All students eat their lunch in the cafeteria, seated at assigned tables.

Lunch menus are published monthly and sent home. They are also printed each Sunday in the Sedalia Democrat and every two weeks in the church bulletin.

Parents who wish to participate in the federal free and reduced lunch program should apply for such benefits at the time of the August registration or any other time in the business office. Eligibility guidelines for income are available in the business office. The principal determines eligibility status of the applications for this program. The Sacred Heart Church pastor serves as a hearing officer if the parents wish to contest the eligibility ruling of the principal.

## **GYMNASIUM**

All activities in the gym are scheduled through the athletic director's office. Students are never to be in the gym unless under the direct supervision of a teacher or coach, especially immediately after school. Street shoes are not to be worn on the gym floor. Separate gym shoes are to be worn for physical education classes and athletic practices.

## **BUS**

The school maintains a bus for student and parish activities use. The bus is scheduled through the athletic director's office. Bus rules are as follows:

1. The bus driver is in total charge of the bus. The driver may be assisted by chaperones as needed.
2. No "horse play" is allowed.
3. No glass containers/bottles are to be brought on the bus.
4. Students are to use the front door to enter and exit the bus.
5. Emergency exits located in the back and sides of the bus are to be used in emergency situations only.
6. Students are to be seated in same sex groupings.
7. Students are not to stand up or walk around in the bus while it is in motion.
8. Things are never to be thrown from the bus.
9. Hands, head, feet, etc., are to remain in the bus and not out the windows.
10. Any student who rides the bus to a school activity must return from that activity the bus unless direct parental contact is made with the bus supervisor. A sign out sheet will be utilized to insure student safety.
11. Voices, radios, tape players, etc., are to be kept at a reasonable volume.
12. Students are to clean up after eating on the bus. A trash container will be provided for this purpose.
13. Students are to close their windows before exiting the bus.

Any student being referred to the office for causing problems on the bus will be subject to the following consequences: 1st offense—3 hours detention; 2nd offense—suspension from bus privileges for the remainder of that athletic season or semester.

## **VISITORS**

Visitors are permitted on campus only by permission of the school office. ALL VISITORS MUST REGISTER IN THE OFFICE BEFORE AND AFTER A VISIT. Visitors must also have the permission of the individual teacher to visit in a particular class.

## **CLASSROOM ASSIGNMENTS**

Class assignments for an upcoming year will be made in July of the preceding school year. In formulating class rosters our goal is to have a healthy learning environment in each group with a relatively equal number of boys and girls in each section of a particular grade.

While teacher recommendations are given the most consideration in deciding placements, parental requests are given careful consideration. Parental requests cannot be guaranteed. If a parent has a strong preference as to the placement of a child with a particular teacher the request must be submitted to the administrator, in writing, by June 1<sup>st</sup> of the school year just ended. Reasons for a preference must be included in the written request.

## **IMMUNIZATIONS**

A student must be vaccinated against hepatitis B, diphtheria, tetanus, rubella, polio, and measles before attending school, as provided for by state law. A parent may be exempted from this requirement by providing the school with a valid religious exemption. Students who have been exempted from vaccinations may be excluded from school attendance in case of an outbreak of various contagious or infectious diseases for which they have been exempted. Students must have updated immunization records on file in the school office. Parents will be notified at the beginning of each school year if their child is in need of any further immunizations including booster shots. Students may be excluded from school attendance beginning on the first day of each school year for not having written proof of state-required vaccinations or written exemption from such vaccination.

## **ACCIDENTS & SERIOUS ILLNESS AT SCHOOL**

When a student becomes ill or meets with a serious accident, the nurse or school personnel will contact the parent or guardian immediately and make arrangements for medical care. If the parent or guardian cannot be reached and/or if the child's condition demands immediate attention (e.g., severe bleeding), the nurse or school personnel shall call for emergency medical help and shall direct standard first aid procedures by a qualified person if these are essential to the student's well being. A written record giving date, time, circumstances, witnesses, and action taken will be kept permanently in the student file.

## **SCHOOL HEALTH SERVICES**

Our school provides basic school-age children's health services. This service will not replace the care your child gets from your regular doctor or clinic. This program will provide:

Basic emergency and first aid care.

Administration of medications for your child with a doctor's order and your request

Screening, exams for eye, ear, dental, or other physical or mental health concerns.

Assistance to help correct any problems discovered.

Immunization information.

Health information for you and your child.

Additional health education based on risk assessment regarding healthy lifestyles, nutrition, personal hygiene, injury prevention and personal safety.

Health care plans for students with special needs, developed with students and parents.

Schools must collect health information on all students which include immunization records, history of health and development, emergency instructions and directions for special health problems. Some of this information will be utilized when preparing reports for the Pettis County Health Center and the Missouri Department of Health in regard to the School-Age Children's Health Services Program. Information reported to the Department of Health will not include student or parent names but will include only data about the types of services we provide and the health of our students.

## **COMMUNICABLE DISEASE REQUIRING EXCLUSION FROM SCHOOL**

1. Chickenpox - No less than five days after appearance of skin eruptions or longer. All lesions must be dry scabbed. Student must be seen by the health room personnel prior to returning to the classroom.
18. German Measles (Rubella) - Seven days after appearance of rash.
19. Impetigo - Until lesions are healed or documented under doctor's treatment.
20. Measles - During cold symptoms and seven days after appearance of rash.
21. Mumps - Nine days following onset of swelling.
22. Head Lice - Must have effective treatment resulting in absence of nits from hair and lice from scalp to be able to return to school or any school activity.
23. Scabies - Doctor's note stating student under treatment.
24. Red or Inflamed Eyes - Doctor's note stating diagnosis and medication have been given for 24 hours, or until the eye(s) is (are) clear.
25. All rashes must be excluded until student brings doctor's note stating diagnosis and that the student may attend school as long as the order follows the guidelines listed in the CDC "Communicable Disease in Man" recommendations or until rash is clear.
26. Fifth's Disease - Excluded from school with a lacy rash. May return to school with a doctor's note of diagnosis and statement that student is noncontagious. "Slap Cheeks" appearance will not be excluded.
27. "Strep" Throat - On antibiotic 24 hours before returning to school.
28. Vomiting/Diarrhea that may be associated with a communicable disease.

Fever: In any illness where body temperature is elevated to 100 degrees (F) or above, the child should remain home until the temperature has been normal for 24 hours, or with physician approval. This is to protect your child from further illness and also to protect the children with whom the student may come into contact. Parents will be notified when a child is found to have a temperature of 100 degrees (F) or above.

## **CONTAGIOUS OR INFECTIOUS DISEASE**

No student shall attend school while affected with any contagious or infectious disease or while liable to transmit such disease or infection. The principal has the right to exclude from attendance students who exhibit symptoms of such disease or infection after contacting the parents or guardian. Students who are excluded from attendance for such illness are required to have a written medical statement before being readmitted to school.

**DSP 5520**

### **STUDENTS: Drug/Medication Administration**

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools should require that the medication be kept in a locked cabinet.)

## **POLICY FOR DISPENSING MEDICATION AT SCHOOL**

The following policy has been established regarding the dispensing of medication during school hours.

1. Prescription medication will only be given with written parent permission and with a pharmaceutical label on the bottle with a current date. We prefer parents send a bottle for use at school that has been labeled by the pharmacist. If a second bottle is not available, the parent should bring the original bottle for the School Health Office to verify a copied label. The bottle should include the following information:
  - Student's name
  - Current date
  - Name of medication and specific instructions such as amount and time to be given
  - Name of doctor prescribing medication
29. Nonprescription medication will be given only with written doctor orders and signed parent permission for the drug to be given at school. Tylenol may be given with a parent's previously signed permission as per the standing orders for Tylenol. (Acetaminophen only) after an attempt is made to contact the parent.
30. Normally, it should not be necessary to give more than one dose of medication per day during a six-hour school day. Your doctor may be able to schedule all doses of medication to be taken at home. Exceptions should be arranged with School Health Office personnel.
31. Medications will be supplied by the parent and given by the nurse for the length of time the prescription is current.
32. Students with current or specific problems requiring medication for emergency situations should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by the student's doctor annually.

**DSP 5575**

### **STUDENTS: Student Insurance**

Parents/guardians may take out a student accident insurance policy. Schools can arrange for a school insurance provider to provide forms for student accident insurance, covering children during school hours and when traveling between home and school. Medical care and attention related to accidents, injuries, incidents on school grounds, and/or at school related activities are to be covered under the student's/parent insurance; they are not covered by the parish's or Diocese's insurance.

## **LOST AND FOUND**

Lost-and-found boxes are located in the main office. Unclaimed items in the lost-and-found boxes are periodically removed and given to charitable organizations. Any money or other valuable items turned in to the office will be returned to the finder if the owner fails to claim it within a reasonable period of time.

**DSP 1430**

### **COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations**

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. (School) *Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.)* The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.

### **ACTIVE PARENTS' CLUB**

Parents of all children are invited to join the Active Parents' Club. This parent group is involved in promoting better communications between teachers and parents and helps to provide special services and funding for Sacred Heart School. The Active Parents' Club meets in the parish center for their meeting after 8:00 mass on certain dates.

### **BOOSTER CLUB**

The Booster Club is a special service organization for the school's athletic department. It assists in building a tremendous sense of school spirit. The club raises funds to purchase needed athletic uniforms and equipment. Membership is open to all parents, alumni, and other interested persons.

**DSP 6610**

### **ATHLETICS**

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of, and be consistent with the mission and principles of the Catholic Schools and the Diocese.

**DSR 6610**

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as "Catholic Schools") will participate in the Play Like a Champion Today program.

**The Play Like a Champion Today program is an initiative of the University of Notre Dame focused on promoting a positive sports culture for all young people. The program focuses on:**

1. Athletics as ministry to children and families
2. Building teams as moral communities
3. Promoting moral growth and gospel-oriented character development on and off the field.
4. Spiritually development linking play to prayer.

All coaches and assistant coaches, whether paid or volunteer, in programs sponsored by Catholic Schools will participate in at least on Play Like a Champion Today coaches workshop. Coaches will also need to actively promote the values and philosophy of the program through their coaching.

Physical Education teachers in Catholic Schools participate in the Play Like a Champion Today coaches workshop in order to foster the same values and philosophy in their teaching.

At least one parent of any student who wishes to participate in any athletic team will participate in a one-time parent training session prior to their child being allowed to participate in athletics programs. Parents will be required to participate in training only once.

Principals of each Catholic School that offers athletic programs will be responsible for overseeing the Play Like a Champion Today program, assuring that all coaches, physical education teachers and parents take part in the required training programs. Evaluation of coaches and physical education teachers by principals will assure that these coaches and teachers are integrating the goals of the program into their ministry of coaching/teaching. Principals may delegate responsibility for various aspects of the program to other employees (i.e. assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.

The Catholic School Office will work in conjunction with Catholic Schools to provide training opportunities for coaches, physical education teachers and parents as well as to maintain a comprehensive database of coaches, teachers and parents who have participated in the training.

## STUDENT BEHAVIOR

The goal of Sacred Heart School is to promote student behavior that is most conducive to promoting a highly effective educational process. We also see it as our duty to assist parents in the development of young people solid moral and ethical foundation. In a K-12 setting such as Sacred Heart, the students in the high school have a moral responsibility to set positive examples for the younger students. The next several items deal with definitions, expectations, and consequences for student behavior. The consequences listed should be seen as minimums for each offense. If the severity of an offense suggests more stringent consequences as suitable, the administration reserves the right to levy consequences accordingly. No policy or set of policies can take into account every situation. Those situations that will arise, not covered in the handbook, will be handled on an individual basis by the administrator with guidance from the pastor and possibly the elementary and secondary review councils.

### ELEMENTARY REVIEW COUNCIL

The Elementary Review Council is designed to provide students and parents with the opportunity for due process in cases where student enrollment and/or possible grade retention is in question. The purpose of the ERC is to review circumstances and accumulate pertinent facts in issues of serious student behavior. The council will be convened to deal with issues such as long-term suspensions, possible student expulsions, admittance of students with questionable behavior patterns at past schools, and readmittance of students who have left Sacred Heart with a history of poor behavior. Issues of possible grade retention for a student may also be a matter for the ERC.

The council will be made up of the administrator and three faculty members with the pastor serving as an observer to the proceedings. The Elementary Review Council will make recommendations to the administration.

### DETENTION

Although not normally utilized with students in elementary grades, detentions will be held Monday through Fridays from 7:00 a.m. to 7:50 a.m. Detention for elementary students may also be held as recess detentions or lunch detentions. Any other arrangements must be worked out with the administrator or classroom teacher. In general, a one day advance notice will be given except in extreme matters where immediate punishment is viewed a necessity to be effective or if a student missed a scheduled detention. Missing a scheduled detention will cause the time to be doubled. A second miss will result in a one-day in-school suspension.

### SUSPENSION

Students may be suspended from classes at Sacred Heart School by the principal or the elementary review council for a period of time not to exceed 10 school days. Parents will be notified by phone and in writing when a student is being suspended. The elementary review council may meet with the student and parents in the case of a student being suspended. Suspensions will be in-school or out-of school. Students will be expected to complete all assignments while on suspension along with any additional things assigned by the suspension supervisor. Tests will be made up. The student will serve 6 hours of detention for each day of suspension upon their return to regular classes. Students may not participate in any extracurricular activities during the suspension. Students who have been suspended more than twice in any one school term risk being expelled from school for the remainder of the year. In cases when conduct threatens the physical or moral welfare of anyone in the school community, students may be expelled immediately pending a hearing with a elementary review council. Parents will be informed of the situation in writing. The school will attempt to work with the student and parents to prevent expulsion from being necessary.

**DSP 5360**

### **STUDENTS: Dismissal and Expulsion**

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion or dismissal.

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355.)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor and superintendent of Catholic schools regarding the dismissal or expulsion. All dismissal and/or expulsions must be approved by the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

**DSR 5360**

**STUDENTS: Dismissal and Expulsion**

If a dismissal or expulsion is pending, the superintendent of Catholic schools is to be notified immediately. The superintendent of Catholic schools will review the case, consult legal counsel if necessary, and make recommendations back to the school. The superintendent of Catholic schools will then approve or deny the dismissal or expulsion

**DISMISSAL/EXPULSION**

After consultation with the Catholic School Office, the principal may dismiss or expel a student from school. Appeals may be made in writing to the pastor of Sacred Heart Parish.

**REVIEWS**

A student who has been suspended, placed on a special academic or behavioral agreement, dismissed, or expelled has the right to a review before the pastor of Sacred Heart Parish. All appeals must be submitted in writing. The decision of the pastor is considered final and binding on all students.

**DSP 5370**

**STUDENTS: Release of Individual Students from School**

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

**MONETARY FINES**

Due to improvements in school facilities, it is imperative that "gum chewing" be forbidden in school and on the playgrounds. There will be a \$2.00 fine imposed on students (grades 6 – 12) found chewing gum in the hallways, cafeteria, or classrooms. Fines should be paid in the office. The restrictions above also apply to candy, pop, and other foods.

Fines for overdue library books will be assessed 5 cents per day, per book, up to 20 school days. Students will be responsible for replacement costs of any lost or damaged library books.

Any excessive wear or deliberate damage of school textbooks or other school property will result in a fine, or in serious cases, total replacement costs being assessed for the damage or loss of such property.

**ALL FINES MUST BE PAID BEFORE QUARTERLY GRADE CARDS WILL BE ISSUED.**

**SPECIAL BEHAVIORAL or ACADEMIC AGREEMENTS**

Students may be placed on a special behavioral or academic agreement at the option of the principal if such conditions and behavior warrant such a suspension, repeated detention, or other perpetual behavioral problems. In general, a special behavioral or academic agreement is to be considered a serious position or warning of potential expulsion if conditions are not corrected. The principal must notify the parents and set up a parental conference. A special behavioral or academic agreement must be prepared and signed by the student, the principal, and the parent clearly stating the terms and conditions. Normally, the term of a special behavioral or academic agreement shall not exceed one full semester.

#### **DISRESPECT / HARASSMENT**

Students are expected to show respect for one another, faculty members, staff, visitors, and school property through their words and actions. Any student engaging in or involved with any action resulting in malicious destruction of school or private property or harassment of students, faculty, or staff members will be disciplined according to the severity of the situation.

#### **CELL PHONES / MISC ELECTRONICS**

Electronic devices such as these have proven to be a nuisance in the classroom. With this in mind and due to the fact that important messages can be effectively relayed through the school office, these items are deemed unnecessary and consequently off limits within the school setting.

Cell phones are to be turned off and not on the student's person between 7:50 and 2:50 each day. Cell phones are not to be turned back on until the end of the school day.

Consequences: First offense, the cell phone will be confiscated and turned in to the principal. A parent will need to come to school to retrieve the phone and a \$5.00 fine will be levied. Second offense, the cell phone will be confiscated and turned in to the principal. A parent would need to come to the school to retrieve the phone and a \$10 fine will be levied. Additional offenses, the cell phone will be confiscated and turned in to the principal. A parent would need to come to school to retrieve the phone and a \$20 fine will be levied. The student will be assigned one day of in school suspension and all of the conditions that go with an ISS. Any refusal on the part of a student to forfeit the phone on request will result in the assignment of one day of in school suspension and all the conditions that go with ISS. It is imperative that cell phones not be in use during an emergency situation. Such action endangers the welfare of all and will be considered a serious matter.

#### **DRUG / ALCOHOL POLICY**

##### **DSP 5545**

No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc.

A student shall not possess, sell, use, transmit, or be under the influence of alcohol or illegal drugs or be in possession of drug paraphernalia while on school campus, church grounds, surrounding neighborhood, or at any school-related activity or function. Violating any provision of this code will result in the full 10-day suspension for a first offense and expulsion for a second offense. Furthermore, any student involved with civil offenses related to drugs and alcohol is subject to discipline by school authorities. In addition, after consultation with the Catholic School Office, law authorities may be contacted.

Any student who is required to take medication must have a written statement from the parent/guardian informing and requesting this need. The medicine must be clearly labeled as to dosage and times and should be kept in the school office.

#### **SMOKING / TOBACCO**

Smoking, possession, or use of tobacco, in any form by students on school premises or on any school trip or event, or at any time and place where a student can be associated with Sacred Heart School is prohibited. School grounds, for the purpose of this guideline, is considered any parish property, school parking area, or any area that can be readily seen from any parish property.

#### **FOUL / ABUSIVE LANGUAGE**

Profane or offensive language is inappropriate in the school setting, on school grounds, and at school functions. Violations will be handled between the teacher and the student with notification to parents and administrator if a problem persists.

#### **DAMAGE / VANDALISM**

Any damage caused by a student, whether accidental or not, is the responsibility of that student. In either case, the student will pay for replacement of that which is damaged. The bill normally can be worked off through the school. If a student causes damage at another school, with which Sacred Heart is involved, he/she will pay for the damages. Intentional damage is defined as vandalism.

**STUDENTS: Weapons and Dangerous Instruments**

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

**WEAPONS**

The highest responsibility we hold as a school is to maintain a safe and secure environment in the school. Consequently, we will have ZERO tolerance for guns and other items that could be used as weapons. Possession of a gun or such item on school property or at a school activity shall result in immediate expulsion for a minimum of the remainder of that school year. Any instruments or devices customarily used for attack or defense against an opponent, adversary, or victim or any instrument used to inflict physical injury or harm to another person is inappropriate. Possession of an item of this nature on school property or at a school activity shall be dealt with as follows—1st offense: minimum 5-day suspension; 2nd offense: expulsion for at least the remainder of the school year.

Bringing items of this nature in for educational purposes must be pre-approved by administration. To attack another individual with an instrument or to clearly possess the intent to attack another individual at any school related function would result in a minimum 10-day suspension for a first offense; 2nd offense: expulsion for the remainder of the school year. In addition, after consultation with the Catholic School Office, law authorities may be contacted.

**THREAT OF VIOLENCE**

Sacred Heart School strives to provide a learning environment and a setting where students do not feel threatened by violence from others. Threats of violence, written or verbal, will not be tolerated. This policy delineates the steps taken in the event of a threat:

1. Incident should be reported immediately to administration.
2. Administration will remove the student from class immediately.
3. Student's locker, book bag and / or purse will be searched.
4. Parents of the student making the threat will be notified.
5. Administration will begin an investigation.
6. Based on the findings of the investigation the principal or SRC may suspend, place on probation or expel the student(s).

**FIGHTING**

Fighting is considered dangerous and completely inappropriate in the school setting, on school grounds, and at school functions. Violations will be handled between the teacher and the student with notification to parents and administrator if a problem persists.

**STEALING**

Stealing shows a complete lack of respect for the rights and property of others. Incidents of stealing will be taken seriously. Violations will be handled between the teacher and the student with immediate notification of parents and administrator when a problem arises.

**LATE WORK / HOMEWORK POLICY**

Assignments given should provide for an application of previously learned material, a correlation of past and present material, and related supplementary reading. The amount of homework given shall be appropriate to the grade level and ability of the child to complete the assignment within a reasonable time.

To determine the proper time allotment for your child, try to find an average of how much time they are actually spending. Then discuss the appropriateness of this average time for your child with your child's teacher or teachers and adjust it accordingly.

Assignments will be due on a specified day at the beginning of the class period in which the assignment was given. If the assignment is not ready at the appropriate time, the student will have one day to make it up and get it turned in. If he/she does so, the following deductions will be enforced:

Grades 1 through 5            10% deduction on the assignment

If the assignment is not turned in within **one day** of the time it is due, the student may still turn it in, but **NO CREDIT** will be given!

**DSP 6425**

**INSTRUCTION: Student Internet, E-mail and Other Technology Use**

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

In addition to the above, the school and/or diocese can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as *MySpace, FaceBook, YouTube, Snapchat, Instagram, etc.*

**INTERNET & ELECTRONIC MAIL PERMISSION FORM**

As a competitive school it is our job to give the students all the tools they will need to succeed in the future. A big part of that success is dependent upon computer literacy. Access to the Internet and email will allow the students to explore resources from around the world. With this new tool comes responsibility, on the part of the student, teacher and parent(s). Some material found on the Internet may be untrue or offensive. However, with supervision the benefits outweigh the detriments for the students.

Students are responsible for good behavior. The computers and net access is provided for them to conduct research and communications in direct relation to schoolwork. Their usage must be consistent with the academic expectations of Sacred Heart School. Access is a privilege not a right. The administration and faculty reserve the right to monitor any transmission or written works. Any abuse of that privilege and it will be taken away temporarily or permanently. Transmission of any material in violation of US or state regulations including copyrighted, threatening or obscene material is strictly prohibited.

**DSR 5310**

**STUDENTS: Prohibition of Corporal Punishment**

Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

## DISCIPLINE MANUAL

### Section One: Expectations of Teachers

1. Teachers must consistently interact with students in a pleasant and respectful manner. Sarcasm (especially at the junior high level) is often misunderstood by students. Displays of anger must be few and far between.
2. Statements of frustration should be avoided. It is important to stay positive with the students. Whether they show it or not, they are most concerned with what we, as their teachers, think of them. Positive comments go a very long way with young people.
3. The classroom must be consistently approached with enthusiasm. If the students sense that the teacher does not enjoy the class or the period, they will soon come to dread the time as well.
4. BE PREPARED!!! BE PREPARED!!! BE PREPARED!!! The teacher must come to the classroom with a thorough lesson plan each and every day. A variety of activities incorporating different learning styles can, and should, be utilized.
5. Develop clear lesson objectives for each class period and state them prior to every class period. Close every class period by reminding the students of what you have just taught them
6. Clear expectations for student behavior must be established, communicated, and followed through with. Teachers must be thoroughly familiar with Section Two of this manual. The content found in Section two should provide the minimum framework for the establishment of requirements for student behavior.
7. Be vigilant with supervision duties. Alert adult presence before school, at snack bar and recesses, between classes, and after school goes a long way in stopping problems before them start.

### Section Two: Requirements of Students

1. Students are to report to class on time, with all necessary materials.
2. Students must be expected to speak to and treat adults respectfully.
3. Students must be expected to speak to and treat one another with respect as well.
4. Students are expected to actively participate in the classroom learning activity. Assignments should be completed as directed by the individual classroom teacher.
5. Students are expected to be cooperative, consistently following the stated expectations of each teacher. No student shall allow himself or herself to be a disruption to the learning environment.
6. Students are expected to be aware of handbook guidelines and regulations.
7. Students are expected to follow established handbook guidelines and regulations. Those that most commonly come into question would include:

- late work/homework policy
- foul and disrespectful language
- gum/candy

### Special Note to Parents:

Effective schools are characterized by strong home/school relationships. If your child is guilty of not living up to one of the expectations on this page (as almost all children will certainly be at one time or another—we refer to it as the process of growing up!), we strongly encourage your full support in enforcing the consequences that you will find outlined on the following page. By the same token we, as a school, realize that we are accountable for fulfilling the expectations found on page one of this manual.

Sacred Heart School wants only the best for each and every child that attends here!!! With that important thought in mind, please know that our goal is not to punish your child, or any child for that matter. Our ultimate goal is to work with you to help your child develop into a sound, contributing Christian citizen. Just as it did for us when we were children, that often means having to accept the consequences of the decisions we make. That also leaves us, as the adults, the responsibility for reinforcing good decisions with praise and/or positive consequences.

This is truly a partnership we are involved in. May we always be respectful of that for the overall good of the children!

### Section Three: Consequences

1. Consequences for many situations are lined out in the handbook. As teachers, we are to be aware of these and follow them in order to most effectively develop consistency.

- It is strongly encouraged to keep a written log of discipline matters. This does not have to be an in-depth document. An example might be:

DATE	STUDENT	INCIDENT	ACTION TAKEN
Fri. 9/12/98	D. Jones	Excessively talkative	Spoke to after class

- Maintain consistent contact with the parents. Most of the parents in our school will be supportive and assist us in keeping their child on task and out of trouble. Be sure to add parent conversations to your written log.
- Outlined below is a general pattern of options to follow in situations where a student is being disruptive or mildly disrespectful. More serious issues are covered in the handbook.

Step #1 Pull the student aside to speak to him/her privately. Remember not to embarrass them in front of the others. Obtain some privacy to make a more stem reprimand.

Step #2 Make an individual assignment based on current class topics (i.e., if a student is disrupting religion class, assign a 500 word essay on a saint that is pertinent to the era being studied).

Step #3 Make individual assignments that are strictly punitive in nature (i.e., "I will not . . ." sentences, the problem, etc.).

Step #4 Assign recess detention or a short after-school detention that you would supervise personally. This would give you a chance to speak one-on-one with a student you are having a problem with.

Step #5 Utilize the A.M. detentions.

Step #6 Send the student to the office.

- Group punishments are deemed inappropriate. If you have a group that is not behaving properly in general, it would be warranted to make a written assignment (relative to the material being studied at the time) to the entire class in lieu of the more potentially interesting activity that was otherwise taking place. Students would receive credit in the class for the completion of the assignment.
- Try to generate discussion of what constitutes positive or negative behaviors. *Be alert for opportunities in which positive reinforcement can be applied!*

## CHILD PROTECTION & REFORMATION ACT

Sacred Heart School abides by the state Child Protection and Reformation Act (RSMO 219) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report to the MO Dept. of Family Services. (Standard III. Section 3.8 of MO Chapter, National Federation of Nonpublic Schools State Accrediting Assn.).

**DSP 5820**

### STUDENTS: Harassment

Policy:

All Catholic schools of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the superintendent of Catholic schools and/or chancellor and/or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the Superintendent of Catholic schools.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

**\*A copy of the entire policy is on file in the principal's office.**

**DSP 5825**

**STUDENTS: Sexual Abuse of Minors**

**PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY**

**INTRODUCTION**

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. i For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

**I. ENSURING AN EFFECTIVE RESPONSE TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS**

The Diocese has adopted a process to address allegations of sexual abuse of a minor by a member of the clergy or other church personnel. By following the steps outlined below and by working with the person alleged to have been abused, his or her family members, and appropriate civil authorities, this process will help to ensure an effective response to allegations of sexual abuse of minors.

A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:

Address:  
 Chancery Office  
 Diocese of Jefferson City  
 2207 West Main  
 P.O. Box 104900  
 Jefferson City, Missouri 65110  
 Telephone: (573) 635-9127

**A copy of the entire policy is on file in the principal's office.**

**SEXUAL HARASSMENT**

Sacred Heart School strives to provide the students with a learning environment in which students can develop into productive and responsible young Christian men and women and with an atmosphere where their dignity is respected and safe guarded by fellow students and the faculty and staff. The school endeavors to treat students in a just and fair manner

based on Christian principles. What the secular society condones and promulgates especially in regard to human sexuality is often in direct conflict with Christian principles and the teachings of the Catholic Church, thus holding no place in a Catholic School community. In addition, the secular guidelines regarding harassment and its illegality must be adhered to in the religious setting as a responsibility of the Catholic school.

Following these principles, Sacred Heart School has adopted and will enforce a comprehensive policy in regard to sexual misconduct. The provisions of this policy are extensive and on file in the secondary and elementary principals' offices at the school. Patrons of the school are invited and encouraged to ask for and review these policy provisions at any time.

**DSP 5260**

**STUDENTS: Confidentiality**

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of Jefferson City Catholic schools operate under a "spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law;
2. Matters involving the health and safety of the student or any person;
3. Serious moral issues;
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.

The school administrator/principal, after consultation with the Catholic School Office, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

**DSP 5405**

**STUDENTS: Parent/Teacher/Student Conferences**

It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

**DSP 5701**

**STUDENTS: Students with Special Needs**

If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision.

**DSP 6235**

**INSTRUCTION: Non-Catholic Student Participation**

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

**DSR 6301**

**INSTRUCTION: Educational Outings and Field Trips**

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

**DSP 6305**

**INSTRUCTION: Chaperones and Drivers for Field Trips [Educational Outings]**

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily at least one adult will accompany every five students in the lower grades and every 10 in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

Transportation for field trips shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial driver's license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars. Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure on the field trip. Appendix #6305 provides a form that must be completed by anyone providing transportation for a school-sponsored event.

**DSR 6305**

**INSTRUCTION: Chaperones and Drivers for Field Trips [Educational Outings]**

All regular chaperones and drivers must complete the Protecting God's Children program.

**AUTHORIZATION TO USE PHOTOGRAPHS**

Sacred Heart School will, from time to time, use photographs of faculty, staff and students in connection with publications and/or Catholic school advertisements and/or Catholic school public relations printed materials. The school is not authorized to sell or otherwise distribute such photographic images to any other person or entity without the consent of the individuals or the parent/guardian of the individuals portrayed in the photograph.

All faculty, staff and students (parents/guardians) have the right to deny this authorization. In order to implement a denial of photo release authorization submit said request in writing to the school office to the attention of the school administrator.

**ANTI-BULLYING POLICY:**

At Sacred Heart Elementary and High School we value Respect – for God, for oneself, for one another, for the physical environment, and the broader community. Everyone is entitled to respect and everyone is entitled to feel safe. This respect should be evident in our day to day life and, therefore, bullying is not tolerated. Everyone at Sacred Heart, teachers, staff, parents, and students are expected to insure that bullying does not happen and will have the responsibility to report acts of bullying.

**DEFINITION**

Bullying is a pattern of repeated behavior by one or more persons towards another which is designed to hurt, injure, embarrass, upset, intimidate or discomfort that person. It can be:

- Physical aggression such as hitting, kicking, tripping, pinching
- The use of verbal or written put-down comments, insults, gossip or gestures
- Name-calling, spreading rumors
- Damage to the person's property
- Deliberate exclusion from activities or social isolation
- The setting up of humiliating experiences

- The use of information and communication technologies – e-mail, cell phones, pagers, text messages, instant messaging, defamatory personal Web sites, or a combination of these to support deliberate, repeated hostile behavior by an individual or group for the intention of harming others,
- Using activity time such as PE and/or recess to target an individual(s) with overly aggressive physical or verbal behavior
- The use of graffiti on school property or otherwise defame, insult, or injure

**THE AIM OF THE POLICY IS TO ENSURE THAT EVERYONE IN THE SCHOOL COMMUNITY:**

- Feels safe within the school and at school activities
- Can expect to have a safe learning and recreational environment
- Experiences a school setting where Gospel values are lived

**CONSEQUENCES:**

When bullying has been confirmed the following steps are to be taken:

- A report form is completed and signed by the principal. The form is sent home for parents to read, sign, and return the next school day.
- If the student is involved in a second offense, an after-school session with the principal is scheduled. During this time, the student(s), parents, and the principal or counselor will work with the student(s) and parents to develop an Action Plan to address the bullying behavior. All parties sign the Action Plan.
- If a third offense occurs, five 30 minute after school sessions will be scheduled with the guidance counselor or principal. During this suspension, the guidance counselor will instruct the student(s) using anti-bullying materials.
- A fourth offense will require the parents and student(s) to meet with the Elementary or Secondary Review Council to discuss the recurring behavior. Suspension, probation, and expulsion are all options.