

# **SACRED HEART CATHOLIC SCHOOL**

## **STUDENT/PARENT HANDBOOK**

Revised 2020

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## **PHILOSOPHY**

Sacred Heart Catholic School strives to provide an appropriate environment for students to grow spiritually, intellectually, emotionally, socially, and physically. A strong curriculum employing a variety of learning approaches prepares the student for his/her role in the world. The educational process is further enhanced by the cooperative efforts of students, teachers, administration, parents and the governing body. Spiritual training is aimed at developing the individual student's personal faith experience.

A Catholic education aims:

- to proclaim and teach God's Word,
- to celebrate God's presence through prayer and liturgy
- to encourage students to be of service to one another and the community.

Sacred Heart School recognizes that it cannot meet the needs of all students, and reserves the right to deny admittance to a student whose records indicate that an alternative environment would be more appropriate. In addition, when a student is enrolled in the school and it becomes evident that the needs of the student cannot be met at Sacred Heart School, the administration will assist parents in making an alternative choice for their child.

## **MISSION**

Sacred Heart Catholic School's mission is to establish a strong foundation for lifelong learning and provide an educational environment in which the basic tenets of Catholic morals and ethics are visibly present. Recognizing the unique needs of each student, the faculty and staff will endeavor to nurture, challenge and guide all students toward their maximum academic, spiritual, physical, social, and emotional potential. As a Catholic school, we will emphasize God's word and celebrate His presence through prayer, liturgy, and service to others.

## **HISTORY**

Sacred Heart Catholic School, the only Catholic school in Danville, Virginia, was opened September 9, 1953. Located at 344 West Main Street in Danville, it was staffed by the Sisters of Mercy and had an enrollment of 67 students in grades 1-8.

Because of a steady increase in enrollment, the then existing space and facilities were inadequate for the school's needs and purposes. A nine-and-one-half acre plot of land at 708 Randolph Street was purchased, and a new school and adjoining convent were built. This modern air-conditioned facility included a library, gym, chapel, seven conventional classrooms and classroom space for grades K-3.

In 1988 the convent area was renovated to provide a fine arts area, a science lab, a resource room, additional storage and improvements to the preschool area. In addition, the library was expanded to include a reference room. The grounds included a playground for the elementary children, a preschool playground, and a regulation-size field which was graded for sports. During the summer of 1994, an elevator was added to provide for handicapped access to the science lab and resource room. In the fall of 1996 a new building housing a gym and four additional classrooms was constructed. A middle school building was added in 1999 which provided six additional classrooms, office space, and two state-of-the-art computer labs.

Sacred Heart Catholic School is accredited by the Cognia. At the present time, there are students from three-year old preschool through eighth grade enrolled. Sacred Heart Catholic School serves Catholics and non-Catholics alike from Danville and surrounding areas.

## **ORGANIZATIONS AND SUPPORT GROUPS**

**School and Home Connection:** The former SHCS P.T.O. will now be the “SHCS School & Home Connection”. The board will consist of Core Leadership and Class Coordinators. The Class Coordinators will work closely with homeroom teachers to maintain strong communication and to engage parents in all aspects of school life. The Class Coordinators will work in conjunction with the Core to recruit folks for our various fundraisers.

**School Board:** Board appointments are the decision of the Pastor of Sacred Heart Catholic Church. The purpose of the Board is to advise the school administration and monitor school policies and educational programs.

**School Finance Council:** Members of this group are appointed by the Parish Finance Council and the School Board. The group’s purpose is to make recommendations and monitor all school financial matters.

**Endowment Management Committee:** This group is a subset of the financial committee. Monthly reports are sent to all finance council members for review.

## **ACCIDENT CARE**

In the case of an emergency when a parent cannot be reached, SOVAH Health staff operates under the code of Virginia regarding implied consent which states that the licensed health professional or licensed hospital may and should proceed with medical and surgical treatment in cases of emergency even though consent of the parent or guardian is not available.



## **ADMISSIONS PROCEDURES**

Sacred Heart School accepts students regardless of race, creed or color. All candidates for admission must be willing to commit to the philosophy of Sacred Heart School.

1. Entrance Policy-The priority list for Kindergarten and subsequent grades will be:
  - a. Catholic children from Sacred Heart Catholic Church and children of present faculty members.
  - b. Siblings of currently enrolled students.
  - c. Children from preschool.
  - d. Children of a Catholic Sacred Heart parishioner.
  - e. Non-parish Catholic children.
  - f. Offspring and siblings of alumni (alumni is defined as anyone who attended the school for five years or more, or graduated from the school).
2. Candidates must meet minimum academic requirements for consideration of application. Prior academic records must be submitted to the school as part of the application process.
3. Pre-entrance screening is required prior to acceptance.

## **AFTER-SCHOOL PROGRAM**

Sacred Heart Catholic School has met the requirements for exemption from licensure as a child care center pursuant to Section 63, 1-196.3 of the Code of Virginia. The director of After School supervises the after-school program. The Director of Playdate supervises the Playdate program (students in Early Learner and Junior Kindergarten). Charges are per student; however, a family with three children will not be charged for the third child. **Students in Preschool must be picked up by 12:00. Students not picked up by 12:00 will be placed in the Playdate program at the parent's expense. Students in K-8 not picked up by 3:30 will be placed in the after-school program at the parent's expense. All students must be picked up by 5:30 PM. A late fee of 1.00 per minute is charged for every minute after 5:30.** Payment for the after-school programs are made directly to the school office. Applications/rates are available in the office.

### **COVID Policy-**

Playdate and Afterschool will begin the second week of school. Students will need to preregister prior to attending the program. Drop-in is currently not available. Playdate will take place in the Junior Kindergarten classroom. Afterschool will take place in the multipurpose room. Students will be screened prior to entering each program and will maintain physical distancing while attending the program. We ask that parents pull up to the front door for pick up and a staff member will escort your child to the car.

## ARRIVAL AND DISSMISSAL

# COVID Arrival Procedure

Students will have temperatures taken upon arrival prior to parents leaving and parents will be asked the following questions.

- Have any of your children you are dropping off had close contact (within 6ft for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?
- Do any of the children you are dropping off have fever, chills, shortness of breath, new cough, or loss of taste or smell?
- Since they were last at school, have any of the children you are dropping off been diagnosed with COVID-19?
- Has your child been given any fever reducing medicine this morning?

Screening should be able to take place prior to a student leaving the car. This should allow the process to move quickly. We also have developed plans for three drop off locations to allow for it to run smoothly. The first drop off location will be in the back playground area. Junior Kindergarten students and students in grades 3-5 should use this entrance. The front doors will be the second available entrance. This should be used by students in kindergarten through second grade. The third drop off location is by the doors to the middle school wing for middle school students. If your children range in age, rather than using multiple drop off locations, please use one entrance that is most logical for your family.

Once in the building students will report directly to their classroom. **Students can arrive as early as 7:45 AM.** At this time, our focus will be on screening and getting students safely into their classrooms. While this practice is in place, we will not be able to offer Before Care.

## **DISMISSAL PROCEDURE**

### **COVID Afternoon Dismissal Procedure**

Students will dismiss from their classroom and through the front doors only. To minimize the amount of people in the building at a time, parents are asked to utilize the car circle line and to remain in their cars for pick-up. Students will be called individually through the PA system. We will stagger dismissal by grade levels to aid in traffic. Please plan to arrive for pick up at the time your **oldest** child is dismissed. Junior Kindergarten will dismiss at 12:00 (unless staying for playdate). Kindergarten through second grade will dismiss at 2:45. Students in grades 3-5 will dismiss at 3:00, and middle school students will dismiss at 3:15. If you arrive early, park and join the line at your child's dismissal time. We recommend that you park in the church parking lot if you arrive early. If you need to pick your child up early for an appointment or another valid reason, please call the front office. A staff member will escort your child to the car.

Any student having to leave before regular dismissal time is required to have a written notice in the morning to be checked through the office. The adult accompanying the student must sign out the student in the school office. Parents are to **wait in front of the building or in the foyer until their child is dismissed.**

## **ATTENDANCE POLICIES**

### **Absences**

COVID Policy- Students that must miss school for COVID related reasons will not have attendance count against them. COVID related reasons are as follows:

- Positive test result for COVID or a direct family member with a positive result.
- Exposure with a recommendation to quarantine.
- Compromised immune system or other related health concern to not join the school community.
- Fear of exposure

Students have the option to attend school through a distance learning model for a COVID related reason. If a family elects to use the distance learning platform, the students is expected to commit to this model for quarter segments.

Parents are asked to call the school by 8:00 AM when their child will be out of school. When returning to school the student MUST present a note dated and signed by a parent or doctor indicating the reason for the absence.

Excused absences include, but are not limited to: student illness, sickness or death in family, unforeseen emergencies approved by the principal, routine doctor & dental appointments with a note, required court appearances and religious events.

Unexcused absences include, but are not limited to: vacations and absences beyond ten days without a medical note.

**Vacations should not be taken during the school term. This is considered an unexcused absence. The distance learning platform may not be used for vacation reasons.** If this recommendation is not followed, make-up work will be available **only upon the student's return**. Completed work will be required within a designated period of time (at the teacher's or teachers' discretion) or a **zero** will be given. If assistance is needed it will be up to the parent to obtain outside tutorial

instruction. Teachers are not responsible for re-teaching material covered during the unexcused absence.

**Any special projects, book reports, or presentations which are due by or during planned absences are due BEFORE the student leaves, or a zero will be given.**

For pre-planned absences, upon return to school, it is **the student's responsibility** to receive, complete, and turn in assignments. In addition, teachers are not expected to be available to provide one-on-one assistance to explain direct instruction that was missed. Students will be given an equal number of school nights to turn in the work as the number of school days absent. (i.e.: missed two days, work is due the third day after returning).

**Tardiness COVID Policy-Students should arrive to their classrooms by 8:15.**

All K-5 students should be in the Krueger Multi-Purpose Room by 8:05 AM to be sent to homeroom with their classes. **All students are late after 8:15 and must stop in the school office to sign in and obtain a tardy slip.** Students with unexcused tardies of three or more for the year will not be considered for the perfect attendance awards that are presented at the end of the year.

Middle School students (grades 6-8) should be seated in their homeroom classes by 8:05 AM and are tardy after 8:15. **All students must stop in the school office to sign in and obtain a tardy slip.** Students in grades 4-8 with three or more unexcused tardies in a quarter (grading period) will not be eligible for honor roll.

Excused tardies include, but are not limited to: illnesses, doctor appointments (with a note from the doctor), extreme family emergencies, and extreme inclement weather, and unpredictable traffic issues.

Unexcused tardies include, but are not limited to: oversleeping and late carpool.


### **AUTHORITY**

The pastor has the authority to make all decisions regarding the school. **If a problem should occur, the matter should be dealt with at the appropriate level-the classroom teacher, then the principal and finally the pastor.**

The Office of Catholic Schools in Richmond, which includes the Chief School Administrator and staff, is responsible for assisting diocesan schools in maintaining academic excellence and serving the educational mission of the Church.

# CALENDAR

Any changes in calendar dates and dates of scheduled events will be included in the weekly parent newsletter.



## Sacred Heart Catholic School 2020-2021

**August**

Sun	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**September**

Sun	Mo	Tue	We	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**October**

Mo	Tue	We	Thu	Fri	Sat	
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November**

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December**

Sun	Mo	Tue	We	Thu	Fri	Sat
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**January**

Sun	Mo	Tue	We	Thu	Fri	Sat
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**August**

17-21 Teacher Workdays  
21 Opening Event (Time and Location TBA)  
24 First Day of School

**September**

7 Labor Day Holiday  
25 Interims

**October**

1 Grandparent's Day  
12 Teacher Workday  
23 First Quarter Ends/12:30 Dismissal (Professional Development Day)  
24 Fall Fundraising Event  
26-30 Book Fair Week  
30 Report Cards

**November**

2 Parent Teacher Conference (2:00-7:00 PM) 12:30 student dismissal  
3 Parent Teacher Conference (No School)  
20 Interims  
25-27 Thanksgiving Holiday (No School)

**December**

10 Fine Arts Event  
14-18 Exam Week  
18 12:30 Dismissal  
21-Jan 3 Christmas Break

**January**

4 Classes Resume  
15 Second Quarter Ends/12:30 Dismissal (Professional Development Day)  
18 Martin Luther King Holiday (No School)  
22 Report Cards  
25-29 Catholic Schools' Week

**February**

10 12:30 Dismissal (Professional Development Day)  
15 President's Day Holiday  
19 Interims  
22 Parent Teacher Conference (No School)

**March**

1-3 Science Fair  
TBA School's Auction  
16-17 Accreditation Visit  
19 Third Quarter Ends/ 12:30 Dismissal (Professional Development Day)  
22 Full Professional Development Day-- No School  
26 Report Cards

**April**

1 Holy Thursday/ 12:30 Dismissal  
2-11 Easter Break  
30 Interims

**May**

TBA Golf Tournament  
13 Fine Arts Evening 7:00 PM  
21 Field Day (Rain Date May 28)  
24-28 Exam Week  
31 Memorial Day Holiday

**June**

4 Last Day of School/ Fourth Quarter Ends/ 12:30 Dismissal  
4 PK4 Graduation  
4 8th Grade Graduation

12:30 Professional Development Days  
Teacher Conference Days Teacher Workdays Holidays

**February**

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

**March**

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April**

1Su	Mo	Tue	We	Thu	Fri	Sat
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May**

Sun	Mo	Tue	We	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**June**

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**\*Scantron Testing Dates:**

Fall- September 8- October 2

Winter- January 4- Feb 12

Spring- May 3- June 4

Revised 7/4/2020



## **CARE OF SCHOOL BOOKS AND TECHNOLOGY**

Students **will be** charged for loss or damage to books, Chromebooks, tablets, and chargers. Please do not use plastic sticky covers as they ruin the outer cover of the book and please be sure the stretchy covers are big enough. If not, they will tear the bindings. Tablets and Chromebooks should be kept in a sleeve or protective case.

Each student is responsible for the proper care of the school. Any destruction and/or defacing will be reported to parents, and the **cost of repairs will be paid by the family.**

### **CONFERENCES/PROGRESS REPORTS AND EVALUATION**

Communication with parents is essential and will occur on a regular basis. Any concerns should be directed to the individual teacher by a call to the school office for an appointment; the teacher will return the call to make an appointment. If further discussion should be needed, conferences with the principal should be arranged in the same manner. (See AUTHORITY)

## **CURRICULUM**

The curriculum is designed to meet the needs of the students spiritually, intellectually, socially, physically, and emotionally.

### **PRESCHOOL**

Religion  
Art projects  
Playtime  
Readiness  
Music/Creative  
Movement  
Story Time

### **ELEMENTARY**

Religion  
Language Arts  
Math  
Reading  
Social Studies  
Science  
Technology  
Health Physical Education  
Art  
Music  
Enrichment Spanish

### **MIDDLE SCHOOL /GRADES 6, 7, 8:**

Religion  
Mathematics: Math 6, Pre-Algebra, Algebra I, Geometry  
Science: Life, Physical, Earth  
Health and Physical Education  
Social Studies: American History, Civics, and Economics  
Foreign Language: Spanish  
Language Arts: Literature, Vocabulary, Composition  
Electives: Kahn Academy Math Enrichment, Art, Music, Technology  
Extracurricular Activities...Sports- (grades 6-8)  
Community Projects  
Clubs

## **DISCIPLINE**

Students are expected to maintain a Christian learning environment characterized by respect for people, seriousness in their studies, and understanding of school regulations. All grade levels review student expectations at the beginning of the school year. Individuals who do not contribute to this environment must be willing to face the consequences of their actions. Each teacher has an individual discipline plan that will be shared with parents at the beginning of the school year.

## **DRESS CODE**

Students will be in uniforms **throughout the school year**. Hair is to be neatly styled; no extreme cuts or colors are allowed. All jewelry, hair accessories, and make-up should be kept to a minimum.

COVID Policy regarding masks: Students should wear masks when coming into school, moving through the hallways, leaving to go home, and any other time he or she is not able to maintain a safe distance from other students. Masks may have a print or be a solid color. Please refrain from sending masks that have images, phrases, or words. It is strongly recommended that students bring an extra and clearly print first and last name on the inside of the mask.

### **BOYS K-5**

- Black pants or mid-thigh walking shorts of cotton or cotton blend; no jeans or extreme styles.
- White dress shirt, turtleneck, knit shirt **with sleeves and collar** (under uniform shirt, no t-shirts, except for solid white undershirts); **shirt-tails tucked into waistband**
- Sweater of **solid** red, white or black; SHCS sweatshirt (No Hoodies); red-fleece pullover (Lands' End)
- Hard-soled shoes, or clean and tasteful tennis shoes; closed-toes and heels required (**no sandals, boots, or garden shoes**)
- White or black socks only.
- Hair must be neat and trim; no unnatural colors or extreme styles.
- Physical Education:
  - **Grades K-3**-sneakers on gym days
  - **Grades 4-8 change of appropriate clothing required (suspended for COVID)**
- No visible piercings

### **BOYS 6-8**

- Black pants or walking shorts of cotton or cotton blend (no denim)
- White or green dress shirt, knit shirt **with sleeves and collar**, or turtleneck (**NO t-shirts**)
- Sweater of **solid** red, white, or black or the school sweatshirt (No Hoodies)
- Closed-toe, hard soled shoes (**no sandals, boots, or garden shoes**), **white or black** socks (preferably tennis shoes)

- Hair must be neat and trim; no unnatural colors or extreme styles.
- No visible piercings

### **GIRLS –K-5**

- Black slacks or mid-thigh walking shorts of cotton or cotton blend (no jeans or extreme styles).
- Optional black skort (Lands' End).
- Plaid uniform jumper (Lands' End) (**shorts required under jumpers**).
- **Optional for Grade 5:** Uniform skirt (Land's End) **skirt hems NOT more than 4 inches above the top of the kneecap.** (shorts required under skirts)
- Jumper and skort hems - **NOT more than 4 inches above the top of the kneecap.**
- White blouse, turtleneck, or knit skirt with sleeves and collar (no t-shirts); **shirrtails tucked into waistband**
- Solid red, white, or black sweater (no sweater coats); SHCS sweatshirt (No Hoodies); red fleece pullover (Lands' End).
- Hard-soled shoes, or clean white, gray, or black tennis shoes; **closed toes and heels required (no sandals, clogs or boots)**
- Socks, knee sock or tights-**Solid black or white**
- Physical Education **Grades K-3:** sneakers on gym days; **Grades 4-8: change of appropriate and modest clothing required. (suspended for COVID)**
- Simple jewelry; earrings only on earlobes; no dangling earrings.
- Hair is to be neatly styled; no extreme cuts or colors are allowed. Jumpers and skirts may be ordered from Lands' End
- Ankle length leggings may be worn under jumpers, **but not as pants.**

### **GIRLS—6-8**

- Uniform skirt (**are to be at the top on the knee**), black pants, or walking shorts of cotton or cotton blend (**no denim**)
- White or green dress shirt, knit shirt **with sleeves and collar**, or turtleneck (**NO t-shirts**)

- Sweater of **solid** red, white, or black or the SHCS sweatshirt (No Hoodies)
- Closed-toe, hard soled shoes (**no sandals, boots, or garden shoes**)
- Socks, knee socks or tights—**Solid black or white**
- Ankle length leggings may be worn under skirts, but not as pants.
- Simple jewelry; earrings only on earlobes; no dangling earrings.
- Hair is to be neatly styled; no extreme cuts or colors are allowed.
- Skirts may be ordered from Lands' End
- Ankle length leggings may be worn under jumpers, but not as pants.

**The out of uniform policy is as follows:**

- Casual/Dress down clothes which are modest and in good taste (**NO** tank tops, halter tops, mesh tops, sleeveless shirts, cut-offs, short shorts, inappropriate language)
- Jeans, if neat and not ragged (no tears or holes)

## **ELECTRONIC DEVICES**

Students are discouraged from bringing personal electronic devices to school. Cell phones, and hand-held video games are **not** permitted in classrooms. Apple watches must be in airplane mode during class. It is understood that students may have cell phones in their possession for use after school hours; however personal cell phones are to be **turned off** and stored in lockers or book bags during the school day.



## **EMERGENCY INFORMATION**

School closings will be announced on channels 13 (WSET) & 7 (WDBJ) and are communicated via email, text and phone call and school messenger communication system.

## **FEES AND TUITION**

In accordance with Diocesan policy, all tuition payments must be made through the [FACTS Management Company](#). There are many flexible options available. You may also prepay your tuition in person through the school office.

A non-refundable registration fee is payable in the spring during the re-registration period. Any changes in tuition costs are presented by April 1st each year. Financial assistance is available, and more information can be obtained in the office. A financial Policy Statement is given out annually with the tuition costs. Families are expected to adhere to the financial policies.

## **FIELD TRIPS**

**Field trips are suspended until further notice considering COVID.**

Trips which will enhance the curriculum are usually taken during school hours. They are planned and designed for students in their particular grade level. School aged students will not be permitted to attend a sibling's class field trip. Permission slips from parents **are required each time**. Parent drivers must have a current insurance form on file in the office and must have completed the VIRTUS training.

## **VIRTUS**

**VIRTUS will be offered through a digital platform during this time.**

VIRTUS is a course that is a positive response to the abuse issue raised in past years. The United States Council of Catholic Bishops recommended that each Catholic school and church provide training sessions for all adults that work with our children. This session is intended to heighten awareness of this issue and provide constructive recommendations to prevent abuse from occurring. Training sessions are offered throughout the year in both English and Spanish. Prior to the training session, participants must register at [VIRTUS](#) . In order to insure safety; anyone working with our children in the cafeteria, on the playground, in a classroom, ATTENDING a field trip or driving on a field trip must fill out a volunteer packet and complete the VIRTUS course.

## **FINE ARTS**

Because of COVID, Fine Arts will not occur after the first semester. A determination for the second semester will be made at a later date.

Sacred Heart Catholic School is continuing to strengthen its fine arts program.

Students are actively involved in music and art. Scheduled performances are held for music. Dates are given well in advance and students are expected to participate since it is part of their performance grade for music.

## **EMERGENCY DRILLS**

All persons in the building during an emergency drill (lockdown, fire, tornado) is expected to participate. Information for these drills is located at the front of the classroom. These guidelines were developed under the guidance of the local Civil Defense agency.

## **GRADING SCALE**

The scale used for K through 2<sup>nd</sup> is:

- 3 - Meeting grade level standard
- 2 - Developing grade level standard
- 1 - Below grade level standard

The scale used for grades 3<sup>rd</sup> through 8th is:

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - 59 or below

## **HEALTH**

Records are kept on file in the office. If a child has a serious health problem, it should be made known by a physician's statement presented to the office staff. Prescription medication will be dispensed through the office, but a written request is required with each prescription.

**Non-prescription medication:** (i.e., aspirin, allergy tablets) will not be distributed by the office unless the medication is sent in by the parent with a note.

**First Aid:** (i.e., minor cuts and bruises) can be administered by the Coordinator of Health and Safety without notifying parents. In the case of a more serious injury (i.e., blow to the head, suspected fracture, abrasion requiring medical attention) an accident form is filled out by the office and parents are notified. It is important that emergency numbers be made available in the event that parents cannot be reached. If no one can be reached and school personnel determine the need for emergency treatment, students will be taken to the SOVAH Health Hospital.

**Lice:** In the case of a documented instance of head lice our school protocol is to communicate to parents via a letter. It is important to understand that in spite of good health habits, anyone is susceptible to being affected. Head lice only live on human beings and can be spread quickly by using the hat, comb or brush of an infected person or by simply by close contact. If you were to discover that your child is infected please seek proper treatment and notify the front office. Sacred Heart School has a no nit policy. Children must be nit free before returning to school. When they returned they are routinely checked for assurance that they are nit free.

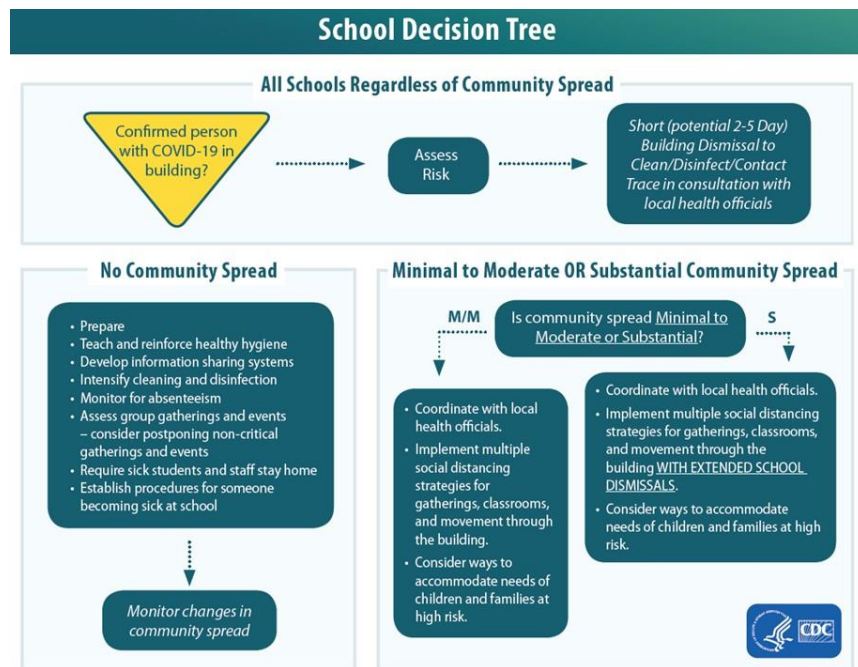
**Illness and Fever:** A child is expected to be fever free for 24 hours before returning to school. A child should not have diarrhea or vomited for 24 hours before returning to school.

## COVID HEALTH POLICY

We are working with the local health department, the VCPE (Virginia Council Private Education), and the Diocese of Richmond to create procedures and protocol to maintain the health and safety of our community. Our plan is submitted to all three organizations for review.

Below are outlined important pieces of information as they relate to the health of our staff and students.

- If a student or staff member has a fever of 100° or higher, he or she will not be permitted to be at school.
- If a person has a fever and COVID like symptoms, he or she will need to be fever free and symptom free for 72 hours before returning to school.
- If a student or staff member tests positive for COVID 19 we will immediately evoke the steps outlined in the cart below.





## **HEALTH REQUIREMENTS**

A certificate from a licensed physician stating that the child has completed his/her immunization against communicable diseases must be presented to the school prior to admission. A birth certificate must also be presented.

### **Immunizations must include:**

- 5 doses of DTP with one dose received after the fourth birthday. If any of these doses must be administered after the seventh birthday, TD (tetanus and diphtheria toxoids) should be used instead of DTP.
- 4 doses of trivalent OPV (oral polio vaccine) with one dose received **after the fourth birthday.**

### **Students entering kindergarten or first grade will need the following:**

- 2 doses of live virus measles (rubella) vaccine received at 12 months of age or older.
- 2 doses of rubella vaccine received at 12 months of age or older.
- 2 doses of mumps vaccine received at 12 months of age or older for students entering school.
- 3 doses of Hepatitis B vaccine
- 1 dose of chicken pox vaccine

### **Students entering seventh grade will need the following:**

- **Effective July 1, 2006, a booster dose of Tdap vaccine is required for all children entering the 7th grade, if at least five years have passed since the last dose of tetanus-containing vaccine.**
- HPV Vaccination is recommended

All children entering school for the first time must present evidence of a physical examination. This examination must have taken place no more than 12 months prior to the day of entry.

Records of achievement and all previous school records, if any, should be forwarded to the school prior to admission.

## **HOMEWORK**

Homework is an important part of student development and is assigned on a regular basis. The assigned work may be written, studied, or researched and is to reinforce the skills developed during the day. Teachers will coordinate the completion dates of long-term projects.

## **INSURANCE**

All students in grades Pre-K through eight are insured under a group plan provided by a company through the Diocese of Richmond. A small fee is requested for each child to offset the cost to the school.

## **LIBRARY**

The school maintains a library under the supervision of a part-time media specialist. Library rules are explained at the beginning of each year. The school sponsors a “Book Fair” each fall to raise additional funds for the library.

## **LITURGICAL CELEBRATIONS**

Prayers, paraliturgies, and songs are used as a variety of prayer forms. Liturgies are celebrated Thursday mornings, on holy days and special occasions. Emphasis is placed on the liturgical seasons—especially Advent and Lent—by praying together as a total faith community. Students take an active part in the preparation and celebration of the liturgies.

This is a vital part of our Catholic Identity and we will make accommodations necessary to celebrate Mass and pray together in a safe manner. Mass will be celebrated from the classroom and watched virtually until it is safe to gather as a larger school community.

## **LOST AND FOUND**

**Names should be placed on all articles.** Lost articles will be placed in lost & found in the copy room. Items not claimed within a reasonable time will be contributed to Goodwill or discarded.

## **LUNCH**

Lunch orders should be submitted through [ParentsWeb](#) before the cut off time of 9:00 am.

Parents are asked not to bring in lunches from restaurants. Forgotten lunches should be marked with the student's name and left in the office. Late students should inform office personnel of their lunch orders upon their arrival at school. We welcome parents to join their child for lunch.

**COVID Policy - Students will eat snacks and lunch in the classroom.** Students are encouraged to bring a packed lunch; however, hot lunch will be available and individually wrapped. At this time, we ask that parents refrain from bringing lunch from a restaurant. We also ask that parents not join their children for school lunch to allow us to maintain the safe distance needed in the classrooms. Refrigerators and microwaves will not be available to students. Please think through the items that you send. It is ideal for students to open and peel items on their own. It is a good idea for our youngest students to practice prior to coming to school.

## **MONEY**

Any fees not payable through RENWEB or FACTS should be given to the classroom teacher to be sent to the office. **Money should always be sent in an envelope bearing written instructions. Students should not bring extra money to school.**



## **CONFERENCES**

Conference times are offered twice a year during the school year. Other conferences may be held at the teacher or parent discretion. Parents should contact the office or the teacher to schedule a conference, opposed to dropping in.

**Conferences cannot take place during instructional time or when the teacher is supervising a student activity.**

## **PHYSICAL EDUCATION**

All students are required to participate in physical education classes unless a written excuse has been signed by the parent. Appropriate attire is necessary for gym classes (see DRESS CODE). Students who are unable to participate in physical education activities will be given a written assignment.

## **PROMOTION GUIDELINES**

### **PROMOTION GUIDELINES FOR THE DIOCESE OF RICHMOND**

The Diocese of Richmond's policy requires parental notification at the end of the first semester if there is a possibility of retention. Students and parents are notified to ensure that optimum effort is made during the second semester. The final decision is made at the end of the academic year.

### **PROMOTION GUIDELINES FOR KINDERGARTEN TO SECOND**

Core curriculum areas in these grades are reading and math. In order to move to the next academic level, each student must pass both areas. A student not passing one of the two subjects—reading or math— will be required to attend an approved mandatory summer program.

A student functioning more than a semester below grade level will be required to attend an approved summer tutorial program.

Kindergarten provides a unique developmental program in the area of academic and social growth. Promotion to first grade will be contingent upon successful attainment of the specified area goals—language arts, mathematics, social, physical, and motor development.

It is recognized that there are limited opportunities for summer school in this area. The school will make every effort to assist in formulating and providing a summer program. A written progress report documenting the content of study and the performance of the student should be submitted to the school at the end of any summer remedial work.

### **PROMOTION GUIDELINES FOR GRADES THREE TO FIVE**

Students at this level take the classes listed below. In order to pass to the next grade, each student must pass **every subject at his/her level of competency**. If a student does not pass a subject, an approved individualized remedial program will be mandatory, after which a decision regarding promotion will be made by the administration.

- Religion
- Social Studies
- Science
- Reading
- English
- Spelling
- Math
- Penmanship
- PE
- Enrichment classes

### **PROMOTION GUIDELINES FOR GRADES 6 TO 8**

**Grades 6 and 8:** Students must pass **all** subjects in which they are enrolled. Students who do not meet the requirements for promotion are not eligible for reenrollment at Sacred Heart Catholic School.

## **RECESS**

Students in kindergarten through grade eight will have recess around midday with their teachers.

## **REPORT CARDS**

The purpose of the report card is to keep parents informed of the academic progress of their child. Parents are urged to pay particular attention to grades, daily work and notebooks during the nine week periods. Students are likewise encouraged to be responsible and to share work with parents. Report cards are distributed via email at the end of each nine weeks for students.

## **SPORTS**

Sport or Athletic Activities are available for students in grades 6-8 after school hours. Eligibility to participate is based upon the following: academic standing, physical fitness, and appropriate behavior.

### **COVID Policy- Extracurricular Activities/Sports**

The presence of extracurricular activities and sports will be determined once further guidance is provided from athletic governing bodies.

## **TELEPHONE**

The use of the telephone in the school office will be limited to school business. Students are not permitted to use the telephone without written permission from the teacher. Messages will be delivered in emergencies. Cell phone use is not permitted during school hours.



### **TESTING PROGRAM**

Scantron Performance Series Testing for Grades 2-8 is administered at the beginning, middle and end of the school year.

Students in Junior Kindergarten – 1<sup>st</sup> grade are administered the PALS test in the fall and in the spring.

The ACRE religion assessment test is administered in grades 5 and 8.

These tests not only measure individual progress, but also give the school staff a view of curriculum strengths and weaknesses. A report will be included with your child's report card at the end of the academic year.

## **VISITORS**

**All visitors are to report to the school office and sign in** so as not to unduly interrupt the educational process. All exterior doors remain locked from the outside for security.

### **COVID Policy - Visitors:**

We love to have parents stop in and visit. However, to keep our students and staff safe, we will limit school visitors to essential visitors only during this time. This is defined as scheduled conferences, the pickup of a sick child, or a scheduled meeting with staff/office members. All visitors will be screened upon entering the building and asked to wear a mask.

## **VOLUNTEER PROGRAM**

COVID Consideration- Parental involvement is so important to the Sacred Heart Community. We understand that volunteer hours may not be able to be fully obtained and will make adjustments to the requirements. However, this is an opportunity to look at new and different ways to support our school community. I encourage you to pray for your teachers and to support their initiatives.

Sacred Heart Catholic School is a parish school rich in tradition of Catholic education and committed to academic and personal excellence.

TOGETHER, as a family, we are dedicated to creating an enthusiastic vision of the future.

TOGETHER, we teach the method of an unified community.

TOGETHER, we work to grow our spiritual commitment to stewardship.

Research shows that parent volunteerism in schools enhances student self-esteem, increases academic achievement and improves student behavior and attendance. We appreciate the valuable service that you (our parents) provide us. We continue to encourage involvement because we are a family and your support in gifts of time and talent greatly contribute to that family atmosphere and to your child's education.

As a part of the Diocese of Richmond's progressive vision for building the Catholic community, we have adopted a parent service hours program. This program is designed to fill the need for volunteers and show our children our commitment to their education process and to grow in the financial ways we as a school need to survive. The following "Parent Service Hours Program Guide" is published to assist you. **Every family is asked to donate 15 volunteer hours (7.5 for a single parent home) in a single calendar school year or pay a \$280.00 "opt-out" fee.** A list of areas in need of typical service hours is provided as a guide. Any additional suggestions are welcome and appreciated.

Library

- Working the book fair
- Assist with the accelerated reader program

Reading to students

Tutoring students

Homework helper

Cafeteria

Office help during lunch and recess hours

Classroom Parties

Science Fair Judge

Board Position

Assisting in maintaining grounds and interior gardens

Auction

Afterschool program to interested students

Golf Tournament

Gym/RAC

- Concessions at games
- Entrance collector at games
- Scoreboard and bookkeeper
- Assist with Physical exams

SHCS School and Home Connection

- Teacher luncheons
- Fall Fling
- Field day
- Walk-a-thon
- Sale Fundraisers (hours to assist with the delivery of items)

New family mentor

## **WEEKLY NEWSLETTER**

A weekly newsletter will be sent home and emailed each Wednesday. Parents are asked to read this newsletter each week to keep informed on all school business. The weekly newsletter will also be available on ParentsWeb.