



## **STUDENT/PARENT HANDBOOK**

Revised July 2024

All Rights Reserved. World Rights Reserved. No part of this book may be used or reproduced in any manner whatsoever without written permission from the copyright owner.

## **Table of Contents**

[PHILOSOPHY](#)

[MISSION](#)

[VISION](#)

[HISTORY](#)

[ORGANIZATIONS AND SUPPORT GROUPS](#)

[ACCIDENT CARE](#)

[ADMISSIONS PROCEDURES](#)

[AFTER-SCHOOL PROGRAM](#)

[ARRIVAL AND DISMISSAL](#)

[ATTENDANCE POLICIES](#)

[AUTHORITY](#)

[CALENDAR](#)

[CARE OF SCHOOL BOOKS AND PROPERTY](#)

[CONFERENCES/PROGRESS REPORTS AND EVALUATION](#)

[CURRICULUM](#)

[DISCIPLINE](#)

[DRESS CODE](#)

[ELECTRONIC DEVICES](#)

[EMERGENCY INFORMATION](#)

[FEES AND TUITION](#)

[FIELD TRIPS](#)

[FINE ARTS](#)

[FIRE DRILLS/TORNADO DRILLS](#)

[GRADING SCALE](#)

[HEALTH](#)

[HEALTH REQUIREMENTS](#)

[HOMEWORK](#)

[INSURANCE](#)

[LIBRARY](#)

[LITURGICAL CELEBRATIONS](#)

[LOST AND FOUND](#)

[LUNCH](#)

[MONEY](#)

[OBSERVATIONS-CONFERENCES](#)

[PHYSICAL EDUCATION](#)

[PROMOTION GUIDELINES](#)

[RECESS](#)

[REFUND/WITHDRAWAL](#)

[REPORT CARDS](#)

[SPORTS](#)

[TELEPHONE](#)

[TESTING PROGRAM](#)

[THREATS OF VIOLENCE](#)

[VISITORS](#)

[VOLUNTEER PROGRAM](#)

[WEEKLY NEWSLETTER](#)

## **PHILOSOPHY**

Sacred Heart Catholic School strives to provide an appropriate educational 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 provides a strong academic and moral foundation to develop the whole child in a Christ-centered, inclusive, and collaborative community dedicated to service.

## **VISION**

Sacred Heart Catholic School seeks to be the preeminent institution of learning in the Danville region by fostering intellectual curiosity, social/ emotional wellness, critical thinking, spiritual growth, self-awareness, and a culture of respect. The whole school community seeks to grow in relationships with one another and with

the wider region through building intentional connections and through direct acts of service.

## **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 Middle States Association, and recognized by the Virginia Council for Private Education. 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 PTO 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 and activities.

**School Advisory 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.

## **ACCIDENT CARE**

In the case of an emergency when a parent cannot be reached, SOVAH Health 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.

### **New Student Probation Period**

In keeping with the philosophy and mission of the school, Sacred Heart Catholic School seeks to maintain a school environment of Christian values, academic integrity, spirituality and faith development. While new students are admitted after careful consideration and a thorough evaluation process, some students find they have difficulty maintaining the attitude and standards of Sacred Heart Catholic School. For this reason, there is a nine-week (45 day) probationary period during which the administration may dismiss a student who is not upholding the ideals of the school, or during which a student may decide to withdraw from the school. If this occurs, parents will be responsible for any non-refundable fees and tuition costs for each school day prior to dismissal\withdrawal, not to exceed 45 days.

### **AFTER-SCHOOL PROGRAM**

Sacred Heart Catholic School has met the requirements for exemption from licensure as a childcare 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 (available only to students in Early Learners program). Charges are per student; however, a family with three or more children will not be charged for the third child. **Students in the Early Learner program 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 3.00 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.



Playdate and Afterschool will begin the first week of school. Students will need to pre-register prior to attending the program. Drop-in will be available this year, but parents should be sure to register their child as a drop-in student before having him/her stay.

### **ARRIVAL AND DISMISSAL**

Students may arrive as early as 7:45 AM. Once in the building students will report directly to the Multi-Purpose Room.

### **DISMISSAL PROCEDURE**

K through 5<sup>th</sup> grade students will be dismissed from their classroom and through the front doors only. 6<sup>th</sup> through 8<sup>th</sup> grade students will be supervised outside. To provide a safe and efficient dismissal, parents are asked to utilize the car circle line and to remain in their cars for pick-up. 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. Early Learners (Pre-K 3) will dismiss at 12:00 (unless staying for playdate). Junior Kindergarten through 2<sup>nd</sup> grade will dismiss at 2:55. Students in grades 3-5 will dismiss at 3:10; and middle school students will dismiss at 3:20. 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.

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

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.** 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).

**\*Please note that no distance learning platform exists for absences.**

## **Tardiness**

Students should arrive at their classrooms by 8:15.

**All students are late after 8:15 and must stop in the school office to sign in.**

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.

## **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 books. Please be sure the stretchy covers are big enough or 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 email or a call to the school office for an appointment; the teacher will return the email or call to make an appointment. If further discussion should be needed, conferences with the principal should be arranged in the same manner. (See AUTHORITY)

**School related communications should go through the school email, telephone, or school approved communications apps, and should not go through any staff member's personal cell phone, personal email, or other personal messaging apps.**

## **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  
Story Time

### **ELEMENTARY**

Religion  
Language Arts  
Math  
Reading  
Social Studies  
Science  
Technology  
Health Physical Education  
Art  
Music  
Enrichment Spanish (Grades K-5)

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

Religion

Mathematics: Math 6, Pre-Algebra, Algebra I  
Science: Life, Physical, Earth  
Health and Physical Education  
High School Credits available in Algebra I, Spanish I, and World History I  
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 (when available)...Sports- (grades 6-8), band  
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.

Unacceptable behaviors may be addressed in one or more of the following ways:

- Loss of Privilege: silent lunch, recess detention (defined as being required to walk during recess and not have free play), loss of other school privileges.
- Conference: discussion involving students, parents, teachers, and an administrator.
- Detention: staff supervised time before or after school. Parents will be notified.
- Send Home (same day) - in cases where behavior is too disruptive or repetitive, administration may request that a parent/guardian pick the student up from school and not return until the following school day. Should there be no one to pick up the student, he/she will remain on the bench outside of the office until dismissal.
- In-School Suspension (ISS): dismissal from classes. Parents will be notified. The suspension is served on school grounds under the supervision of school personnel. The student is responsible for completing all assigned work.
- Out-of-School Suspension: dismissal from school. Parents will be notified. The student serving OSS is prohibited from attending all school activities.

The student is responsible for obtaining and completing all assigned work. The student is readmitted after a conference with parents and an administrator.

- Expulsion\Dismissal: removal from school. Expulsion\Dismissal is a very serious matter and is used only when required by law or when the student has repeatedly failed to correct unacceptable behavior.

### **DRESS CODE**

Students will be in uniform **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.

#### **BOYS: K-5**

- Black or khaki 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 or black fleece pullover (Lands' End or Tommy Hilfiger)
- Tennis shoes/Sneakers
- White or black socks only.
- Hair must be neat and trim; no unnatural colors or extreme styles.
- Physical Education:
  - **All students must have sneakers.**
- No visible piercings

#### **BOYS: 6-8**

- Black or khaki 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)
- Tennis shoes/Sneakers

- Physical Education:
  - **All students must have sneakers.**
  - **Students may be required to dress out for PE. Prior notification will be provided by the PE Teacher.**
- Hair must be neat and trim; no unnatural colors or extreme styles.
- No visible piercings

### **GIRLS: K-5**

- Black or khaki slacks or mid-thigh walking shorts of cotton or cotton blend (no jeans or extreme styles).
- Optional black or khaki skort (Lands' End or Tommy Hilfiger).
- Plaid uniform jumper (Lands' End or Tommy Hilfiger) (**shorts required under jumpers**).
- **Optional for Grade 5:** Uniform skirt (Lands' End or Tommy Hilfiger) **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 or black fleece pullover (Lands' End or Tommy Hilfiger).
- Tennis shoes/Sneakers
- Socks, knee sock or tights-**Solid black or white**
- Physical Education:
  - **All students must have sneakers**
- Simple jewelry; earrings only on earlobes; no dangling earrings. No visible piercings other than earrings.
- Hair is to be neatly styled; no extreme cuts or colors are allowed.
- Jumpers and skirts may be ordered from Lands' End or Tommy Hilfiger.
- 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 or khaki 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**)
- Tennis shoes/Sneakers
- 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. No visible piercings other than earrings.
- Hair is to be neatly styled; no extreme cuts or colors are allowed.
- Physical Education:
  - **All students must have sneakers.**
  - **Students may be required to dress out for PE. Prior notification will be provided by the PE Teacher.**
- Skirts may be ordered from Lands' End or Tommy Hilfiger

### **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, crocs, sandals, bedroom shoes)
- Jeans, if neat and not ragged (no tears or holes)

### **Scheduled Dress-Down Days**

- Casual/Dress-down clothes that are modest and in good taste (**NO** tank tops, halter tops, mesh tops, sleeveless shirts, cut-offs, short shorts, inappropriate language, crocs, sandals, bedroom shoes)
- 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. Smart 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. Students should not use cell phones, smart watches, etc. during the school day for any reason unless explicitly directed to do so by the teacher.

### **EMERGENCY INFORMATION**

School closings will be announced on local news channels and are communicated via email, text and phone call via 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 privileges. Students may be denied participation if they fail to meet academic or behavioral requirements. Parents will be informed if a student does not meet those requirements. Parents have the right to deny the participation of their children in any field trip.

In order for students to participate in a specific field trip, parents or guardians must complete and sign the school field trip permission form. Students who fail to return the signed permission form will not be allowed to participate. Due to Diocesan regulations, the school cannot accept telephone calls nor handwritten notes in lieu of signed forms; however, faxed or emailed permission forms are acceptable (fax number 434-793-2658).

**School aged students, whether attending SHCS or not, will not be permitted to attend a sibling's class field trip.** Parent drivers must have a

current insurance form on file in the office. All chaperones must have completed and be current with VIRTUS training and background screening.

## VIRTUS

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 ensure 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.**

**SHCS strongly encourages all parents/guardians to complete the VIRTUS program upon enrolling their student!**

## FINE ARTS

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 8<sup>th</sup> 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 completed Medication Administration Form.

**First Aid:** (i.e., minor cuts and bruises) can be administered by the teacher and/or office 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 return 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:** All matters related to COVID-19 will be handled following the most recent guidance of the Centers for Disease Control, the Virginia Department of Health, the Danville/Pittsylvania Health Department, and the Diocese of Richmond, Office of Catholic Schools.

## **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 chickenpox 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.

## HOMWORK

Homework assignments should supplement and reinforce classroom teaching and serve as a positive productive experience for all students. The policy at Sacred Heart Catholic School is to follow the suggested timeline for various grade levels.

<u>Grade Level</u>	<u>Total for the Day</u>
Grades pre-k and kindergarten	10 minutes
Grades 1-2	20 minutes
Grades 3	30 minutes
Grades 4-5	40-60 minutes
Grades 6-8	1-2 hours

- Projects, reports and papers, presentations, or high school credit courses may require additional homework time.

Students do work differently at various tasks so these times may vary depending on the student. Communication with the teacher is encouraged if difficulties with homework time arise.

Since the middle school program is designed according to a college preparatory level, students will have to accommodate a variety of teacher's homework expectations so they should refer to each teacher's syllabus for specifics. Some courses count as high school credit such as Algebra and Spanish which may require a more rigorous homework and study schedule than other middle school courses.

Homework can include reviewing the day's lessons, completing short-term assignments, working on long-term assignments, and studying for tests and quizzes.

Intermediate and middle school students will also have to complete projects that require long term planning and preparation that goes beyond their daily homework tasks. These assignments teach students valuable skills in time management.

Homework missed during an absence should be completed and submitted within the same number of days that the student was absent after returning to school. Since homework is designed to complement or supplement the daily needs of students, teachers are not required to provide the exact assignments ahead of time.

### **Honor Code**

Sacred Heart Catholic School fosters a Christian atmosphere of trust, fairness, honesty, and individual responsibility. As Disciples of Christ, students are expected to conduct themselves as responsible individuals in all phases of student life. Tests, homework, and long-term assignments are the personal responsibility of students. Our honor code dictates that we will not lie, cheat, steal, or plagiarize. An Academic Integrity Honor Council consisting of administrators and teachers will review infractions of the Sacred Heart Catholic Honor Code.

### **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, para-liturgies, and songs are used as a variety of prayer forms. Liturgies are celebrated on Wednesday 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.

### **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 the FACTS Family Portal 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 in the cafeteria beginning after Labor Day.

**IMPORTANT:** The Cafeteria account is NOT a charge account. You are required to load funds prior to purchases being made. While students do have the ability to charge when they have no funds, this incurs a debt that you owe to the school and is automatically considered a delinquency.

Charge balances left at the end of the month may be added to your FACTS payment plan. You will be notified if this is done with the amount and date of the draw.

You can keep up with your balance in the cafeteria through FACTS Family Portal. (Go to Family Information/Family Billing/Café Only Account) You can also add funds to your cafeteria account through FACTS Family Portal. Additional fees may apply when using a credit card.

To restrict the charging of extras, call the school and ask us to put an alert on your account. While this is not always possible to enforce in the busy and fast-paced lunch environment, we will do our best to restrict your child's purchases.

## 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 to 8:** Students must pass **all** subjects in which they are enrolled. Students who do not meet the requirements for promotion are not eligible for re-enrollment at Sacred Heart Catholic School.

### **RECESS**

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

## **REFUND/WITHDRAWAL**

*The following policies are necessary, as our school has continuing expenses such as faculty salaries and building maintenance. To plan and maintain these services for the year ahead, it is essential that the annual revenue from tuition charges be known as early as possible.*

### **Refund/Withdrawal**

\*\* In accepting admission to Sacred Heart Catholic School, families are committing to enrollment for the full academic year; therefore, at the time of enrollment, your financial obligation is for the full annual tuition. If your family situation changes and you choose to withdraw from Sacred Heart Catholic School at any time from the date of enrollment to the first day of school, you will be responsible for 20% of tuition for the academic year.

\*\* If it becomes necessary to withdraw at any time from the first day of school through the academic year, you will be responsible for all tuition for the time attended plus 20% of the remaining tuition balance.

\*\* It is the Principal's (in conjunction with the Pastor) right and sole discretion to dismiss or suspend any student for lack of progress or for conduct by the student, his/her parent(s), or guardian that is not in the best interest of student and/or the school (action of the Diocesan School Board 6/10/2004, Essential Element #4). No refund is provided during times of suspension; however, in the event of a student being dismissed from Sacred Heart Catholic School, the tuition refund policy applies.

\*\* Extenuating circumstances regarding refund/withdrawal matters will be addressed by the Principal on a case-by-case basis.

\*\* Guarantors agree to accept responsibility for all fees associated with the collection of any outstanding balances due under this contract, without limit to collection agency, court costs, or attorneys' fees.

### **Delinquent Tuition**

\*\* All academic records will be held until all tuition, fines, and fees are paid in full.

\*\* Each declined payment: \$30 fee and re-attempt in 15 days.

\*\* Late Payment Fee: \$25 per occurrence

\*\* Tuition 45+ days late: Demand Letter from the Principal indicating the balance due, including fees, providing the specific date that student(s) will be dismissed from school. Dismissal from school for delinquent tuition will result in the entire outstanding balance being sent to collections.

### **Annual Discount Certification**

\*\* Families receiving the First Responder, Active Military, or Catholic discount will be required to submit an annual certification before the discount can be applied to the account.

## **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.

## **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 permission from the teacher and office staff. Messages will be delivered in emergencies. **Cell phone use is not permitted during school hours.**

## **TESTING PROGRAM**

MAP Growth 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 assessed in Reading and Phonetics 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.

## **THREATS OF VIOLENCE**

Threats of violence at school will be taken seriously, regardless of the age of the student involved. To that end, if a school becomes aware that a student has threatened violence at the school, or toward other students or staff, the school principal or designated school official will contact law enforcement, the Office of Catholic Schools, and the parents of the student making the threat. The student will be immediately suspended. The student will not be allowed to return to school until the school is satisfied with the assessment by law enforcement and the student has undergone a threat assessment by a licensed mental health professional which confirms the student does not pose a threat to school safety or to themselves. The school principal, or designated official, has the right to inspect and search a student's person, the student's locker(s) or desk(s), and/or the student's personal property located on school property or at school activities if the school has reason to suspect the student poses a threat to the health, welfare and safety of students and staff. Unless the safety of other students requires prompt removal of dangerous items, law enforcement should be advised so they can arrange for removal.

## **VISITORS**

**All visitors are to report to the school office and sign in** so as not to unduly interrupt the educational process. Visitors will be given a Visitor Badge that should be always visible. All exterior doors remain locked from the outside for security.

## **VOLUNTEER PROGRAM**

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 a 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 Library tasks, as determined by the media specialist

Reading to students

Tutoring students

Homework helper

Cafeteria

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

•

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 emailed each Wednesday. Parents are asked to read this newsletter each week to keep informed on all school business.