



# Sacred Heart

**CATHOLIC SCHOOL**

## School Handbook

Revised 5/22/2018

# Sacred Heart Mission Statement



*As children of a loving God, the mission of Sacred Heart Catholic School is to assist families in educating and fostering growth of the whole child -- spiritually, intellectually, emotionally, and physically. Together we will guide our children to live as Christian members of the world community.*

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*"Assisting families in educating and fostering growth of the whole child"*

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## School Wide Learning Expectations

### **S**piritual Growth in the Catholic Faith –

Students will grow in the knowledge of their faith and our Catholic Church. They will experience a deepening of their relationship with Christ.

### **A**ppreciation for self, others, and the world –

Students will understand and appreciate that we are all created by the same God who loves us for our differences.

### **C**ompassion by sharing our time, talents, and treasures –

Students will know that we are called to use the gifts God gives us to serve those around us. There is someone out there who needs us, and likewise, we need others.

### **R**espectful attitude toward others in all we do –

Students will be respectful toward God and all of His creations, those in authority over us, our classmates, and those we come into contact with each day.

### **E**xcellence in Academics –

Sacred Heart Catholic School is a place of learning and students will give their best effort academically, growing in the gifts of knowledge and wisdom.

### **D**iscovery of strengths and God's Love –

Through the experiences and opportunities offered at Sacred Heart Catholic School, students will discover their gifts and strengths. They will know that they have received them through God's infinite love for them.

# Statement of Responsibilities

A commitment of support from the school and parish community is essential to fulfill the purpose and goals of our mission. To this end, certain responsibilities are expected.

## **Students Shall:**

- show respect for the Catholic ideals on which the school is centered.
- maintain an attitude of accountability for their own learning and actions.
- cooperate with school, parish personnel, and other students.

## **Parents/Guardians Shall:**

- model Christian behaviors and attitudes.
- support the educational goals and efforts of Sacred Heart Catholic School in the education of their child(ren).
- share talent, time, and resources with the school.
- encourage and help their child(ren) to learn, as they are their primary educator.
- promote regular and punctual attendance.
- provide an appropriate environment, resources, and adequate time for completion of schoolwork.
- show support for the administration and school policies.
- communicate effectively and routinely with child(ren), teachers, and administrators.

## **Faculty Shall:**

- model Christian ideals for teachers, students, and parents/guardians.
- endorse and display professional attitudes and dedication to Church teachings.
- participate in ongoing spiritual and professional growth development.
- endorse and actively pursue educational goals and objectives of Sacred Heart Catholic School through the development of school curriculum.
- use instructional strategies that are most effective in promoting learning.
- communicate effectively and routinely with students, parents/guardians, teachers and administrators.
- maintain a classroom environment conducive to learning.
- show support for the administration and school policies.

## **Administrator Shall:**

- model Christian ideals for teachers, students, and parents/guardians.
- endorse and display professional attitudes and a dedication to Church teachings.
- participate in ongoing spiritual and professional growth and development.
- communicate effectively and routinely with Pastors and/or Parish Life Directors, faculty, students, parents/guardians, the school board and parish community.
- collaborate with other educators to provide and promote quality Catholic education for our students.
- develop and implement established educational goals, objectives, and curriculum for Sacred Heart Catholic School.
- provide leadership in goals, curriculum, and staff development.
- supervise the quality of instruction provided to the students.
- maintain an atmosphere conducive to learning.
- implement and administer policies.

## **School Advisory Board Shall:**

- act in advisory capacity to the principal and Parish Life Director/ Pastor.
- model Christian ideals for teachers, students, parents/guardians, and parish.
- recommend goals and objectives for Sacred Heart Catholic School.
- provide a vehicle for effective two-way communication among school, parents/guardians, and parish.
- participate in long range planning to extend Catholic education into the future.

**Pastor and/or Parish Life Director Shall:**

- endeavor, as the leader of our faith community, to promote quality Catholic education.
- encourage the highest quality of education and faith development.

**Parishes Shall:**

- endeavor, as a faith community, to promote quality Catholic education.
- ensure sufficient financial assistance to enable educational opportunities for all families within the parish.
- provide salaries and benefits to Sacred Heart Catholic School educators that reflect the social justice teachings of the Church.

## **Sacred Heart Catholic School Policy**

**Academics**

Students will maintain a 2.0 (C) or above academic average in all subjects with no failing grades in order to be eligible for participation in school-sponsored athletic teams and extra-curricular activities. Eligibility will be determined at mid-term progress reports and at the end of each quarter. Students who fail to meet this criteria may not participate in any contests during their period of ineligibility. Eligibility may also be determined through the Principal’s discretion.

**Accident/Illness**

For each student, an emergency name, telephone number, and parental/guardian instructions shall be on file in the school office. It is the parents’/guardians’ responsibility to notify the school if there are any changes to this emergency information. Parents/guardians are also responsible for updating their contact and personal information in the Rediker Student Information System.

In case of any injury to a student, visitor, or staff member, first aid shall be given. If a child becomes ill at school, his/her parents/guardians will be notified immediately. No child(ren) shall be sent home without first notifying the parent/guardian. Any accident witnessed on school property must be reported as quickly as possible to the office.

In case of a serious illness or injury, the school will immediately call 911 to provide emergency medical services.

**Attendance**

All students are required to attend school daily and arrive on time. ALL non-school related absences from school are counted against a student’s attendance record.

If a student misses more than nine (9) school days per semester in any one class, an administrative review of academic progress will be required.

In order for a student to participate in an after school event, he or she must attend school on the day of the event (at least the second half of the day), unless arranged with the administration. Administrative decisions will be final.

As a Christian community, we recognize that there are certain occasions where we are called to celebrate together outside of the regular school hours. Such activities are considered part of the regular school curriculum, and as such, attendance at these events is required. These events include, but are not limited to, special liturgies and Fine Arts Programs.

There are two types of school absences – excused and unexcused.

Excused Absences:

Any absence from school that is with the knowledge and approval of a student’s parent/guardian is considered an excused absence.

**The student’s parent or guardian must notify the school as soon as possible regarding the absence.** Excused absences count toward the maximum of nine absences per semester.

Parents/guardians should notify the school by 8:30 a.m. if their child will not be at school. The school will contact the parents/guardians who have not notified the school of their child's absence.

**Excused Absences Include:**

- Personal illness
- Illness of an immediate family member.
- Bereavement
- Doctor, dental, or professional appointment
- Emergencies
- Prearranged absences
- Absenteeism for family vacations, family business, etc. must be obtained from the administration in advance

**Excused Absence Make-up Work:**

- It is the student's and parent's responsibility to consult with the teacher upon return to school to clarify missed assignment due dates.
- It is the student's responsibility for making up missed work during an absence.
- Time allowed for making up work is one day more than the number of days missed.
- If an assignment or test is assigned before an absence, the teacher will determine the appropriate due/test date.
- Work not made up or tests not taken within the allowed time will be recorded as a "Zero".
- The teachers will make every effort to have homework and books available to be picked up AFTER SCHOOL.
- Homework for those students out of town will be available after the student returns.

**Unexcused Absences:**

Any absence from school that is without the knowledge and approval of a student's parent/guardian is considered an unexcused absence. Unexcused absences count towards the maximum of nine absences per semester and have disciplinary consequences.

**Unexcused Absences Include:**

- Leaving school grounds during regular school hours without permission.
- Leaving class during regular school hours without permission.
- Absence from school without notifying the school office.
- Suspension.

**Unexcused Absence Make-up Work:**

- A student will make up all homework missed during an unexcused absence/truancy, but no credit will be given.
- Papers, assignments, tests, etc. missed during an unexcused absence will not be allowed to be made up for credit.
- The grade for make-up work will be a "Zero".

**Consequence of Unexcused Absences:**

**First Offense:**

The parent/guardian and the student will be notified in writing of the unexcused absence policy and consequences will be determined by the administration.

**Second Offense:**

A conference involving the student, parents/guardians, counselor, and principal will be required and consequences will be determined by the administration.

**Tardiness**

Students are considered tardy if they are not in their assigned seats or if they do not have all their papers and books necessary for class when the tardy bell rings ([See Daily Schedule](#), Page 18). If a teacher or other staff member detains a student, the student will present a note upon arrival to his or her next class. We recognize the various challenges families face in getting to school each morning. However, it is important for students to be to school and in their classrooms on time. Teachers work hard to create a positive and efficient learning environment. Tardiness detracts from that efficiency and environment.

Tardies are recorded per semester.

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### Consequences for Unexcused Tardiness:

First & Second Tardy:	Warning
Third Tardy:	Loss of lunch recess
Fourth Tardy:	After school detention
Fifth Tardy:	Administration will visit with parent/guardian about attendance policy.

Further tardiness will result in appropriate action by administration.

### **Discipline**

Discipline in Sacred Heart Catholic School is considered an essential aspect of Christian moral development and not simply punishment. The purpose of discipline is to:

- Provide an atmosphere conducive to learning. All students must be given the opportunity to learn; no student can take away this right from others.
- Assist in the growth of responsibility and self-discipline.
- Prepare students to become responsible members of home, church, and society.
- Help build a sense of Christian community by respecting and loving one another in every contact throughout the day.

### Unacceptable Behaviors

Behavior contrary to this policy includes, but is not limited to the following:

- Inappropriate physical contact or actions
- Disruptive behavior
- Disrespect toward others
- Violation of Dress Code
- Not complying with rules, policy, and those in authority.

### Major Infractions

- Defacing or damaging school, church, or personal property
- Theft
- Cheating or forging
- Continued willful disobedience/defiance towards authority
- Bullying (see description below)
- **Harassment / Intimidation (see description below)\***
- Actions threatening the safety of self or other individuals
- Acts that interfere with the private life of school employees or students
- Use, sale or possession of any prescription or over the counter drugs
- **Use, sale or possession of any illegal drug \***
- **Possession of weapons or threat of weapons \***
- Abusive or inappropriate language
- Truancy/Excessive Tardiness
- Leaving the Campus without permission

**Consequences for behavior contrary to the Sacred Heart Discipline Policy will be determined by school staff and administration.**

**\* DUE TO THE ILLEGAL NATURE OF THESE ACTIONS, THE STUDENT MAY BE IMMEDIATELY SUSPENDED OR EXPELLED AND THE POLICE WILL BE NOTIFIED.**

Grades 5 through 8 will use a Conduct Card as the primary discipline tool. Five marks on a student's Conduct Card will require them to serve a detention. A detention will be served after every five marks on the Card, up to thirty marks. Thirty marks on the Conduct Card will require a suspension to be served. The type and length of the suspension will be determined by administration.

Conduct Cards that are lost or damaged beyond use can be replaced by bringing \$2.00 to the front office. Continued loss or damage to Conduct Cards may result in further disciplinary action, including detention.

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## **Discipline Procedures**

### Classroom Discipline

A teacher's job is to teach. A student's job is to learn. To establish and maintain a learning environment, teachers will set classroom rules. Each teacher will post these rules in their classroom. Teachers will also send home a copy of the rules along with their system of rewards and consequences. Minor infractions will be dealt with utilizing the classroom discipline plan.

While Sacred Heart Catholic School will focus on using positive reinforcement to shape behavior, other consequences may also be used for those students who choose to act inappropriately. Consequences for minor infractions may include, but are not limited to:

- Verbal warning
- Restricted or lost free time or lunches
- Written assignment about the infraction
- Work detail during free time or recess.

### Discipline will not include any of the following:

- Corporal punishment.
- Language (verbal or non-verbal) which, is sarcastic, vulgar or calculated to bring ridicule on the student or the student's parents/guardians.
- Using religious actions or important class assignments as punitive measures.
- Using grades as a form of punishment, excluding cheating and suspension.
- Sending students to any unsupervised location.

The Pastor or Parish Life Director may be called upon to be involved in student discipline, when necessary.

### Bullying

Conflict is an inevitable part of interaction. As children learn the give and take of friendship, group cooperation, and social interaction, conflict often occurs. Sacred Heart Catholic School strives to help children gain greater capacity for empathy, for compassion, for compromise, for Christian kindness and respect toward others, and for learning the important skills of conflict resolution and problem solving.

Bullying can take many forms including, physical, verbal or psychological. **Bullying is when one person uses power in a willful manner with the aim of hurting another individual *repeatedly*.**

Some specific examples of bullying:

- Hurting someone physically by hitting, kicking, tripping, pushing
- Stealing or damaging someone's belongings
- Teasing, putting others down or ganging up on someone
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get others not to play or associate with someone
- Verbal or written threats
- Teasing others about their appearance, possessions, clothing, etc.
- Intimidating phone calls, e-mails or notes
- Gestures or body language meant to put others down or exclude them from a group.

For any behavior to be considered bullying, it must be repeated and targeted.

Students at Sacred Heart Catholic School are expected to:

- Treat others with Appreciation, Compassion, and Respect.
- See Christ in those around them.
- Refuse to bully anyone.
- Refuse to watch, laugh or join in when someone is being bullied.
- Report bullying to an adult.

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The school may deal with bullying issues in the following ways:

- Consultation with students
- Parent notification
- Parent conference
- Disciplinary action

#### Harassment and/or Intimidation

Each student has the right to attend school in an atmosphere that is free from all forms of discrimination and conduct that can be considered harassing or coercive.

Students at Sacred Heart Catholic School are:

- Prohibited from engaging in any conduct which could be reasonably construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
- Prohibited from sexually harassing other students, including actions, words and written material.
- Required to report to the school principal any harassment of which the student becomes aware.

This policy applies to all conduct on the school's premises, at school-sponsored events, and to conduct off the school's premises that has an adverse effect upon a student's educational environment.

Any student, staff person, parent or volunteer who believes a student is being bullied or harassed should immediately report the situation to the principal.

#### Detention

- Detention is a means of disciplining a student.
- If given a detention, the student's presence will be required after school for 45 minutes from 3:15 PM to 4:00 PM.
- Detention will be served on Tuesdays and Thursdays.
- While serving detention, the student will be asked to sit quietly. They will not be allowed to talk or to work on homework. Students may be asked to complete a reflection on the behavior that resulted in the detention.
- A schedule of where detention will be served will be available in the front office.

#### If a Detention is Given:

- The student will be informed and the school office will communicate with the student's parents to inform them of the detention.
- If there is a previous commitment, such as a doctor's appointment, the parent/guardian may inform the school, and the student will serve the detention at the next appointed time. Only extreme excuses will be accepted. **EXTRACURRICULAR ACTIVITIES ARE NOT AN ACCEPTABLE EXCUSE.**
- If the student is late to, or fails to show for detention, he/she will serve the original detention, and will serve a second detention on the next assigned date for their tardiness or absence.

#### Detention Expectations for Students

- Arrive on time
- Follow instructions of detention monitor

Failure to follow the detention expectations will result in being placed on the "Return" list. This means the student will return for the next detention session and complete the assignment correctly.

#### Suspension

Major behavioral infractions may result in In-School or Out-of-School suspension. Students who fill their Conduct Cards and earn a 6<sup>th</sup> detention will be issued a suspension. Under suspension, the student cannot attend school or any school-related activities. Students serving a suspension are responsible for obtaining and completing missed assignments. Work will be completed for partial credit. Parents will be notified when a student is placed on suspension. At the time of suspension, the student will be released only to the parent/guardian. Suspension will not exceed five (5) school days.

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### Behavioral Contract

At the discretion of the principal, or after serving a suspension, parents/guardians, student, and principal will have a conference at which time a behavior contract may be developed and signed. A behavior contract will include **RESTRICTION FROM ALL SCHOOL RELATED EXTRACURRICULAR ACTIVITIES FOR A SPECIFIED PERIOD OF TIME.**

### Expulsion

Extreme infraction of school rules, or continued unwillingness to be obedient may result in expulsion. The student's enrollment at Sacred Heart Catholic School will be terminated. Written records of the various proceedings leading to expulsion will be on file. The parent/guardian may appeal to the Pastor or Parish Life Director, if they do not agree with the expulsion. The Pastor or Parish Life Director will have the final decision on any expulsion.

### Playground Rules and Procedures

These rules and regulations benefit all concerned, and are in harmony with the accepted play and procedures of Sacred Heart Catholic School.

- The staff and students of Sacred Heart Catholic School will be aware of and adhere to playground rules and procedures.
- There will be a playground supervisor who will be responsible for training all playground monitors.

### Unacceptable Playground Behaviors

- Aggressive/inappropriate body contact activities.
- Air flips from any equipment.
- Hanging by feet or legs from any device.
- Careless hitting of balls into other play areas.
- Sledding or body surfing on hill.
- Sliding on icy spots.
- Splashing in water puddles.
- Bouncing balls off walls and roofs.
- Throwing snowballs, pinecones, rocks, etc.
- Swearing.

### Consequences of Unacceptable Playground Behaviors

Consequences are under the discretion of the playground monitor or teacher for minor infractions and may include "time-out" or a mark on the Conduct Card, if warranted. In some situations, certain activities or games may be banned for a period of time, due to continued rough play, poor sportsmanship, etc.

- "Time-out" – a student will sit out for a specified period of time, without interaction with other students.

### **Uniform Dress**

While promoting a sense of equality for all children, the uniform policy of Sacred Heart Catholic School should be a reflection of **Christian identity and modesty**. The Sacred Heart Catholic School Uniform provides a sense of school identity and pride for the child/children, while minimizing the importance of clothes and creating a professional working environment. Parents/guardians and students both share in the responsibility for seeing that this dress code is appropriately observed and maintained. The only exceptions to this uniform policy will be for TVCS Activities participants, and formal Scout uniforms which may be worn on meeting days. The principal will have the final say on attire or appearance deemed inappropriate.

If you wish, all uniform clothing may be purchased at Educational Outfitters, in Boise.

### **General Appearance**

Students are expected to present a neat, conservative, and non-distracting appearance at all times.

- The uniform should always be neat, clean and in good repair.
- Hair must be clean, neat, trimmed, and kept out of the face. For boys, eyes and ears should be visible and hair should be above the collar. If students' hair is dyed, it should be in a natural color. Any hair accessories worn should be non-distracting and easily removed. Woven in feathers, string, and material are not allowed.

- Jewelry should be modest. Girls may wear earrings, which should be single studs or small hoops (no “danglies”), a single necklace, a single bracelet on either wrist, and no more than one ring on each hand. Boys are not allowed to wear earrings. No long chains or chokers will be allowed. Boys are not allowed to wear rings on their fingers.
- No jackets, coats, or non-school sweatshirts are to be worn in class.
- No hats or stocking caps will be worn in the school building.
- Clothing should fit appropriately, neither being excessively tight nor baggy.

Non-Mass Day Uniform Dress Code:

Girls:

- Plaid jumper, plaid skirt, plaid culottes, plaid shift, or solid unadorned navy blue pants, capris, or walking shorts. Skirt and short length should be no shorter than three inches above the knee.
- Tucked-in, solid unadorned white blouse or polo with collar and sleeves, or Sacred Heart white or green polo shirt.
- Solid navy blue sweater - pullover, cardigan, vest or Sacred Heart sweatshirt.
- Solid navy blue, black, or white socks (visible above the shoe), tights, or leggings (full-length, not capri).
- No cargo pants/shorts
- No open-toe or open-heel shoes, for safety reasons (i.e. sandals or flip-flops). Shoes with a heel strap are allowed.
- If girls want to wear shorts under their uniform, the shorts must not show below the uniform.

Boys:

- Solid unadorned navy blue pants or walking shorts.
- Tucked-in, solid unadorned white shirt or polo with a collar and sleeves, or Sacred Heart white or green polo shirt.
- Solid navy blue sweater - pullover, cardigan, vest or Sacred Heart sweatshirt.
- No cargo pants/shorts.
- Solid navy blue, black, or white socks visible above the shoe.
- No open-toe or open-heel shoes, for safety reasons (i.e. sandals or flip-flops). Shoes with a heel strap are allowed.

7<sup>th</sup> & 8<sup>th</sup> Grade Uniform Option:

7<sup>th</sup> & 8<sup>th</sup> grade students may wear, in addition to the uniform listed above, khaki pants, shorts, or capris (for girls), and navy polo shirts with the school logo. Khaki pants and walking shorts should be solid in color and unadorned. Cargo shorts and pants are not allowed. The navy polo shirts must be adorned with the Sacred Heart Logo, available at Educational Outfitters, in Boise.

Mass Days Uniform Dress Code:

Uniform dress on the **ENTIRE MASS DAY:**

- Girls must wear plaid uniform with WHITE uniform shirts (During the period starting on November 1st through February 1st, girls may wear long uniform pants, navy for all grades)
- Boys must wear long uniform pants, navy for all grades.
- Boys in grades 5-8 are required to wear a white button up dress shirt (long or short sleeve), with a Sacred Heart Catholic School tie (may be neck tie or bow tie) in the school plaid. Ties may be removed after Mass. Ties are available, for purchase, through Educational Outfitters and Dennis Uniform Company.
- Boys in grades K-4 are required to wear a white button up dress shirt. Ties are optional for these students.

Special Dress Code / Free Dress Certificates:

There are occasions when standard uniform dress code will not be required. The dress for these special days must be clean, modest and mended. No tank tops, sleeveless shirts, mesh or knit shorts, sweat pants, flip flops, holey or un-hemmed pants, excessively tight or baggy, or clothing advertising inappropriate or suggestive titles/topics. The principal will have final say on appropriateness of attire. Uniform skirt and short length (no more than three inches above the knee) will apply to Free Dress. Special Dress days will be brought to the parent’s/guardian’s attention in the weekly calendar in the school newsletter - *“From the Heart”*.

### Leadership Dress:

There are occasions, typically for eighth graders, when we require students to wear Leadership Dress. This means that our students are allowed to be out of uniform, but the circumstances require them to be dressed up. Occasions that would require Leadership Dress would include: May Crowning, certain field trips, Leadership Mass, etc. Guidelines are:

- Girls should wear a dress that maintains their Christian identity and modesty, or skirt or dress pants with a blouse. Skirt and dress length should be no shorter than three inches above the knee. Dresses and blouses with spaghetti straps are not allowed.
- Boys should wear dress pants with a button up shirt and tie. Polo shirts are not allowed for Leadership Dress.

### **Game Day Dress Code:**

Students participating in Treasure Valley Catholic Schools (TVCS) 6th, 7th, and 8th grade activities may wear TVCS game or performance day dress (see TVCS parent handbook.) If a contest falls on a Mass day, the participants may wear their TVCS game day dress. TVCS Dress on contest days should be within the guidelines of the Sacred Heart Catholic School Dress policy.

### **Sacred Heart Catholic School Clothing:**

#### Spirit Day Dress (Crusader Gear):

One designated day per month Sacred Heart students will be allowed to wear Crusader Gear. Crusader Gear may be purchased through Educational Outfitters. Students may wear their Crusader Gear shirts with appropriate jeans or uniform pants, shorts, or skirts. ***Spirit Day Dress may include Sacred Heart shirts from other activities, including T-ball, basketball, etc., but it must be school colors and have the school name or logo.***

### **Dress Code Violations:**

Violations of the Sacred Heart Catholic School Dress Code may initiate a telephone call to the parent/guardian, at which time the parent/guardian will be asked to bring proper uniform clothing for their child or pick up the child until such time that the child can return to the school in approved Sacred Heart Catholic School clothing. Students in grades 5-8 may be given a Conduct Mark. if warnings have been given.

## **Sacred Heart Catholic School Information & Guidelines**

### **Volunteering at Sacred Heart**

In accordance with diocesan policy, all volunteers must attend a "Safe Environment Workshop" and submit to a background check. The workshop is offered at Sacred Heart at various times throughout the year, as well as other parishes. Please check with school office for details on times, and to sign up.

### **P.A.L.S. Program**

The PALS Program (Parents Assist Learning in Schools) is responsible for educating, registering and monitoring volunteers for the various activities in which volunteers are needed. The PALS program is a parent/guardian involvement program which requires a service commitment. This involvement is required:

- To help keep down school tuition, while maintaining our emphasis on individual growth and learning.
- To involve parents/guardians in the school and their child(ren)'s education.
- To allow the teachers to spend more time directly with your child(ren).

At registration, each family will sign-up for **twenty (20) hours**, worth of service commitment to Sacred Heart Catholic School, to be fulfilled during the year. Five of the 20 hours must be designated to the "It Takes a Village" Gala. This is our annual spring dinner auction. Each PAL hour is equal to \$20.00.

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At the fiscal year end (June 30), PALS hours will be totaled, and any unearned hours will be assessed at \$20.00 per hour and posted to your school account. (Note: All accounts must be current to register).

If a family chooses to waive their PALS hour obligation, they may pay \$400.00 at registration to fulfill this commitment.

### **SCRIP**

The Sacred Heart SCRIP Program was founded in 1997 as a supplemental fundraising activity for Sacred Heart Catholic School. The SCRIP program allows Sacred Heart Catholic School to receive a portion of the purchase price of gift certificates from hundreds of national participating retailers. The SCRIP program was implemented to reduce the necessity of Sacred Heart students having to engage in additional fundraising activities (i.e. gift wrap, magazines, etc). Overall, the money generated by the SCRIP program helps keep Sacred Heart tuition costs down, and allows our children to maintain focus upon their education.

It is for this reason that a minimum commitment of SCRIP purchases by each Sacred Heart family was instituted. The **minimum** SCRIP purchase commitment will be \$1000 for the current school year.

If a family chooses to waive their SCRIP commitment they may pay \$300 at registration to fulfill this obligation. Failure for families to meet the minimum SCRIP requirement will result in the family being invoiced for the remaining amount (\$.30 per SCRIP dollar remaining).

### **Visitation**

Any person attending a Sacred Heart Catholic School-related function or visiting the school premises shall treat the staff, faculty and the harmony of the school with respect. All visitors to Sacred Heart Catholic School must check in at the school office.

It is Sacred Heart Catholic School's policy that parents/guardians are welcome to visit their child's classrooms. No parent/guardian will be allowed in the classroom between the hours of 8:15 a.m. and 3:10 p.m. unless prior arrangements have been made with the teacher or principal. Unscheduled visits disrupt the classroom procedures and activities.

### **Observation**

Parents/guardians are welcome to visit the classroom(s) of their child(ren) to observe the teaching and the teaching materials used. These visits must be arranged in advance with the principal and teacher(s) involved.

### **Volunteer Help**

Volunteers who wish to help on a long-term or "special project" basis are to make arrangements in advance with the teacher(s) involved. Volunteers are to make every effort to come at arranged times. Problems with students encountered by volunteers should be referred to the teacher.

Parents/guardians or other volunteers visiting classrooms for either of the above purposes are asked not to bring smaller children with them.

### **Tuition**

All parents/guardians are requested to pay full cost of their child(ren)'s education. If this is not possible, tuition assistance is available and will be allocated on the basis of need and commitment to school goals and philosophy. In order to provide each Sacred Heart Catholic School student with a quality Catholic education, each family is asked to choose the maximum tuition option that best fits with their financial situation.

### Scholarships

Scholarship funds are available for registered contributing members of Sacred Heart and OLR parishes for families who need assistance. Completed scholarship applications and tax returns are required to complete this process and are due with completed registration packet. The Pastor/Parish Life Director, principal, and business manager will make final decisions on tuition commitments.

### Tuition Payments

Sacred Heart Catholic School uses FACTS Tuition Management to collect tuition payments. Each family is set up with a FACTS account for their students. Parents/guardians can set up a payment schedule that best fits their needs. Families are encouraged to communicate with the principal and business manager if adjustments need to be made to their scheduled payment plan. Late payments and returned checks do incur a fee to the family. Please communicate any changes or needs to administration.

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### Refund of Tuition

Parents/guardians of students who are formally withdrawn from school prior to the end of the school year may receive a refund for any tuition paid in advance for those months during which the student has been withdrawn and is no longer attending Sacred Heart Catholic School. Registration fees are non-refundable.

### Unpaid Tuition or Fees

Sacred Heart Catholic School understands the sacrifices families make to send their students to a Catholic school. While we work with each family to meet their financial and educational needs, the school expects families to be consistent in fulfilling their payment commitments. In the event that a student leaves Sacred Heart Catholic School with an unpaid balance on their account, the school will hold student records until such time that the remaining balance is paid in full.

### **Field Trips**

Learning, outside the classroom, is an important part of the educational process. Occasionally teachers will schedule Field Trips to support and enhance the learning taking place in their classrooms. These arrangements, along with time, place, and transportation will be scheduled on the school calendar. Parents/guardians will be notified well in advance so that they may provide the school with written permission for the students to leave the school grounds. Diocesan Field Trip forms, including medical information are required for each excursion.

### **Testing Program**

Sacred Heart Catholic School administers MAP (Measurement of Academic Progress) tests two times each year (fall and spring) to Grades 2-8. This test allows the school to measure student growth from Fall to Spring, and from year to year. This growth, along with student achievement, is also compared to national norms for each grade level. Sacred Heart Catholic School also uses the STAR 360 to benchmark and monitor student progress in the areas of Reading and Math. These tests are administered quarterly, or as needed.

### **Books and Property**

All personal property should be clearly marked with the student's name. Sacred Heart Catholic School does not take any responsibility for lost or damaged items.

With limited funds available, it is essential that we get maximum use of those learning materials that the school has purchased; therefore, we are requesting the cooperation of every student and parent/guardian. Students will be held responsible for any book damage beyond normal wear-and-tear and will be asked at the end of the school year to pay for the loss or abuse of materials.

### **Curriculum**

It is the goal and policy of Sacred Heart Catholic School to encourage each student to attain their highest standard of academic excellence. It is the responsibility of all involved: the parents/guardians, the School Advisory Board, administration, faculty and students, to strive to achieve these challenging goals. General curriculum guidelines are available on the [Diocesan Website](#).

### **Grading**

For Grades 3-8, grades will be based on the following criteria:

4 points		3 points		2 points		1 point		0 points	
100% - 97%	A+	89% - 87%	B+	79% - 77%	C+	69% - 67 %	D+		
96% - 94%	A	86% - 84%	B	76% - 74%	C	66% - 64%	D	Below 60%	F
93% - 90%	A-	83% - 80%	B-	73% - 70%	C-	63% - 60%	D-		

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For Grades 1-2, grades will be based on the following criteria:

E = Exemplary  
S+ = Above Average  
S = Satisfactory  
S- = Below Average  
NI = Needs Improvement  
U = Unsatisfactory

Honor Roll            (Grades 3-8)

4.0 gpa	Summa cum laude
3.99 - 3.7 gpa	Magna cum laude
3.69 - 3.5 gpa	Cum laude

All subjects will be included in the grade point average.

**Parent - Teacher Conferences**

At the conclusion of the first quarter, two days are scheduled for conferences between the teachers and parents/guardians. Each parent/guardian is invited to come to the school and confer privately with the child(ren)'s homeroom teacher for a period of 15 minutes. During this conference, the teacher will explain to the parent/guardian the child's achievements in the different subjects in relation to the child's ability. The teacher also learns from the parent/guardian any information that would be helpful in teaching and guiding the child through the school year.

**Library**

There is a scheduled library period for each class. There are certain rules that are to be followed in the library:

- Reference materials may not be removed from the library unless prior arrangements have been made with the librarian.
- Students are expected to pay for damaged and lost books.
- Proper behavior is expected while in the library. The library period is NOT a social time.
- If a student has more than two (2) overdue books, he/she may NOT check out books until the overdue books have been returned or paid for. Fines are to be paid prior to the end of the quarter. Report cards will be held until fines are paid or books are replaced.

**School Lunch Program**

Hot lunch may be ordered Tuesday through Friday. Students may also bring their own lunches. Milk is provided daily. The milk fee is included in the registration fee. A menu will be sent home each month along with instructions on ordering and purchasing these lunches. Blimpie lunches are available to order for Mondays.

**Liturgy/Sacramental Preparation**

The center of Catholic life is the celebration of the liturgy. It is the spiritual center of life at Sacred Heart Catholic School. Liturgy of the Eucharist (Mass) will be celebrated weekly. Each teacher, grades 1-8, will plan liturgies on a scheduled basis.

Twice each year, Reconciliation will be offered for staff and students. This will be during Advent and Lent.

The Sacramental Preparation programs are administered through the Director of Religious Education. For more information, please contact the church office.

**Home and School Association**

Home and School is an organization that allows you as parents to become involved in your child's education, classroom, and Sacred Heart Catholic School by assisting in various activities, celebrations, and projects throughout the school year. The time you spend volunteering for any of these activities is counted toward your PALS Hour commitment of 20 hours per family per year.

The goal of Home and School is to involve you as parents in fun school activities and celebrations for our children while reinforcing the Catholic Christian principles taught throughout the school year. Our mission is to provide support and encouragement to the staff, students and families of Sacred Heart Catholic School as we continue to grow as productive Christian members of the whole community.

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## Health Services

### Medication

School personnel may assist a student with managing his/her medication only with written orders by a physician. If it becomes necessary for a prescription medication to be administered at school, and if it is not possible for the parent/guardian to arrange to administer it, it is required that the parent/guardian come to the school office and fill out the proper medication forms. All medication, prescribed and over the counter, **MUST** arrive in its original and appropriately labeled container. Unlabeled medication in “baggies” will not be accepted or dispensed. All medications are secured in a locked area, and the child will come to the office when the medication is to be given.

### Immunization Requirements

Idaho Law requires evidence of up-to-date immunizations in order for students to attend school. Students whose immunizations are not up-to-date will be excluded from school until proper immunization is obtained. The school keeps records of each child’s immunizations. You are encouraged to update these records periodically so the school can maintain correct and accurate records.

### First Aid

Sacred Heart Catholic School is fortunate to have a school nurse in our building one day per week and “on-call” the other days. St. Al’s Hospital provides this service. When the nurse is not available, the staff at Sacred Heart Catholic School offers minimum first-aid treatment in case of illness or injury. We always attempt to contact the parents/guardians if an injury is considered serious. Therefore, it is imperative that we have current information concerning home phone, work phone, correct address and emergency contact person. Remember that in cases of physical injury, the emergency room staff cannot treat a minor without the parent or guardian present. PLEASE HELP keep your emergency information current. This can be done through the parent portal on Rediker.

### Student Illness

Students should be kept home when they:

- have a temperature over 100°
- have been free from a fever less than 24 hours
- have less than normal “pep”
- have a sore throat with white spots
- have a heavy cold and hacking cough
- have a rash
- have diarrhea, stomach-ache and/or vomiting
- have a toothache or earache

Children, when at school, will usually be sent outside for recess. In special cases, notes from parents to “stay in” are honored. Chronic illnesses require a doctor’s note.

## School Safety

### Closed Campus

Sacred Heart Catholic School is a closed campus. Students may not leave the school grounds until dismissal time without a written request from their parent/guardian. For your child’s protection, parents/guardians are required to check their child(ren) in and out through the school office if they need to leave during school hours. Do not take your child(ren) directly from the classroom.

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The campus will be supervised from 8:00 AM before school, to 3:30 PM after school. All students are expected to be off the school grounds by 3:30 PM unless involved in an authorized school activity. It is imperative that arrangements be made for your child(ren) if those hours cause a conflict.

### **Safety To and From School**

Students should be instructed by parents to avoid conversations with strangers. When possible, students should use the “buddy system” while walking to and from school. Students are expected to come directly to school in the morning and return directly home after school unless enrolled in an after school activity. Students may not leave the school grounds without written permission from home.

### **Fire/Earthquake Drills**

Fire/earthquake drills are held regularly during the school year in compliance with Idaho law. Every student should know the location of the exit from each room used during the drills. During fire drills, students are to move out of their rooms quickly and quietly. Running is not allowed. After the building is vacated and checked, the signal to return will be given. For earthquake drills, students are instructed to take cover under their desk and follow the drill procedures. Each classroom has an emergency bag with necessary provisions.

### **Lockdowns/Shelter in Place**

Sacred Heart Catholic School's emergency preparedness includes classroom and facility planning for lockdown notifications. A lockdown will occur when the school is notified from the police department of a risk in the area. The police also notify the school when the lockdown is no longer in effect (all clear).

\* If you are at the school during a lockdown or shelter in place, in a volunteer or visitor capacity, you will not be allowed to leave the building/classroom. This is for your own safety and to ensure the building remains secure.

\* If you arrive at the school and are not allowed inside, a lockdown has been activated. LEAVE THE SCHOOL IMMEDIATELY. You may contact the Boise Police for further information, if it is available. Calls to the school will be answered as appropriate while in lockdown.

\* Staff are trained and prepared for lockdown situations.

\* The principal will update all student families regarding the lockdown occurrence within 24 hours of the 'all clear' issued.

We have been very fortunate that the lockdowns which have occurred have been very brief. However, it is important for students and families to understand that Sacred Heart Catholic School takes this situation very seriously for the protection of all involved. You may wish to talk to your child's teacher or the principal if you have questions. It's also a good idea to talk to your student(s) so they know what to expect.

### **Building Use - Students**

Students are not expected to arrive on the school grounds before 8:00 AM or be in the building before 8:10 a.m. unless they are participating in a supervised activity. Those remaining after school at 3:10 PM, or those planning to be in the building during other hours when the school is not in session must be supervised by a member of the school staff. The school has no legal liability for injuries to the students by third persons on or near the school property.

### **Bicycle/Skateboards**

Students may ride their bicycles to school. A bicycle rack is provided for parking and locking their bikes. The school cannot accept the responsibility for the safekeeping of bikes, so a lock is suggested.

If a student rides a bike to school, the bicycle shall be parked and locked immediately upon arrival at school. The bike will remain parked and locked until the student departs at the end of the day. There is no bike riding on the school grounds between 8:00 AM and 3:30 PM. **SKATEBOARDS, SCOOTERS, ROLLER BLADES AND ROLLER SKATES ARE NOT ALLOWED AT SCHOOL.**

### **Health and Safety**

Sacred Heart Catholic School wants to maintain a safe and healthful school environment that depends upon the “safety consciousness” of school employees and the students. Employees and students are reminded to be alert for safety and health hazards. They should be alert and aware of preventative measures to reduce the hazards and should be ready for problems and accidents with emergency actions that are appropriate to the situation. Safety is everybody's responsibility. Employees and students should:

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- Know the school's safety policies, and the specific procedures that are appropriate.
- Know the school's emergency plan, and the specific duties that are appropriate.
- Know the location of fire extinguishers, AED, fire alarm signaling devices, first aid kits or supplies, telephones and telephone numbers for securing assistance.
- Make full use of safeguards provided and avoid operating equipment when safeguards are not in place or in good working condition.
- Make full use of protective equipment (headgear, glasses, clothing, etc.) when required by the school or appropriate safety codes.
- Avoid removing, defacing or destroying any warning or danger signs.
- Report unsafe conditions to supervisors or take immediate corrective action when situations require it.

### **Releasing Students**

Parents and other authorized adults who come to pick up students during the school day must come to the office to check the student out of the school. The office will send for the student or provide a release slip to the parent. Teachers will not allow a student to leave the classroom without notification from the office.

Non-parent and/or persons not known to the school will be asked to present identification and proof of authority to take a student from school. Child custody conflicts can create special problems for everyone, including the school. If the parent other than the one who enrolled the child requests removal, which may be legal under some circumstances, the enrolling parent will be notified. This could be reasonably done only if the school has prior knowledge of a custodial conflict. Please keep the administration informed in the interest of the safety and welfare of your child(ren).

### **School Closures**

School delays and closures because of bad weather or other emergencies will be announced over the local radio and TV stations, and via social media, text, and/or email. Please avoid calling the school or church office for information. On occasion, it may be necessary to close school after classes have commenced. To prepare for such an emergency, the school suggests each family plan where the children are to go in the event of an emergency closure.

### **Emergency Information**

It is very important that the school be able to reach parents in the event of an emergency. Please inform the school if there are changes or additions to the emergency information (home phone, work phone, alternate contact person, etc.) you provide the school. Parents should update contact information changes in the Rediker Parent Portal.

### **Personal Articles on School Property**

A general search of properties may occur at any time without the student being present. Illegal items, inappropriate items, or items belonging to the school may be seized. Knives, guns, or any other dangerous weapons are strictly prohibited and will be confiscated ([See Discipline – Major Infractions](#)). Students are not to bring toys (including gaming and music devices), pets, antiques, or other valuable items to school without permission from a teacher or administration. When personal items are brought to school, there is a possibility that the item can be lost or broken. Occasionally, a teacher will ask a student to bring personal items to share or enhance a lesson. On such occasions, the teacher will contact the parent.

### **Physical Force**

Teachers or administrators are authorized to employ physical force when, in their professional judgment, the physical force is necessary to prevent a student from harming him/herself, others or doing harm to school property. Physical force shall not be used to discipline or punish a student.

## **School Procedures**

### **Daily Schedule**

Sacred Heart Catholic School will be open at 8:15 AM. Classes begin at 8:20 AM. Teachers will not be available to supervise the students before the school doors open at 8:15 AM (A playground monitor will be available starting at 8:00 AM). The school day ends at 3:10 P.M. Students will be supervised, outside, until 3:30. We ask that all students be picked up by this time. Those students

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remaining at 3:30 will be brought to the office and will wait there to be picked up. They may use the phone to call for a ride at this time.

### **Entry Procedures**

A child entering Sacred Heart Catholic School must present a birth certificate, an up-to-date immunization record, academic and testing records, and meet with the principal.

### **Withdrawal Procedures**

Parents need to notify the school as soon as possible of their intent to withdraw their student(s) from enrollment. The withdrawing student should be prepared to turn in all school property upon leaving, as well as pay any fines they may have incurred. Student records will be forwarded to the new school upon receiving a request from the new school. Records will not be forwarded if accounts are not paid in full. The office will prepare refunds, if applicable.

### **Contacting Teachers**

The best way to contact your child's teacher is to call or use e-mail. Because your call is important to us, it would be helpful to have the times you are available by phone. The best times to contact your child's teacher by phone are 8:00 - 8:10 AM and 3:15 - 3:30 PM.

### **Insurance**

The school does not provide insurance coverage for the students.

### **Use of Telephone**

Students are allowed to use the office or classroom telephones for emergencies WITH PERMISSION. Students should not expect to use the phone for social arrangements.

### **Use of Cell Phones**

There may be occasions when a student needs to have a cell phone for communication while at an off-campus activity. However, cell phones, ARE NOT ALLOWED TO BE OUT ON SCHOOL PROPERTY. They must be kept off, and be kept in a backpack, a locked locker, or brought up to the front office to be held for the student. They should not be carried in a pocket or on the student. This includes watch phones. They are a distraction in the classroom and should not be worn during the day. Any communication students need to make with parents, while at school, should take place through the office. Students who violate this policy will have their phones confiscated, and a conduct mark will be given to older students (grades 5-8).

### **Entrance and Exit from the School**

All students shall enter and exit the school through the rear (southeast) doors only. Playing on the Cassia Street side of the school is not permitted. Sacred Heart Catholic School requires all parents/guardians to deliver and pickup their child(ren) at the rear (southeast) part of the school. Once dropped off, the students should remain within the fenced-in area. **PLEASE ENTER ON LATAH STREET AND EXIT ON CASSIA STREET.** The parking lot speed limit is 5 miles per hour. Please observe the parking lot speed limit.

### **Lost and Found**

All coats, sweaters, hats, lunch boxes, etc. should be marked with the student's name. Lost items are placed in the lost and found located across from the 5th grade classroom. Please make it a habit to check the lost and found for items that may belong to you. The lost and found is "cleared" out periodically. Left over items are thrown away, or donated to St. Vincent de Paul. Parents are notified before this happens.

### **Parties at School**

All school parties are planned in advance under the teacher's direction. Room Parents assist with these preparations. If you wish to have a small party to recognize your child's birthday, please contact the teacher to make these arrangements.

### **Distributing Private Party Invitations**

Feelings are hurt when invitations to a party at home are distributed or discussed at school. We ask that parents find other means of inviting guests to home parties rather than sending the invitations to school for delivery.

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### **Rainy Day (Inclement Weather) Recess**

It is important for students and teachers to have a recess break. When it rains hard, or we have bad weather (snow, smoke, extreme cold, etc.), recesses will be held indoors. On days when there is light rain or showers the students will go outside as normal. Please send your student to school dressed appropriately for the weather.

### **Sacred Heart School Newsletter - "From the Heart"**

Each Thursday the Sacred Heart School Newsletter "From the Heart" will be sent home via email. The newsletter contains information about upcoming events, as well as what has happened at the school during the past week. School-oriented articles and announcements by parents/guardians or school organizations are welcomed. A family envelope also comes home with the oldest child each Thursday. This envelope contains flyers, permission slips, etc. It should be checked weekly and returned to the school by the following Monday.

### **Sending Money to School**

When it is necessary to send money to school with your child(ren), please put it in a sealed envelope with your child(ren)'s name, grade and purpose for the money.

### **Extracurricular Activities/ Sportsmanship-Spectator Guideline**

Extracurricular activities enhance student's growth and development. Sacred Heart Catholic School encourages student participation in extracurricular activities, provided that the activities do not interfere with regular academic progress.

To ensure both a safe and positive environment, Sacred Heart Catholic School has established the following sportsmanship guidelines:

- Christian sportsmanship is a vital part of every event and should be exhibited to coaches, participants, and spectators.
- All spectators are encouraged to root for their home team and are asked to refrain from the display of poor sportsmanship, obscene gestures, verbal comments, and noise makers.
- Show respect for your coaches, opponents, and all officials.
- Parents/guardians are responsible for supervision of younger siblings in attendance at activities.

### **Assemblies**

Assemblies are considered an integral part of the educational program at Sacred Heart Catholic School. At the assemblies, students and teachers will sit as a class. Students are asked to conduct themselves in an orderly manner, as well as demonstrate respect and courtesy throughout the program.

### **Activity Funds**

All funds belonging to student organizations are deposited in a special account. Money received and paid out by classes and organizations is recorded in this account. Student organization expenditures are decided by the students, the moderator and authorized by the principal. An accurate record of the account balance is maintained by the bookkeeper. Purchasing for student organizations must be approved in advance.

### **Dances**

Sacred Heart 7th and 8th grade students may attend TVCS sponsored dances.

Rules for Dances:

- Dances are open only to Treasure Valley Catholic Schools seventh and eighth grade students.
- Once a student leaves the dance, he/she may not return.
- Names of students who violate any school rule are to be turned in to the principal's office the next school day.
- One chaperone must be a staff member.
- Dances are over at 9:00 p.m. - with exception of the Hallissey Tournament dance (10:00 p.m.).
- Student possession, use, sale or supply of tobacco, alcohol, or drugs (legal or illegal) in any form on the school premises, or while attending school-sponsored activities is prohibited. Students will be subject to immediate disciplinary action and proper authorities will be notified.
- Persons conducting themselves in a rude or improper manner will be asked to leave the dance area and parents will be called immediately to take the student home.
- Dress codes for the dance will be determined beforehand by the sponsoring organization or class.

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### **Student Government**

Every spring or fall the Student Body elects its officers for the next school year. The guidelines for holding student offices are available in the student body constitution. Student Body Officers and class representatives comprise the Student Council, which meets regularly to conduct student body business and plan school events. Minutes of all Student Council meetings are kept on record and are available for all students and staff.

## **Sacred Heart Catholic School Counseling Program**

Sacred Heart offers a comprehensive school counseling program supporting the education of the whole child by encouraging all students' academic, social, emotional, and career development. The counselor works with students, teachers, and the administration to provide students with a supportive and safe learning environment. The goal of a comprehensive school counseling program is to help all students maximize their individual student achievement and assist in removing any barriers to their success. Services provided by the school counselor include: individual and group counseling and responsive services, classroom guidance lessons, consultation with staff members and parents, community referrals, and work on the Child Success Team (developing academic and behavioral support in the classrooms), and the Program for Peace (promoting a culture of compassion and appreciation for others among all students).

In accordance with the American School Counselor Association's (ASCA) code of ethics, school counselors understand the complicated nature of confidentiality with minors in school settings. The priority is to maintain students' confidentiality except in the following situations: disclosure of abuse, abandonment or neglect; disclosure about intent to harm self or others; to comply with a court order or subpoena; disclosure of the commission of a crime. The counselor will make the child aware of these limits to confidentiality. Students in Idaho are granted "privileged communication" under Idaho Code 9-203.6.

Individual and small group counseling and support is offered on an open-door basis to all Sacred Heart students, as well as by self-referral or referral by a teacher or parent. School Counseling services are short term, solution focused services with the goal of more effective education and socialization of the student. These services are not intended as a substitute for diagnosis or therapy. The counselor offers community referrals to the parents for more intensive therapeutic needs. It is the parent's/guardian's responsibility to determine whether additional or different services are needed. If a student consults with the school counselor more than three times regarding an issue, a parent is contacted to receive permission for further counseling or support. The school counselor provides confidential services while operating with the understanding that parents are the first and primary guides of their child(ren), therefore keeping lines of communication open with parents.

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