

SCHOOL MOTTO

“That in All Things God May Be Glorified.”
“Ut In Omnibus Glorificetur Deus”

Sacred Heart Church

205 Third Avenue, SE
Cullman, Alabama 35055
256-734-3730

Dear Parents and Students,

Welcome back to Sacred Heart School (SHS) for the 2017-2018 Academic Year! During my time as Pastor, I have continually emphasized several points that remain as valid today as when I first mentioned them. They are: the fact that this parish is truly blessed to have a school; the opportunity we have to shape the faith, morals and values of our students, in addition to ensuring that they receive a first class education; and, the outstanding caliber of our faculty and staff. My overall goal continues to be to make SHS the best Catholic parochial school in the Diocese and the best primary school in the entire Cullman area. As with any worthy endeavor, it will take a lot of hard work by all of us - Pastor, teachers, staff, parents and students - to reach this goal, but with the grace of the Holy Spirit we can do it. I once again look forward to spending time watching our faculty and staff at work, and our students grow into wonderful young Catholic and Christian boys and girls. I also look forward to interacting with you, the parents, at our PTO meetings and various school activities.

Please let me know if there is anything I can do for you, and, as in past years, that I will be fully involved in SHS as we continue our journey toward spiritual and academic excellence.

Sincerely,
Rev. Patrick Egan, O.S.B.

Sacred Heart School
112 Second Avenue Southeast
Cullman, Alabama 35055
256-734-4563

Dear Sacred Heart School Family,

It is my distinct pleasure as Principal to welcome you to the 2017- 2018 School Year at Sacred Heart! I believe the 2017- 2018 School Year will be a year of growth, of challenge, and of fun. I am looking forward to having the students back for another year of learning. It is a wonderful part of my job to see students succeed where they once struggled, to see them achieve goals, and to see them overcome challenges that they thought would hold them back.

I encourage you to read through this handbook and to go over the necessary information with your children, as this handbook contains the information needed to ensure that everyone has a great and productive school year. Please understand that this handbook was written with the well- being of all Sacred Heart students in mind. While some rules and policies may seem harsh or unnecessary, please know that they are there to make sure that everyone is treated equally and with compassion. The handbook serves the purpose of making sure that each student is held accountable to the same rules and policies. If you have any questions or concerns about the handbook, please feel free to contact me. I would be happy to meet with you.

Having spent the majority of my educational career in Catholic education, I can safely say that Catholic schools offer a unique and special environment in which students can learn. I have always been impressed with the kindness that students show one another, and the compassion with which teachers treat their students. Catholic school environments are based upon respect, dignity, and love. Students adopt this culture, and through it they are able to do wonderful things. While no Catholic school, or any school for that matter, is perfect, I hope you will recognize the blessing that Sacred Heart School has given to so many.

Sincerely in Christ,

Greg Hughes, M.A., M.Ed.

PARENTS AS EDUCATORS

Parents have the serious obligation of providing and supervising the education of their children. The family unit provides the learning atmosphere where the child develops his/her values, attitudes, and love of Christ and all people. The family unit, thus, becomes the first school.

Our school is an extension of the education that begins in the home. By the time a child enters school, he/she is not beginning his/her education - but continuing it. The parents must create in the “first” school, a family atmosphere filled with love and respect, along with a desire to learn and achieve.

WORKING WITH PARENTS

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration at Sacred Heart School is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the Sacred Heart School personnel and a parent/ guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of Sacred Heart School or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school/center or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child(ren) from Sacred Heart School.

Additionally, parents/ guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

HISTORY OF THE SCHOOL

On December 14, 1878, the Notre Dame Sisters from Milwaukee arrived in the small four-year-old German town of Cullman, Alabama. Two days later, they opened the school for Catholics and non-Catholics. By January 1879, the attendance numbered 100, and one year later, the number enrolled was 150. The Notre Dame Sisters staffed Sacred Heart School, then known as Mary Help School, for twenty years, 1878 - 1898. The Sisters were then asked to return home because the school was considered small and very far from home.

Immediately, Abbot Benedict and the monks at St. Bernard Monastery began to look for a community to take over the school. In September 1878, a group of five Benedictine Sisters from San Antonio, Florida, arrived in Cullman. These five sisters staffed the school from September 1898 to June 1899.

As soon as it was known that Mary Help Community was established as an independent Mother House, requests for admission were received. The community of sisters began to grow.

Thus, the Mary Help community held charge of the Parochial School in Cullman until the summer of 1902, when eight Benedictine Sisters from St. Walburga Convent, Covington, Kentucky, joined the Mother Mary Help group in Cullman. At this time, June 1902, the name of Mary Help School was changed to Sacred Heart School.

Over the years, the original wooden frame church and the first two-story wooden school building have been replaced by the present beautiful, stone structures.

Sacred Heart School received State Accreditation on January 22, 1973. It was the first church school in Alabama to be accredited.

Two years later, accreditation was received from the Southern Association of Colleges and Schools.

Over the 130+ year history of the school, there have been many changes. However, the primary purpose of the school continues to be one of providing an instructional program within a Catholic Christian atmosphere of love and guidance.

Sacred Heart's parish, school, and families continue to work together to form a cornerstone of excellence in education for Cullman, Alabama.

MISSION STATEMENT

Sacred Heart School provides a vibrant Catholic Christian community which encourages intellectual growth, nurtures faith and inspires action.

STATEMENT OF PHILOSOPHY

Sacred Heart School is a Catholic elementary school in the Diocese of Birmingham in Alabama. By its total design and operation Sacred Heart School fosters the integration of religion into all aspects of learning and living.

The school recognizes all students as children of God with special talents and needs. Students are members of ever enlarging groups beginning with the family and moving out into society. In cooperation with the family, the school seeks to guide and direct the students in the development of their unique potentials. A balanced academic program is directed toward spiritual, intellectual, emotional, moral judgments and is of service to their families, their Church, their communities, their nation, and the ever-changing world. This service reflects an awareness of the rights, obligations, and responsibilities of the members of a democratic society.

The learning experiences are within a structured academic program which stimulates creative growth and understanding of basic values leading to the development of the skills necessary for living in today's world. These learning experiences seek to impart self-discipline, self-respect, honesty, and respect for the dignity and rights of others.

Sacred Heart School strives to create a Catholic educational community where human knowledge, enlightened by faith, is shared by all. Within a Christian atmosphere of love, discipline, and guidance, the faculty, the parents, and the students will continue to grow.

SACRED HEART IS:

- **ACCREDITED BY AdvancEd (THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS) SINCE 1975.**
- **A MEMBER OF THE NATIONAL CATHOLIC EDUCATION ASSOCIATION.**
- **CERTIFIED AND ACCREDITED BY THE STATE OF ALABAMA.**

DIRECTORY

Sacred Heart School
112 Second Avenue, S.E.
Cullman, Alabama 35055

Phone: (256) 734-4563

Fax: (256) 255-0416

Email: firstinitiallastname@shscullman.org

Example: ghughes@shscullman.org

Web Address: shscullman.com

School Hours:

7:55 a.m. - 3:10 p.m. (Tuesdays-Fridays)

(2:45 p.m. dismissal on Mondays)

Office Hours:

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

School Mass:

Wednesday - 8:10 a.m.

Holy Days - 8:10 a.m.

Administrators:

Pastor:

Father Patrick Egan, OSB256-734-3730

Principal:

Mr. Greg Hughes256-734-4563

Faculty and School Personnel:

Financial Manager and Accountant.....	Ron Gates
Secretary	Kristi Wilson
3K.....	Dana Conn
4K	Lisa Bennett
5K	Jennifer Loring
5K	Sarah Harper
First Grade	Susan Kraft
Second Grade	Jennifer Grey
Second Grade.....	Jennifer Arndt
Third Grade	Kellie Thompson
Fourth Grade.....	Tracy Holmes
Fifth Grade.....	Brandi Lumley
Sixth Grade.....	Shawna Norman
Librarian	Robin Skipper
Music	Barry Stoner
Computer Lab	Malinda Yarbrough
P.E. / Health	Holly Winfrey
Counselor.....	Maria Pennefather
4K Aide	Karen Presto
Cafeteria Manager.....	Jimmie Durham
Cafeteria Staff	Devon Bissot

PARISH EDUCATION ADVISORY COUNCIL

President:

Laurie Osborne256-595-8834

Parent Representatives

Elicia Fallin

Meaghan Baillargeon

Ross Harrison

Gregg Bissott

Ex-Officio Members:

Mr. Greg Hughes

Father Patrick Egan, O.S.B.

Phil Frappaolo

School Representatives

Malinda Yarbrough

Kristi Wilson

Larry Pennefather

ADMISSION POLICIES

Equal Opportunity - The school admits students without regard to sex, race, color, national, and ethnic origin to all privileges, programs and activities generally accorded or made available by the school. The same holds true for employment practices. However, being a Catholic school, preference will be given to Catholic students / teachers.

Transfer Students - Transfer students shall be accepted according to the regular procedures. Students transferring to Sacred Heart School are required to furnish transcripts of prior education from all schools previously attended. A conference between the prospective student and his or her parent / guardian and the principal may be required before acceptance. Moreover, the principal may contact prior schools attended to complete the application process. Normally transfer of students from schools located within the area is prohibited except at the beginning of the school year.

Tuition, Fees, and Expenses - Sacred Heart School exists to provide students in our parish with a quality Catholic education, and we strive to be fiscally responsible as we do so. Tuition, fees, and other expenses must be paid promptly to enable the school to meet its own financial obligations. A family experiencing financial difficulties which may interfere with ability to meet its obligation to the school is encouraged to share the situation with the principal so that alternative strategies can be explored. Unless prior arrangements are made, tuition must be paid through FACTS Tuition Management Co.

POLICY FOR RE-ADMITTANCE TO SACRED HEART SCHOOL

In the event that a former student of Sacred Heart School requests to be re-admitted, the following requirements must be met:

Space must be available in the grade level desired.

The child must re-apply, go through the interview process, and qualify as any new student would.

The parent / guardian must submit a written request for re-admittance. This request must state why the student left Sacred Heart School, how circumstances have changed since leaving, and reasons for desiring their child to return. Re-admittance will not be guaranteed, but will be handled on a case-by- case basis, following the above requirements.

SACRED HEART SCHOOL TUITION POLICY

Parents may pay tuition at Sacred Heart School by selecting one of the following options:

1. Full registration fee and tuition payment plan by August 1st.
2. A 10-, 11- or 12-month payment program beginning in July 2017 through June 2018. The FACTS Tuition Management Company will handle this method of payment for an annual fee. The money will be electronically debited from your checking or savings account.

In case of student withdrawals, parents should give notice to the school. If the tuition has been paid in advance, parents will be given a prorated refund.

For tuition assistance information, questions and concerns, please contact the principal and or financial manager. Terms of payment are determined by enrollment date.

2017-2018 TUITION AND FEES

All Children 3K (5 Days)	\$3,500 per Child
All Children 4K (5 Days)	\$3,500.00 per Child
<u>Catholic Parishioner**</u>	
5K - 6th Grade	\$ 4,300.00 First Child 3,700.00 Second Child 3,100.00 Third Child 2,500.00 Fourth Child
<u>Catholic Non-Parishioner</u>	
	5,000.00 First Child 4,400.00 Second Child 3,800.00 Third Child 3,200.00 Fourth Child
<u>Non-Catholic</u>	
<u>Non-Parishioner</u>	
	6,000.00 First Child 5,300.00 Second Child 4,700.00 Third Child 4,100.00 Fourth Child

Full Payments made by August 1 qualify for a 10% discount.

Sacred Heart and St. Bernard have an agreement to grant a \$500.00 discount for each child at both schools.

**In order to qualify for the Catholic Tuition Rate, you MUST be contributing a reasonable amount to the Church on a regular basis. This contribution MUST be through the Parish Contribution Envelope system, a check where you can be identified, or cash placed in an envelope with your name on the outside. We cannot allow the discount without the ability to verify through the Parish office that you do, indeed, support the Church that supports the School.

Tuition must be paid through FACTS tuition services if not paid in advance.

The Registration Fee is non-refundable.

DELINQUENT TUITION FROM PREVIOUS YEAR(S)

All previously unpaid tuition or fees must be paid by July 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the Principal.

Should tuition become 60 days delinquent, these cases will be referred to the Finance Committee for review and possible student withdrawal.

Parents who experience financial difficulties have a responsibility to discuss with the office to make reasonable arrangements.

ACADEMIC POLICIES

HOMEWORK

It is expected that most children in first grade through sixth grade will have some homework each evening. Ordinarily, the assignments will require 30-60 minutes daily for students in grades 1-4 and 60-90 minutes in grades 5-6. Please bear in mind that it is almost impossible for a teacher to give an assignment that will take everyone in the class that amount of time.

Reading and studying are very important parts of homework. Many children think that only the written part is of importance. If for some reason (e.g. sickness, death in the family) a child cannot do his/her homework, please send a note with the child explaining this fact, and a make-up due date can be arranged. Generally, as many days as a student is out will be given to them to make up missed work. For example, if a student was out on a Monday, their work would be due on Wednesday, giving them Tuesday to make up assignments.

Homework Suggestions for Parents

1. Show an interest in your child's work.
2. Set up proper conditions for study.
3. Encourage your child to develop good study habits.
4. Go over and review homework with your child each evening.

GRADING

Grading is a method of communicating student learning and shall be based on the philosophy that students and not subjects are being taught. Catholic schools allow for diversified reporting of student progress. The method used by each school is to be approved by the Superintendent.

Students in grade six may take examinations, but this is a local decision. Examinations, if given, will be in Mathematics, Science, English, Reading/Literature, Social Studies, and Religion.

Report Cards will be issued every NINE WEEKS. If there are any questions about your child's report, please contact your child's teacher. Mid-quarter Progress Reports are sent out for grades 2-6 so you are aware of your child's achievement. Dates are listed on the school calendar. Report Cards are to be signed by the parent and returned to the teacher WITHIN TWO DAYS. Please review these papers to determine your child's progress.

GRADES

Kindergarten and Grade One

Kindergarten and Grade 1 grading will be a specialized checklist based upon standards and goals that should be met at certain points in the year.

Grades 2 through 6

Grading at these levels will be letter grades with a scale given on the report card. Both percents and letter grades will be listed on the mid-quarter grading reports. Computer, library, and music do not receive letter grades since they are tools to be integrated into all areas of the curriculum. P.E.** and handwriting will be graded using the effort and conduct code.

**Letter grades will be given in grades 3-6 for P.E.

The grading scale will be as follows:

A	93-100
B	84-92
C	74-83
D	65-73
F	64 and below

The Effort and Conduct Code will be as follows:

S	Satisfactory
NI	Needs Improving
I	Improving
U	Unsatisfactory

Grades are input through Renweb. Parents will be provided an Access Code and usage information to view grades and other pertinent classroom information.

SPORTS

School Priority

Parents are encouraged to aid students in establishing priorities and developing good study habits when extra-curricular activities are involved.

Eligibility

Grades 3-6 - In order for students in grades 3-6 (and 2nd when applicable) to participate in the Pee Wee basketball program or cheerleading program they must maintain a combined “C” average. This rule conforms to the guidelines stated in the Pee Wee guidelines and will be enforced for all students who play. This will be evaluated at every grading period including mid-term progress reports. If a student does not maintain this average they are ineligible to play until the next reporting period if the requirements are met. They may practice, but will not be allowed to participate in the game or dress out. The Principal and teachers will maintain communication with coaches to enforce this rule.

PROMOTION AND RETENTION

For a student to be retained in grades 2 - 6, the actual grades on the Report Card must indicate failure. If a student receives an “F” in either reading or math for the yearly average, he/she must attend summer school or be tutored by a certified teacher over the summer in order to be promoted. In addition, a student fails for the year if he/she has a yearly average of “F” in two or more of the following areas: Reading/Literature, English, Mathematics, Science, or Social Studies. For primary children not receiving letter grades, the decision as to what constitutes failure is to be made at the local level with discussion between the teacher, principal, and parent. Each student’s status will be clearly indicated on the final report card.

Retention will be discussed among teacher(s), parents, and principal. A consensus will try to be reached. When there is disagreement, the decision of the principal is final. In the event of retention, the school reserves the right to not invite the student to return for the next school year, for reasons of behavior, effort, academic integrity, or disagreements between school and home. This decision is determined at the local level by the principal and pastor. Students in Grade 6 who are retained will not be permitted to walk for graduation without specific permission from the principal.

ATTENDANCE AND ABSENCE

To receive maximum benefit from classroom instruction, it is important that a child report to school on time each day.

TARDIES / ABSENCES

Tardy - The school day begins at 7:55 a.m. The doors will be locked at 7:55 am for school. Students who arrive after the bell rings are tardy and must report to the front office. It is the responsibility of the parent to “sign-in” a child who is tardy. Students will be responsible for getting assignments and making up work missed. Continued tardiness will necessitate a conference with the teacher, parents, principal and child to develop a plan to remedy the situation. **The teacher and principal may determine that the student will receive a zero for work missed due to tardiness. We must follow Alabama Law regarding this. Excessive absences and/or tardies require truancy notification.**

Absence - Sacred Heart School adheres to the laws of the State of Alabama regarding attendance and absenteeism. Alabama State Law makes school attendance obligatory.

A school year of 180 days on roll is to be strictly observed. An official record of enrollment and attendance is to be maintained locally. Parents / guardians have the primary obligation to see that their children attend school each day. A note is required from the parent / guardian when the student is absent from school.* Missed absences and make-up work will be assigned once the absence has been excused by the office staff. If the absence is unexcused, the child may not have the opportunity to make up work assigned that day and he/she may receive a zero. **Absences for other than illnesses are to be submitted in writing two (2) weeks in advance to be approved by the principal.** Students must make up work in the same number of days they are absent.

Students missing school for vacations or trips of any nature is discouraged. However, if this is necessary, the student will be required to obtain whatever assignments will be missed in advance and submitted the day of his/her return. Teachers should be asked for homework assignments at least one week prior to departure. The final determination of whether an absence is excused rests with the principal.

***Notes should be turned in to the office the first day of return. No more than 2 days will be allowed for a note to be submitted. More than 2 days will result in the absence being unexcused.**

Prolonged or repeated absences may make it impossible for a child to earn credit in a report or semester term. Twenty absences during the school year from any class may cause loss of credit and could mean retention. This is Alabama state law. Exceptions to this rule require the approval of the principal or the Diocesan Superintendent and will be based on the student learning level, the reasons of the absence, and other aspects deemed pertinent by the principal and/or Superintendent.

Consistent unexcused absences may result in suspension or expulsion. 3 parents' notes per semester is maximum allowed. All others must be doctor or legal. Parents / guardians will be notified in writing when their child is in danger of failing, suspensions or expulsion because of repeated absences. **A written note is required from parent/guardian for all absences. Notes will not be accepted more than two (2) days following return to school. 3 unexcused tardies equal 1 unexcused absence for students in Grades K- 6.**

Excusable absences include:

1. Illness. **A doctor's note is required for four or more consecutive days of absence due to illness.**
2. Serious illness or death in the immediate family.
3. Emergency medical or dental attention.
4. Court appearance.
5. Student absent with permission of teacher, principal, and consent of parent (Diocesan event, field trip, etc.)

Inexcusable absences include the following:

1. Truancy
2. Missing a ride
3. Pleasure trips or vacation
4. Participation in a sporting event
5. Shopping, hunting, fishing, attendance at games, birthdays, or other celebrations
6. Appointments or events for siblings (with the exception of graduations, severe medical circumstances, etc.)

A parent letter will be acceptable for 3 of the days absent. A doctor's note will be required for any additional days, up to 7, per semester. **Excessive absences may jeopardize a student's academic standing and any financial assistance received from the parish or Scholarship for Kids Organization.**

Early Dismissal - Students leaving early are to be “signed out” in the school office by a parent or guardian. **Students may not be signed out half an hour prior to dismissal on any day (2:15 on Monday; 2:40 Tuesday-Friday).** A pass must be received from the office and presented to the teacher before a child will be dismissed from the classroom. Under no circumstances may a child be released to anyone other than the parents / guardian as listed on the student’s record unless the principal has verified verbal or written permission of the parents / guardian. A student is never to be released early from school without explicit knowledge of his/her guardian. No student may be sent off school grounds without parent permission. Routine doctor and dentist appointments should be scheduled outside of school hours. **Please keep all records current. Notify the office of any changes.**

Pre-school children should not be checked out early on a regular basis. Parents picking up pre-school children early must sign them out.

Should a student be absent from school due to illness, participation in any extra-curricular school or church activities is prohibited until the child has returned to school.

DISEASE AND SCHOOL ATTENDANCE

“Mild illnesses are very common during the school years. However, there are very few illnesses that mandate exclusions from participating in school. Children with minor illnesses should not be excluded from school unless:

1. The illness prevents the child from participating in school activities.
2. The child requires more care than the school staff can provide.
3. Fever, lethargy (tiredness), irritability, persistent crying, difficulty breathing, or other signs suggesting severe illness is present.
4. There are mouth sores associated with inability to control saliva, unless medical authority states that the child’s condition is non-infectious.
5. There is a rash with fever or behavior changes (until illness is determined by a physician not to be communicable) . . .

School Management of Specific Diseases

Management of specific illnesses is best determined by you in conjunction with your child's physician; however, the following suggestions may help you determine when your child may safely attend school without fear of infecting others:

Fever - Children MUST be fever free for 24 hours, without the aid of medication, before returning to school.

Streptococcal pharyngitis (Strep Throat) - Children should be excluded from school until they no longer have fever and they have been on an antibiotic for 24 hours.

Varicella-zoster (Chicken Pox-Shingles) - Children should be excluded from school until the sixth day after the onset of rash, but may return sooner if the rash is dry and crusted. Children with shingles may return to school when the rash has crusted.

Gastroenteritis (Vomiting and Diarrhea) - Children who have vomited two or more times in the previous 24 hours should be excluded.

Conjunctivitis (Pink Eye) - Children with conjunctivitis (Pink Eye) should not attend school while the disease is active. Your child's physician should determine this.

Impetigo - Children should not attend school until they have no fever and have been on antibiotics for at least 24 hours.

Pediculosis (Head Lice) - Children should not attend school until the morning after their first treatment.

Herpes Simplex (Cold Sores) - Exclusion from school is not indicated.

Ring Worm - Children should not attend school until the morning after the first treatment.

Mononucleosis - Children should be excluded from school activities until doctor permits return to class.

Medication - It is the parent's responsibility to inform the school in writing of any prescription or nonprescription medication the child may need to take during school hours. The note should include directions for administering the medication. All medications should be brought to the school office.

*For long term medication, the health professional and the parent must complete a medication form. Forms are provided by the school office. All forms will be kept on file in the office.

ALL VISITORS

Please come to the front door to be admitted into the school. You will need to report to the office to sign in.

CHURCH

Classes attend Mass each Wednesday morning and Holy Days at 8:10. Parents are welcome to join us. All students (including non-Catholics) shall be required to participate in all religious programs. Non-Catholics are not to receive the Sacraments of Reconciliation or Holy Eucharist, but may receive a blessing at those times. (Diocesan Policy 4000).

ARRIVAL BEFORE SCHOOL

ALL CHILDREN ENTER THROUGH THE CAFETERIA DOOR IN THE MORNING.

AFTER SCHOOL CARE

Students remaining at school after the last bell rings will attend after school care under the supervision of an adult. This time is from school dismissal until 5:30 p.m. On early dismissal days After School Care will not be offered. There will be a charge of \$2.00 per child for each hour or a portion thereof, and must be paid weekly or in advance. Pre-K children will remain in the Pre-K area. There is a one time fee of \$10.00 that is required per family if your child attends. This is to purchase supplies for the children to have during After School Care.

After school care will be in the school cafeteria. Parents and/or guardians must come into the First Street entrance of the Cafeteria to pick up their child. Students may bring their own drink/snack. Notification will be provided for non-care days.

SCHOOL RECORDS

Ultimately it is the Principal's responsibility to insure that all records are current and in agreement with those sent to the Catholic Schools Offices and/or the State Department of Education or the Southern Association of Colleges and Schools. Frequently, it is the responsibility of the individual teachers as well. This is a serious obligation for all personnel involved.

All records of a permanent nature shall be kept in fireproof storage.

Parents have the right to inspect and review all official records, files and data directly relating to their own children. Included would be all material that is incorporated into each student's cumulative record folder.

No employee of a Catholic school within the Diocese of Birmingham in Alabama may release personally identifiable information of students without written consent of a parent or guardian except to:

- A. Other school officials who have legitimate educational interest;
- B. The Superintendent of Catholic Schools;
- C. Officials of other schools should always forward educational records upon request.
- D. Authorized representatives of:
 - 1. The Comptroller General of the United States;
 - 2. The Secretary of the United States Department of Education;
 - 3. An Administrative Head of an educational agency;
 - 4. A State Educational Agency (e.g., State Board of Education);
- E. Such persons as necessary in connection with a student's application for, or receipt of financial aid.

Anyone desiring access to student records shall be required to sign a document which shall be kept permanently with the student's file.

CLASS SIZE

The maximum class sizes are determined by the standards of the Southern Association of Colleges and Schools.

COMMUNICATION

Sacred Heart School uses a number of different tools to communicate with parents / guardians of students: an Annual School Calendar, a Monthly Calendar, letters, email, and Parent Alert. Many problems may occur due to a lack of communication. Teachers will let parents know the best way to contact them in their first letter to parents for the year.

Annual School Calendar - The Annual School Calendar is prepared to give parents and students advance information on the school year and is subject to change.

Monthly Calendar - A school calendar and lunch calendar will be sent home through email each month by your child's teacher. The monthly calendar will highlight upcoming events or activities.

Letters From the Office - Letters from the office will be sent home with your child on an as needed basis. The letters contain information on specific events or activities.

Email - See page 6.

GRIEVANCE PROCEDURE

Whenever parents wish to address a concern or a problem regarding their child with a school staff member, the best solution is a scheduled meeting between the persons concerned. Parents may send a note that the staff member call them to set up a meeting time. Parents may also email the staff member. Mutual respect, courtesy, and a desire to resolve the issue should characterize the discussion. Such a meeting should involve only the family and the staff member concerned. The meeting should be on school property, in private, and at a time convenient to all concerned.

The staff member will notify the principal of the meeting. If the parents and staff member are unable to resolve the issue, they may request the principal meet with them. The principal will meet with the parties so that all come to a satisfactory agreement. If and when necessary, the pastor may join the meeting. However, normally, the pastor and superintendent expect matters to be resolved within the school without their involvement. The School Board, PTO, Parish Council or other advisory bodies may not be included in the grievance procedure. Please do not use the grapevine to air grievances. The issues are never resolved in this manner and small problems become big ones. There is no problem that people of good will cannot resolve by working together.

SCHOOL CLOSINGS

In the event that the Cullman City Schools are closed due to inclement weather or any other type of emergency, Sacred Heart School will also close. **You will receive a Parent Alert message. This applies to ALL students.**

Other Emergencies - In the event that other specific emergencies arise that only affect Sacred Heart School, every effort will be made to finish the school day. However, the safety and security of the students and staff will come first. A Parent Alert will be issued. No child will be dismissed from school unless a parent or someone designated by a parent / guardian comes for him/her.

WRITTEN COMMUNICATIONS FROM PARENTS TO THE SCHOOL

Any private party invitations must be mailed from home.

If parents wish to recognize their child's birthday at school, they must obtain permission from their child's teacher one week in advance. The parents must provide all children with a snack. The snack should be limited to only a cupcake or cookie. Parents are asked to be aware of allergy issues that may be present in the classes.

LOST AND FOUND

Lost and found articles will be kept downstairs between cafeteria and kindergarten classrooms. Please remind your children to check there if they have lost something.

PARISH YOUTH ACTIVITIES

The following is a list of some parish activities in which all students of Sacred Heart School may participate. The activities are **not** sponsored by the school. However, Sacred Heart students and parents must adhere to the appropriate Code of Conduct.

Scouting: Tiger Cubs and Cub Scouts.

Boy Scouts and Hispanic Scout Den, contact the Family Life Center. (256-734-3730)

Daisies, Brownies, and Girl Scouts, contact the Family Life Center.

Pee Wee Basketball. Pee Wee Basketball is open to boys and girls in the third grade through the sixth grade. Pee Wee Basketball games are played in the Family Life Center and at the county school gyms. Contact James Marks.

Cheerleading: Pee Wee cheerleading is open to girls in the second through sixth grade. They will be cheering for the girls' and boys' Pee Wee Basketball teams at the Family Life Center and the county school gyms. Contact Suzi Tillitski.

Other activities may include Christmas crafts, Easter egg hunts, Halloween, or perhaps a Craft Day or Movie Day.

SCHOOL PRIORITY

Parents and students are encouraged to establish priorities and develop good study habits when participating in extracurricular activities.

DISCIPLINE CODE

“In the Catholic schools of the Diocese of Birmingham, high standards of discipline shall be maintained by administrators, teachers, and students including recognition of the dignity of each individual. Students shall be expected to conduct themselves in keeping with the philosophy and goals of the Catholic school as set by the Diocese of Birmingham and stated in the local school handbook or policy statement. Self-discipline is one of the immediate important goals of Catholic education and shall be a major goal of administrators, teachers, and students in Catholic schools” (Diocesan School Policy Manual, 4200).

RESPONSIBILITIES - SCHOOL, PARENT, STUDENT:

The school, the parent, and the student have roles to accomplish common goals.

The school is responsible for:

- Offering opportunities to learn by using a variety of materials, techniques, and styles.
- Advising students, parents, and faculty of expected behaviors and consequences for unacceptable behavior
- Discerning and communicating with parents about the student’s progress and needs
- Assisting parents with the primary role as spiritual guide for the students
- Providing students with a safe and peaceful learning environment.
- Fostering Christian-Catholic values

The student is responsible for:

- Being prepared to participate in the day’s activities upon the ringing of the morning bell
- Contributing to the learning environment through attentiveness and participation
- Behaving in the expected Christian manner
- Facilitating communication between home and school by delivering messages between the two
- Involving parents in his/her school life by talking with parents
- Greeting adults and students
- Speaking respectfully to and of classmates and teachers
- Promoting a safe and peaceful learning environment

The parents are responsible for:

- Meeting the child's basic needs so that the child can be alert and open to learning at school
- Ensuring that the student gets to school on time
- Providing a suitable environment for study and homework, including parental attention and help as needed and when appropriate
- Demonstrating to the child excitement about learning and the importance of education
- Supporting teachers and principal in their decisions and talking with them and the child when appropriate to work through problems
- Modeling Christian attitudes and values when communicating with school administration, faculty, staff, and other parents and students
- Participating in school activities (e.g., P.T.O.) as appropriate and when possible
- Modeling a positive Christian attitude toward students, parents, teachers, and administration

EXPECTED BEHAVIOR:

All students are expected to behave in a courteous and Christian manner. Behavior must ensure the safety and health of all students, enhance the learning environment, encourage self-control, and encourage self-discipline. Teachers, parents, the principal, and the student must communicate and work together so that behavior will be within accepted limits.

Specifically, the students are expected to:

1. Come to school dressed in the school uniform, prepared for the day and ready to participate.
2. Speak and act in a respectful and courteous manner.
3. Help keep grounds, buildings, furnishings and materials clean, tidy, and in good repair.
4. Listen and attend to instruction and participate in all activities.
5. Adhere to teacher's standards for behavior appropriate for different places and activities.
6. Obey the specific instructions of the adult in charge.

SPECIFIC BEHAVIORS TO BE OBSERVED:

Respect / Courtesy / Manners: Students should act with respect toward all people, including fellow students, but especially faculty, staff, elders, and those in authority. Common courtesy includes proper social etiquette such as good table manners and proper forms of address when speaking to others.

Classroom: Within the first week of school, teachers will send home specific classroom expectations. Students are to follow set expectations.

Playground / Gym:

- Use inside / outside equipment properly as instructed by physical education teacher.
- Adult supervision for outside equipment is necessary at all times.
- Stay on blacktop in order to be properly supervised.
- Place trash in large trash can during break; close drink containers properly before throwing away.
- Keep voices at a pleasant level; undue screaming alarms and distracts students and teachers.

Church

- Proper reverence is expected at all times (e.g., kneeling, standing, sitting, feet off kneelers, etc.)
- Praise God, through singing and by responding to Father
- Restroom visits only if sick or emergency

Cafeteria

- Children eat at assigned tables and observe proper table manners.
- Speak quietly to neighbors
- One trip to serving bar unless cafeteria ladies specify
- Line up quietly when teacher indicates departure time
- Politely hand empty tray to cafeteria personnel
- Parents may eat lunch with their children.

Advance notice is required. Notify by 9:00 a.m.

Restroom:

Pre-K Learning Center:

- Children will be supervised by teachers and aides.
- No playing or climbing on pipes and commodes
- Good hygiene is expected

K - Sixth:

- A few students at a time
- good hygiene is expected
- self discipline is expected

Halls:

- Move quietly and calmly from place to place
- Wipe feet when entering halls from outside
- Pick up items found on floor

Field Trips:

Since trips are a part of a regular school day, expected behavior is the same as previously mentioned.

Students with frequent disciplinary issues may be excluded from Field Trips, but must come to school.

DISCIPLINARY PROCEDURES

“It is the expectation of the Diocesan Catholic Schools that students will develop a Catholic philosophy of discipline and behave according to the policies, rules and regulations of the school. When these are violated, the schools will impose reasonable disciplinary measures with the established authority of the school so that students are treated with fairness and firmness.” (Diocesan Policy Manual)

Each of the behaviors listed below would jeopardize safety or inhibit the teaching-learning process. Other inappropriate behavior will be considered violations of the expected school behavior. To help all students develop appropriate standards of self-discipline, students will be disciplined in a reasonable and fair manner with regard to inappropriate behavior. When a student’s behavior requires discipline, parents are personally, including financially, liable for any serious misbehavior that results in damage to property of the school or of an individual that is school related.

For any violation of the expected behavior, the student may receive a warning from the teacher. More serious infractions may call for an immediate offense without warning (being sent to the principal’s office). For chronic violations, a student may be given an in-house suspension or home suspension (Diocesan Policy 4700 A). For serious disciplinary reasons

and/or violation of major school regulations a student may be expelled from school after the principal has met with the student and his/her parents (Diocesan Policy 4700 B).

Forms may be sent home weekly regarding infractions.

DEGREES OF VIOLATIONS OF BEHAVIORAL EXPECTATIONS

- A. The following may call for a warning from the teacher, serving a “silent lunch”, or having to walk laps during a break time:
 - 1. Uniform violation
 - 2. Failure to complete and return assignments as requested by teacher
 - 3. Failure to bring necessary materials to class
 - 4. Failure to have communications signed by parents and returned promptly
 - 5. Selling any item without the principal’s permission
 - 6. Running, pushing, shoving, yelling, playing roughly.
 - 7. Excessive talking or distracting behavior
 - 8. Not taking care of school property
 - 9. Drinking or eating outside of designated times and places without permission
 - 10. Any other behavior which is not acceptable for school
- B. The following may result in an immediate disciplinary action without warning (being sent to the principal’s office, serving after- school detention, being placed on disciplinary probation):
 - 1. Disrespect to anyone, but especially teachers and staff
 - 2. Abusive or inappropriate language, verbal or non-verbal
 - 3. Dishonesty regarding school work or behavior
 - 4. Throwing objects - inappropriate behavior which could cause harm or destruction to others
 - 5. Any other more serious behavior which is not acceptable for school
 - 6. Earning three (3) or more discipline referrals in a quarter
- C. Suspensions and expulsions are enacted following Diocesan Policy. The following may result in serving after- school detention, being placed on disciplinary probation, or immediate suspension or ex- pulsion:
 - 1. Acts which deliberately cause serious harm to others
 - 2. Destroying other’s property
 - 3. Vandalism (including damage, destruction, defacing school property)

4. Truancy
5. Repeated disruption of the learning environment
6. Drugs, tobacco or alcohol
7. Willful disobedience to authorized personnel
8. Fighting
9. Harassment (including repeated conduct or expression directed toward another for the purpose of intimidating or coercion)
10. Forgery of documents and/or signature of parents or school authorities
11. Disrespect shown toward school volunteers or personnel, verbally or by actions
12. Stealing
13. Cheating
14. Bringing weapons of any sort to school
15. Conduct detrimental to the learning process

After- School Detention: After- School Detention will be assigned by the principal. Detention will be served from 3:30- 4:30 on Thursday. Students will perform a service for the school, such as picking up trash on the grounds, or complete a reflection activity during their one hour. Students will not be permitted to do homework, study, or work on projects, unless that is what they are in detention for.

For minor infractions, which are listed under “A”, students will be given consequences by the classroom teacher. After receiving three discipline slips, students will receive one (1) day of after school detention.

For major infractions, which are listed under “B” and “C”, students may receive three (3) days of after school detention.

Blue Slips: Also known as Discipline Referrals, will be given to students for major infractions (“B” or “C”) and for repeated minor infractions (“A”). After receiving four Blue Slips in a quarter, a student may be eligible for after- school detention, which is assigned by the principal. Blue Slips are documentation for the principals office and not the individual teachers only. Blue Slips will need to be signed by a parent or guardian and returned the next day.

Disciplinary Probation: Students who earn four (4) after- school detentions in a quarter or five (5) silent lunches in a quarter will be placed on Disciplinary Probation. Students will not be permitted to attend school events (i.e. pep rallies, special assemblies), field trips, or attend class parties. Disciplinary Probation will last at least half of a quarter. If improvement has not been made within that time, the Disciplinary Probation can be lengthened. If improvement has been made, then the student will be off of probation.

While every effort is made by the principal to be consistent, the varying levels of maturity (K-6) must be considered and the effectiveness of disciplinary action weighed. Possible disciplinary actions by the principal are as follows: hold conference with student, phone parent, remove student from the classroom, conference with parents and possibly establish probation for student. The principal is required to use discretion, experience, knowledge, and good judgment in utilizing disciplinary actions.

POLICIES

BULLYING

Mission Statement

Sacred Heart School believes all persons are created in the image of God and are to be treated with dignity and respect. We promote Christ-like behaviors which reflect reverence and love for every person. We do not accept any form of harassment/bullying directed toward any member of our community as it is contrary to the dignity of the human person.

Policy

Sacred Heart School is committed to a “zero indifference” approach. We do not tolerate any form of harassment/bullying or interruption of the educational process. All witnessed and reported incidents of harassment and/or bullying will be addressed. All students, employees, and volunteers in the school building, on school property, or at any time representing the school will adhere to this policy.

Definitions of Harassment/Bullying

Harassment/bullying is a specific type of **deliberate** and **sustained** misconduct which hurts the dignity of another person by isolation, intimidation, and/or humiliation and thus jeopardizes physical and emotional safety and undermines the well-being of the school community. We

recognize children will behave as children when emotions are involved. This is **not** bullying. It is when actions are **deliberate** and **sustained**. Types of bullying include physical, verbal, visual, social/relational, Cyber-bullying, sexual, and retaliation.

Procedures

Each member of the Sacred Heart School staff has a procedure document for reference in both recognizing and taking corrective action. A copy is also available in the office should you wish to review this. As professionals, we will act accordingly to deal with both typical child behavior and harassment/bullying.

Copy of Diocesan Policy on file in the office.

Weapons

1. It is strictly forbidden for any person to possess a dangerous weapon on school premises or during any school sponsored trip or activity.
2. Any student found possessing a dangerous weapon will be subject to expulsion or suspension for a period of not less than one year, according to Diocese of Birmingham in Alabama Catholic Schools Suspension and Expulsion Appeals Process.
3. The principal of the school may modify this expulsion or suspension for a period of not less than one calendar year, requirement on a case by case basis with the permission of the Superintendent of Schools.
4. The principal of the school should immediately notify the Superintendent of Catholic School of any violation of this policy.
5. Students who bring objects or toys to school that look like a weapon will be subject to the same disciplinary action.

Cellular Telephones- Catholic Schools in the Diocese of Birmingham make every effort to assure that each student is safe while they are at school. Each school also tries to assure that the teaching / learning process is interrupted as little as possible. Since electronic devices can be disruptive to the teaching / learning process, these items should not be used in the school building. If any are used, seen, or heard during school hours, they will be confiscated. Consequences will be decided by the principal. This pertains to cell phones, radios, tape players, televisions, ipads, ipods, and cameras, but is not limited to these items.

Name and Reputation of School - The good name, reputation, and personal safety of each student, faculty, and staff member as well as the good name of each school in the Diocese of Birmingham as an institution of the Catholic Church, is vitally important. Two specific aspects of this are:

1. Internet activities (such as blogs, chat rooms, etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be very careful about the personal identification information they share via the Internet. We also advise parents to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents and it will be the parents' responsibility to take action.
2. In order to protect each and every student as well as employees and the institution itself each student enrolled in a Diocese of Birmingham Catholic School is expected to treat the good name and reputation of each of the above with dignity and respect. The same is expected of each parent / guardian of a student enrolled in our schools. Public defamation of any student, employee, of Catholic school by a student or parent / guardian is serious whether it is done orally, in writing, via email or on the web and whether it is done on a school computer or not and on school time or not. Therefore any student or parent found to be participating in any defamatory activity will be subject to disciplinary / responsive action by the school. This could include dismissal of the student whether the action is by the student or his/her parent / guardian.

DRESS CODE FOR SACRED HEART SCHOOL

Sacred Heart School's uniform providers are:

Dennis Uniform
3058 Leeman Ferry Road SW
Huntsville, AL 35801-7886
(256) 883-7887/800-854-6951
Fax: (256) 883-7886
www.dennisuniform.com
School Code: BASHCA

GIRLS:

- Jumper: 5K-3rd (length no more than 4" above the knee in front and back when kneeling)*
- Skirt or Skort: 5K-6th *See above for regulation
Shorts should be worn underneath skirts
- Blouse: (White) Peter Pan, oxford, or 3/4 length sleeve
May purchase with or without school logo
- Knit Shirts: (White) Knit only, not combed cotton, etc.
May purchase with or without school logo
- Shorts or Tights: Navy or white
- Socks: Navy or White Knee Length

BOYS:

- Shorts: 5K-6th (length no more than 4" above the knee in front and back when kneeling) Khaki only
- Pants: 5K-6th Khaki only
- Shirts: (White) oxford
May purchase with or without school logo
- Knit Shirts: (White) same as girls
- Belts: Solid-colored navy, brown, black must be worn with pants / shorts - even under sweatshirts
- Socks: Solid navy or white (no logo, footies, etc.), ankle or crew

OTHER:

Tennis shoes must be a solid Navy, Gray, or Black, or a combination of those colors; White is an acceptable secondary color but may not be the primary color of shoes

Jackets may be Navy fleece with or without logo

Sweatshirts must be Navy-logo ordered through school

No sandals, slides, slip-on, boots, platforms, or other fads.

No jackets or sweatshirts tied around waist.

Shirts are to be tucked in so that belt is showing.

No make up of any kind may be worn, with the exception of chap stick

No fingernail polish or false nails

Simple hair bows and ribbons (must match the school colors)

No beeping watches (unless medical necessity)

Modest white or flesh-colored undergarments

Non-uniform jackets may NOT be worn in school or church, but may be worn outside for recess or traveling ONLY

Sunglasses may not be worn unless they are a medical necessity

Jewelry:

Jewelry, of any kind, may not be worn to school with the exception of one watch, one ring, and a simple chain with a crucifix (may not be a choker).

Girls may wear one identical pair of simple studs or small hoops. No earrings for boys. **Anything inappropriate must be removed at the direction of the faculty / staff.**

Hair:

Boys' hair must be neat, presentable, clean, and not impede vision or hang below the collar

Girls' hair should be neat, presentable, and clean, and not impede vision or cover the face.

Both - extreme hair styles (i.e. dyed, bleached, non- natural colored highlights, extensions, and hair pieces) are not permitted

Dress Code infractions will earn students a behavior infraction slip. Please note that since most Dress Code infractions are minor incidents, detention will be served only after three infraction slips are given. If all three infraction slips pertain to Dress Code, the detention will still stand.

Uniform Infractions

Uniforms should be clean, well- fitting, and in line with the above expectations. Skirts, pants, shorts, and jumpers should be of appropriate length and shirts should not be tight fitting or unable to be tucked in. Failure to follow these expectations will result in students calling home for a change of clothes. Students will not be allowed to return to class until the appropriate uniform is worn.

Uniforms have been selected to provide a sense of unity among students and to give students pride in attending Sacred Heart School. Students should feel proud to wear their uniforms and to attend the school that the uniform stands for.

PRE-K LEARNING CENTER:

Students should wear comfortable fitting clothes. Tennis shoes should be worn. (No boots, sandals, flip-flops, crocks or slides due to safety reasons)

OUT OF UNIFORM DAYS:

On days that students are allowed to come out of uniform parts of the uniform code must still be observed.

1. Shorts and skirts must follow the uniform code (4" above the knee when kneeling.)
2. Clothes must not be tight fitting.
3. Shirts must not show midriff or have spaghetti straps
4. Shirts that do not cover the shoulders must be worn with a sweater, jacket, or cardigan
5. Tennis shoes or dress shoes must be worn. (no flip flops, boots, sandals, or slippers)
6. Logos must be appropriate for school
7. Leggings may be worn with a long shirt in which backsides are covered (NO Jeggings)
8. Hair bows, ribbons, headbands, or any other hair accessory must be simple, tasteful, and appropriate for school (i.e. pieces should not distract the views of other students)

PARENT-TEACHER ORGANIZATION

The P.T.O. provides a means for parents and teachers to communicate and work together in support of the school and its students.

The P.T.O. organizes the German Festival, recognizes faculty and staff during Catholic Schools Week, sponsors guest speakers, provides refreshments for school programs when necessary, works with head room parents throughout the year, assists with the New Family Orientation and Open House, and assists the school in any other manner at the discretion of the principal.

Meetings are listed on the monthly calendars.

It is hoped that the parents will be active members of the P.T.O. It is a rewarding activity, a great support to the school, and an opportunity for parents to meet each other.

GERMAN FESTIVAL

The German Festival is the school's major fund-raiser, as well as an opportunity to celebrate our school's German heritage. It is sponsored by the P.T.O. It is a one-day event, which requires an enormous amount of people-power. **ALL FAMILIES ARE EXPECTED TO HELP IN THIS EFFORT.** You are greatly needed and it is an opportunity to catch some Sacred Heart spirit and meet other school and parish families.

The P.T.O. generously donates a portion of the proceeds to the Sacred Heart School Endowment Fund, the school's operational expenses, and special projects which are determined each year.

GALA

The Gala is a fun evening for adults to socialize, dine, and dance. Information will be sent about this event that occurs in February or March based on scheduling. Classes participate by providing auction items.

FIELD TRIPS

Field trips are a supplement and enrichment to classroom learning. They are privileges afforded to students. No student has an absolute right to participate in a field trip. The teacher and principal may deny this privilege to students who fail to meet academic or behavioral requirements. Parents will be notified if the privilege is denied. Parents also have the right to refuse to allow their child to participate in a field trip. In order to participate, students must submit the proper diocesan permission form signed by a parent or guardian. TELEPHONE CALLS WILL NOT BE ACCEPTED IN LIEU OF PROPER FORMS.

Note to parents accompanying students on field trips: If driving, please drive directly to your destination and back to school. **The children are not allowed to have food, drink, or gum en route.** This is for the safety and well being of the students. For safety reasons, parents are asked not to purchase any items from gift shops, etc., for students other than your own child. **ALSO, PARENTS ARE NOT TO BRING SIBLINGS.**

Parents may not take their child home directly from the field trip. All students must return to the school to be dismissed, unless permission is given by their teacher.

Children may not leave school early if they arrive prior to the ringing of the dismissal bell. Teachers may have closing activities and comments to share with students.

Since the role of the parents accompanying students is to assist the teacher with her responsibility in providing students with an educational experience, with the safety and well being of the students as primary factors, the teacher will provide specific guidelines for parents accompanying students.

A child who has had in-school or out-of-school suspension may be denied participation in field trips or other activities that semester. The same holds true for frequent disciplinary infractions. School attendance is still required.

CHAPERONES AND CLASSROOM HELPERS

Parents who volunteer to drive and/or chaperone field trips or come help on special occasions in the classroom are a true blessing to the school. Please be mindful of a few things, however. If you are chaperoning, you are being asked to help watch over not only your child, but others as well. It is important you keep your focus on the children assigned to you. This is the primary reason we ask that younger siblings not go with you on field trips. Remember, if you can not act in this role now, there are many opportunities in the years ahead. Experience has shown us this is what works best. Please remember your child's teacher is in charge of the field

trip. He/She will have drivers and children assigned as he/she feels is best. Please don't make your own arrangements for children who will ride with you. The teacher will have them assigned. Should you have a special request, you may talk to the teacher about this. However, this should be done well in advance and the request will be honored unless there is a valid reason to do otherwise. Please dress appropriately for the role that you are going to fill.

PARENT GUIDELINES FOR VOLUNTEERING

New policies have been established through the Diocese regarding volunteers who work with minors. In order to participate in school events the following guidelines must be met. A "qualified adult" is a person who:

- a) Is at least 21 years of age.
- b) An Application for Service (AS-1) must be completed by each adult and approved by the principal.
- c) Has, within 3 years, been cleared through the diocesan criminal background check.
- d) Has participated in the diocesan training course, **Youth Protection for Adults, Session 1**. This must be repeated at least every 3 years. This may be done in scheduled group sessions or online for a charge.
- e) Has received a copy of the diocesan document, **Child and Youth Protection Policy**.
- f) All drivers must have an up-to-date diocesan Driver Information Sheet (DI-2) on file at the school.

All families are required to give 10 hours of volunteer service to the school per year - German Festival, Gala, and Chaperoning are good ways to get your hours.

CAFETERIA

Meals can be purchased by the day for \$3.50 or by the week for \$17.50. Students should give teachers lunch money in the morning. Children are not allowed to charge meals. Extra milk is 50 cents. Extra servings may be purchased for \$1.00. The price for adult lunches is \$5.00 and must be ordered no later than 9:00 a.m. that day. A parent-student table is provided.

Students are strongly encouraged to eat a hot lunch. If a child brings his/her lunch from home, no "FAST FOODS" and/or "CARBONATED DRINKS" may be brought in due to State Child Nutrition Regulations. Please use only plastic or paper containers for food items. Parents need to follow these guidelines also. "Fast Food" lunches may not be brought in by parents.

Due to stricter regulations, no food or drink items for individual lunches, class parties, etc. may be kept in cafeteria refrigerators or freezers. No adults or children outside of the workers may enter the kitchen area. Our health inspector watches the schools carefully to ensure that proper health regulations are being met.

MEAL CHARGE POLICY

In accordance with guidelines from the Alabama State Department of Education Federal Child Nutrition Policies, Sacred Heart School is hereby adopting the following policy relating to the charging of lunches.

1. Each student will be allowed to charge a maximum of five (5) lunches.
2. Students may charge lunches up to a point. The Cafeteria Manager will bill for these lunches on the next billing cycle. When charging lunch rather than pre-ordering lunch becomes a regular issue, the school has the right to offer a cheese sandwich and drink for lunch instead of the menu item lunch.
3. Every Friday each child will receive a cafeteria statement showing their balance.
4. The Cafeteria Manager will keep a register of all transactions.
5. Students who bring money for lunch will be served the regular lunch, even with five charges on the books. However, no regular lunches will be served unless paid for each day.

RETURNED CHECK POLICY

Sacred Heart School and Cafeteria will accept personal checks to cover the cost of child lunches. However, should a problem with returned checks arise, the following policy is hereby adopted to resolve the situation:

1. The first returned check will result in a copy of the returned check being sent home for immediate payment. A \$30.00 returned check fee will be imposed in addition to the check amount. We will continue to take checks following the first returned check.
2. The second returned check will result in a copy of the returned check being sent home and the amount of the check, along with the \$30.00 fee, due and payable immediately. Checks will no longer be accepted for payment.
3. Failure to reimburse the school for the insufficient funds and penalty fee will result in the matter of being turned over to the Worthless Funds Division of the District Attorney's Office.

NONCUSTODIAL PARENT:

It is a FEDERAL LAW that we (Sacred Heart School) must send information to the noncustodial parent if they request it, unless there is a specific court order stating not to. If there is such a court order we must have a copy of the order and no information will be sent to the noncustodial parent. This would apply to report cards, parent teacher conferences, etc.

SCHOOL BOARD

The purpose of this Board shall be to act in an advisory capacity to the Principal who has received delegated authority from the Pastor to run the school. All activity shall be exercised subject to the intent and spirit and the policies laid down by the Diocesan School Board. The School Board is not a grievance board.

The School Board has regularly scheduled meetings which are shown on the school's monthly calendars. Anyone may submit an idea to the School Board for consideration. If someone is interested in getting an item or presentation on the agenda for a School Board meeting they should submit the item or idea in writing a minimum of two weeks in advance of the Board meeting. Contact any member of the Executive Committee or the principal to submit your proposal.

TRAFFIC PLAN

Make sure that your placard is clearly visible on the dashboard and that the traffic volunteer has recorded your number. **You will not be allowed to pick up your child through the line without a traffic number.** Numbers need to remain visible until you leave the traffic line. **Please do not change lanes.**

Parents who are not going through the traffic line are asked to wait on the lawn by 1st St. Your children will be called out to you, once you give your number to one of our staff members. Your child will then be called with the next group of cars as “walkers”. All students 3K-6th grade will be dismissed at 2:45 on Monday and 3:10 p.m. Tuesday-Friday.

If persons other than the parents / guardians are to pick up the students, the parents / guardians must provide the school with this information on the pickup contact list through Renweb. Otherwise, the child must remain at school until the parents / guardians notify the school.

Students must leave the school premises properly attired in their school uniform. If students need to change, they must do so after they leave the school.

If you have further questions about our Traffic Plan or suggestions for its improvement, please contact the school office. The school traffic officers and our traffic volunteers are happy to serve you and your students.

Safety Patrol - Students in grades 4, 5 and 6 are required to be a part of the Safety Patrol. They are under the guidance of the traffic officer. Students must take this very seriously and be responsible in their actions. Students who do not will be pulled off traffic. A schedule will be sent home with the traffic assignments at the beginning of the school year. If your child is unable to fulfill their duty for the week, they are responsible for finding a substitute.

SACRED HEART SCHOOL

2017-2018 CALENDAR

AUGUST 2017

3-9	Teacher Workdays	
8	New Parent Orientation	5:30 p.m.
	Open House	6:15-7:30 p.m.
9	First Day of School	1:00 p.m. Dismissal
10		ASCare Available

SEPTEMBER 2017

4	Labor Day	No School
8	1st Qtr. Mid-Term Go Home	
15	Fall In Service	No School

OCTOBER 2017

7	German Festival	
9	Columbus Day	In School
16-17	1st Qtr. Conferences	Noon Dismissal

NOVEMBER 2017

10	Veteran's Day	No School
13	2nd Qtr. Mid-Terms Go Home	
20-24	Thanksgiving Holiday	No School

DECEMBER 2017

18	Christmas Program	
20	Christmas Holiday	1:00 p.m. Dismissal
21 - January 3	Christmas Holiday	

JANUARY 2018

4	Classes Resume	
7	2nd Qtr. Mid-Terms Go Home	
15	MLK's B'Day	No School
26	Teacher Luncheon	Noon Dismissal
		No ASCare
28	Catholic Schools Week Kick-Off / Mass 8:30 a.m.	
29- February 2	Catholic School Week/ Scholastic Book Fair	

FEBRUARY 2018

3	CSW Mass 6 th Grd. at the Cathedral of St. Paul	
6	3 rd Qtr. Mid-Terms Go Home	
16	Religion In-Service	No School

MARCH 2018

23	3rd Qtr. Conferences	Noon Dismissal
26- April 2	Spring Break	

APRIL 2018

3	Classes Resume	
N/A	Holy Thursday	Noon Dismissal
N/A	Good Friday	No School
2	Easter Monday	No School
23- 27	IOWA Assessment / COGAT 3rd-6th	
20	4th Qtr. Mid-Terms Go Home	

MAY 2018

22	Last Day for 6th Grade	
22	6th Grade GRADUATION	5:30 in Church
23	Last Day of School	1:00 p.m. Dismissal
24	Teacher Workday	
	Memorial Day / NO TEACHER WORKDAY	
25- 30	Teacher Workdays	

Notice: Depending on weather, additional workshops that the Diocese schedules, or other dates not known at this time, changes may be made to the calendar as the year progresses. You will be notified by various methods of any changes ahead of time, including Parent Alerts, Monthly Calendars, and Faculty/Principal Newsletters. Please watch for these. Pre-K Learning Center calendar differences follow.

PRE-K LEARNING CENTER

Age requirements - to enter the 4K class a child must be 4 by September 1st and potty-trained. To enter the 3K class a child should be 3 by September 1st and potty-trained. A child can also attend 3K if they have a fall birthday but will turn 3 by December 31st, but the child will remain in 3K for the following year instead of being promoted to 4K.

The Center's school hours will run from 7:30 - 3:30.

After School Care is available from 3:30 - 5:30 at a charge of 2.00 per hour, per day.

After School Care programs will be in the Pre-K classrooms. It is paid separately from tuition and is collected by the teacher in charge of the program. You will be charged for the 1st hour if your child is still in the classroom after drive-through has ended.

The Pre- K Program will follow the Sacred Heart School schedule.

You will be notified of emergency closings due to bad weather or other emergencies as soon as possible and will need to make plans to pick up your child. We will use SHS Parent Alert system to notify you when we have emergency closings.

The Pre-K Center's class time will begin at 7:55 and teachers turn in class attendance and lunch count by 7:55. If your child is not in class by 7:55 you will need to stop by the office and sign them in since your child has been marked absent. Absences and tardies do not count against students in Pre-K classes. But it is still important to have your child in class on time since we start mornings by heading to the gym or other activities as quickly as possible. We appreciate any information to let us know about your child's illnesses and/or absences. We file them and keep them to reference, if needed. But we do not need notes from doctor visits or from parents to excuse an absence.

Pre-K does not follow the uniform dress code. Our students can wear any type apparel that is neat and comfortable. Your child should be able to take care of personal needs without too much help. Belts are not recommended. Tennis shoes are required. Absolutely no sandals, flip-flops, boots, Crocs, slides, etc. . . . due to safety reasons. Girls should wear shorts under dresses.

Pre-K does not attend Mass with the school. We visit the church on several occasions and we will attend a new class called the Atrium. The Atrium will help our classes prepare for a relationship with God through talking, listening, singing, visuals, scripture and simple hands-on activities. 4-K is scheduled to start attending Mass after Christmas if the teacher decides the class is ready to participate.

Birthday parties are a very special time for a preschooler. We love to celebrate them. You are encouraged to let your child celebrate their special day with their Pre-K friends. 3-Kers have their parties during their morning snack and parents are welcome to join. 4-Kers have a lot more activities and parents should talk with the teachers to make a plan. Our only restriction is no carbonated drinks. We will also deliver birthday invitations to the class for parties that are not at school. The best plan would be to invite everyone. When that's not possible, please be discreet when passing the invitations to the teacher. We can put them in their folders to send home.

Pick up for After School Care for the Pre-K Learning Center will be through the cafeteria door. You will need to come to our classroom to sign your child out. Please remember to send your child a snack for After School Care.

Our field trips are within walking distance of the school. We visit the Fire Department, Sacred Heart Church and the Cullman Library. We may also visit local shops, Depot Park, etc.

Please refer to Handbook for information on:

- Disease and School Attendance

- School Records

- Communication

- Grievance Code (responsibilities and behavior that would pertain to a preschooler)

- School dismissal during the school year

- Check out/in procedures

- Traffic flow during dismissal

- Disciplinary Procedures (behavioral expectations that would pertain to a preschooler) majority of discipline will take place in the Pre-K Learning Center along with communication with parents about behavior and discipline.

- Policies

- PTO, German Festival, Gala

- Cafeteria

- Parent Guidelines for Volunteering

- Non-Custodial Parent.

