

SACRED HEART

CATHOLIC SCHOOL
Est. 1890



Parent and Student Handbook

2010-2011

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INTRODUCTION

The purpose of this handbook is to acquaint parents and students with our school and to inform them of the policies, regulations and requirements that will govern their time at Sacred Heart Catholic School. A good understanding of these policies will unite all efforts to help each child in his/her intellectual, physical, spiritual, civic, and religious growth.

MISSION

Sacred Heart Catholic School is a community of faith responding to God's call to proclaim the Gospel and provide educational opportunity for the youth of our parish and the community at large.

PHILOSOPHY

Be it known to all who enter here that Jesus Christ is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its faculty and the inspiration of its students.

GOALS

Sacred Heart Catholic School strives to achieve the following ideals, as stated by the United States Conference of Catholic Bishops:

- We provide an atmosphere in which the Gospel message is proclaimed.
- Students experience community in Christ.
- Students serve their brothers and sisters.
- We cultivate thanksgiving and worship of God. Our highest expression of this is in the Eucharist.

OBJECTIVES

Sacred Heart Catholic School seeks to form students that demonstrate the following qualities:

Faith

- Students love, keep, and can defend the Catholic faith.
- Students give back to God.
- Students grow in learning and faith.
- Students listen to God's call and follow it faithfully.

Social Justice

- Students know the principles of Catholic Social Teaching.

- Students can identify and correct problems with social justice.
- Students understand the importance of service to others.

Academic Life

- Students are lifelong learners.
- Students can analyze issues and solve problems.
- Students can use high levels of critical thinking skills.
- Students have familiarity with a foreign language.
- Students can think independently.
- Students are prepared to enter a university.
- Students can write with proficiency.

Application to Life

- Students communicate effectively.
- Students lead others by example.
- Students take initiative.
- Students solve problems effectively.
- Students know how to be successful parents of Catholic children.
- Students are equipped to compete successfully in the world of business.
- Students confront world challenges with confidence and competence.
- Students interact in a variety of social situations.
- Students accept differences in others.
- Students manage time well.
- Students know how to apply what has been learned.
- Students are prepared to succeed in college and their careers.
- Students make decisions intelligently.
- Students listen to others.
- Students make the best of difficult situations.

HISTORY

In March of 1890, less than six months after the founding of the Muenster community, the Catholic Parochial School (the 1st Parish building) was completed at a cost of \$1,000. Reverend Hugo Fessler (a Franciscan from St. Louis, Mo.) was pastor when classes began, in April 1890, with 40 students, and one teacher, Mr. Bernard Kaupel, from St. Stephen, Nebraska. The school's original furniture was very primitive, including benches made from 2 x12 planks supported by barrel kegs.

In 1892 under the pastoral care of Reverend Joseph Blum, the Sisters of Divine Providence from Castroville, Texas taught in the Catholic school.

In 1895 under the pastoral care of Reverend Bonaventure Binzegger, O.S.B., Olivetin Benedictine Sisters of Jonesboro, Arkansas took charge of the school. The children were given the opportunity to obtain an elementary education through the eighth grade.

In 1920, to accommodate parents who desired to give their children a more advanced education, but were not able to send them off to academies or colleges, the 9th and 10th grades were added. The 11th and 12th grades were added in 1938 and 1939. The first high school class graduated in June of 1939.

ACADEMIC PROGRESS REPORTS

Academic Progress reports will be issued half way through each of the four nine-week periods. The goal is to provide as much information as possible and maintain good communication between school and home. **Parents should sign the progress reports and return them to the teacher.**

ASBESTOS

Sacred Heart Catholic School contains asbestos. The asbestos in the school has been sealed and meets federal regulations for asbestos abatement. It is inspected every six months and a file about asbestos is maintained in the office of the parish facilities manager. This file is available for review.

ATTENDANCE, ABSENCE, & TARDINESS

ATTENDANCE: Regular and punctual attendance at school is expected and required. The value of regular attendance cannot be overemphasized. It is essential to maximize scholastic achievement. Students must be in attendance 90% of an academic year to receive credit for the classes in which they are enrolled. Students who are absent for any reason more than 10% of a school year may be required to make up the days to receive credit for the school year.

ABSENCE: When a student is absent, the parent or guardian should call the school office between 7:30 AM and 8:00 AM to report and explain the student's absence. Patterns of habitual absence will be investigated for possible violation of the compulsory school attendance law.

Absences for the following reasons, once properly documented, are **excused:**

1. Illness of student.
2. Death in the immediate family.

3. Emergency situations.
4. Absence by pre-arrangement for serious reasons approved by the principal.

Although parents or guardians should report a student's absence by telephone, the student is still required to bring a signed note explaining the reason for the absence. In some cases, a physician's note may be required. *The note must be presented at the office on the day of the student's return. The absence will be considered unexcused until a note has been given to the school.* Each day of absence should be acknowledged in the note.

Any graded assignment that is missed due to an unexcused absence will be assigned a grade of "0" in the grade book for that assignment.

PRE-ARRANGED ABSENCE: If parents or guardians judge that a student should be absent from school for any given occasion, other than a doctor's appointment, they should notify the principal in writing in advance. This request is submitted to the principal for approval and designation as an excused or unexcused absence.

Absence does not excuse a student from the obligation of preparing his/her ordinary class work, nor does it relieve the student from any part of his school work. Students whose absences are in excess of the number allowed for credit may be required to make up classes missed on an hour for hour basis.

While students are under the supervision of Sacred Heart Catholic School during school hours, they may not leave the school grounds without permission from the principal or his/her designee. Any unauthorized absence from school, even a short distance from the school grounds, is considered a serious offense (see below).

If a student becomes ill at school, arrangements will be attempted for care. No student who becomes ill will be allowed to go home until the parents, guardian, or authorized emergency representative is contacted.

TARDINESS: Students are expected to be in the classroom by 7:50 AM. This policy will be relaxed during adverse weather as determined by the principal.

If a student is tardy to school, then a written note from the parent or guardian stating the reasons for the tardiness should be given to the school office.

BOOKS

No student is to use another student's books or supplies without the permission of the owner. Books are issued at the beginning of the year by the teachers. Fines will be assessed for any damage considered to be beyond normal wear and tear.

CHANNELS OF COMMUNICATION FOR CONCERN

1. Parents should contact the teacher regarding questions about instruction, discipline, learning materials, class work, or homework.
2. Parents and teachers should contact the principal regarding questions about school procedures and day-to-day operations of the school.
3. Any grievance that is not satisfied in one of the above two procedures should be referred to the pastor.

CHILD CUSTODY

The school will comply with court documents that specify child custody. It is the responsibility of the parent/guardian to provide those documents to the school.

COLLEGE VISITS

High school students may visit a college or university during the school day.

Requests to take a college day must occur according to the following procedures:

1. A written request must be made to the counselor at least 2 weeks in advance of the proposed visit date.
2. The written request must be signed by a parent/guardian and the school counselor.
3. The principal must approve the request.

With appropriate documentation, college days are considered excused absences. Otherwise, they are unexcused.

DISCIPLINE

The principal or his designee may search students' wall lockers, desks, cubbyholes, and other common areas at any time without notice. Contraband will be confiscated and appropriate disciplinary measures taken, including reporting to law enforcement authorities for illegal items.

The principal or his designee may also inspect the contents of backpacks, purses, or cell phones.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal or Dean of Students who monitor the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Sacred Heart Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. Students whose parents pose a threat to themselves or to others may be expelled from Sacred Heart Catholic School.

Obligation to Report

Students are obligated to report to the principal any crimes for which they have been arrested or detained during the school year or during the summer prior to the beginning of school. Failure to do so constitutes a separate serious offense. Parents and students agree that the principal or his designee may follow up with the appropriate law enforcement agency after the report of criminal activity has been made.

Personal Displays of Affection

Personal displays of affection are not permitted on school property or at school functions or events.

Harassment

Harassment of any type will not be tolerated and will be considered a disciplinary matter. The diocesan policy on harassment will be strictly enforced.

Violence

Actual violence, the threat of violence, or bringing a weapon to school will not be tolerated and will be treated as a disciplinary matter.

DISMISSAL

If a student needs to be dismissed before the end of the school day, the parent must notify the office in writing. At the time of the dismissal, the student must be signed out at the office and office personnel will release the student to the parent. Classroom teachers will not release students directly to parents/guardians during school hours. With the approval of the principal, students may also be released by phone.

DRESS CODE

Boys:

1. Hair is neat, clean, and properly combed.
2. Faces are clean-shaven.
3. The school uniform is to be worn each school day, unless otherwise notified by the principal:

- a. A clean, light blue shirt that is buttoned, except for the top collar button. Shirt tails are always to be worn inside the pants. Undershirt must be white.
- b. Dark blue pants (not blue jeans or denim pants).
- c. A belt.
- d. Socks and shoes that compliment the uniform are required. Shoes should be navy, black, or brown dress shoes. Socks should be blue, black, or white crew socks that are age and size appropriate for the student. [No no-shows or ankle socks. Also no logos on shoes or socks.]
- e. The red school sweatshirt or approved alumni sweatshirt with the school's logo may be worn.
- f. Hats or caps are for outdoors only.
- g. Earrings, studs, or piercings may not be worn by male students.

Girls:

- 1. Hair is neat, clean, and properly combed.
- 2. The school uniform is to be worn each school day, unless otherwise notified by the principal:
 - a. A clean, white, tailored blouse that is buttoned, except for the top collar button. Blouses are always worn inside the skirt. Undershirt is white.
 - b. A dark blue skirt. The skirt should not be shorter than the top of the knee. Grades K-5 wear a dark blue jumper with emblem.
 - c. If the dark blue skirt is not worn, the student must wear the regulation dark blue slacks (not blue jeans or denim pants) with a brown or black belt.
 - d. A dark blue sleeveless vest with the Sacred Heart emblem.
 - e. White or navy blue crew or knee socks, hose, or tights may be worn. Socks, hose, and tights should be a single color, and age/size appropriate for the student. [No no-shows or ankle socks. Also no logos on shoes or socks.]
 - f. The shoes should be navy, brown, or black dress shoes. Shoes with open toes or open backs are not permitted.
 - g. Hats or caps are for outdoors only.
 - h. The red school sweatshirt or approved alumni sweatshirt with the school's logo may be worn.
- 3. Makeup will be worn in moderation and will complement the school uniform.
- 4. Earrings will be in good taste and will complement the school uniform.

All students:

1. Hair may only be a natural color.
2. Tattoos must not be visible.
4. One bracelet may be worn.
5. One simple watch may be worn.
6. One simple chain or necklace may be worn.

If the student has an acceptable reason for being out of uniform, the student must carry and show, upon request, a permit from the principal. This is obtained in the office before school begins.

Elementary school students who violate the dress code may be subject either to classroom consequences as outlined by the teacher's discipline plan, to consequences deemed appropriate by the administration, or both.

Students in grades 6-12 who violate the dress code will be assigned a Saturday detention. Failure to serve the assigned detention will result in a one-day out of school suspension with a loss of credit for all work missed.

DUAL CREDIT

Participation in the dual credit course program is a privilege. In order to be eligible for participation in this program, students must meet the following criteria:

1. Junior or senior status.
2. Overall grade greater than or equal to 86% for two previous semesters.
3. No serious violations of rules of conduct for two previous semesters.
4. Signed recommendation form from subject area teacher.
5. Signed consent form from parents.
6. Signed permission form from principal.

The principal may exempt a student from any of the criteria for compelling reasons.

EXTRACURRICULAR ACTIVITIES

To be eligible for an extracurricular activity, a student must be passing all subjects.

Sponsors and coaches are appointed by the principal and are responsible for the guidance of the students under their supervision.

Sponsors are to:

1. Supervise all activities of the organization which they sponsor.
2. Keep students under their supervision informed regarding the policies, regulations, and activities of the school.
3. Discuss with students under their supervision problems referred to them by other faculty members.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
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- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
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- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the Department of Education at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

FOOD AND DRINK

Food and drinks are permitted only the cafeteria. Exceptions may be made for special occasions and holiday celebrations. All students are required to eat lunch in the cafeteria and must remain there until dismissed.

FUNDRAISING BY SCHOOL ORGANIZATIONS

All fundraising activities should be approved by the principal at least one month before the activity begins.

GRADING POLICY

ACADEMIC HONOR ROLL

To achieve the Principal's Honor roll, all grades must average 95% with no averaged semester grade less than 94%. To achieve the "A" Honor Roll, all grades must average 94% with no averaged semester grade less than 86%. All students awarded the "B" Honor roll must average 86% with only one averaged semester grade between 76% and 85%.

GRADING SYSTEM

A:	94-100 Excellent	WP:	Withdrawn/Passing
B:	86-93 Above Average	WF:	Withdrawn/Failing
C:	76-85 Average	P:	Passing
D:	70-75 Below Average	F:	Failing
F:	0-69 Failure/Work Below Ability	S:	Satisfactory
E:	Excellent	N:	Needs Improvement
I:	Improving		

GRADUATION REQUIREMENTS

All graduates of Sacred Heart Catholic School are awarded the same type of diploma. The transcript, rather than the diploma, records individual accomplishments, achievements and courses completed.

The graduation requirements are those listed by the Texas Education Agency for the Distinguished Achievement Program, as well as the religious education and spiritual formation requirements listed by the Texas Catholic Conference Education Department for high school graduates.

Any course that is failed must be made up promptly though correspondence, summer school, or by arrangement with the principal.

High school students are also required to perform a minimum of 25 service hours per year to fulfill a 100-hour graduation requirement.

HEALTH POLICY

According to the Diocesan School Policy #5141, no person shall be admitted to any elementary school or secondary school unless he/she has been immunized against diphtheria, pertussis, tetanus, mumps, rubella (German Measles), rubeola (red), poliomyelitis, varicella, and hepatitis B.

A physical examination is required on all new students in the school system in the Diocese of Ft. Worth and on all first (1) and ninth (9) grade students. However, another exam is not necessary for first grade if a child has had a physical exam for Preschool or Kindergarten.

No pupil with evidence of active tuberculosis will be admitted to or received into school. A tuberculin skin test must be administered to every pupil within the twelve month period preceding his/her first admission to school and is recommended before entering the fifth (5) and ninth (9) grade. A Certificate signed by a licensed physician is evidence of a negative reaction. A positive reaction to the skin test in any case must be followed by a chest x-ray, the report of which must be filed with the school nurse before the pupil will be admitted to school.

HOMEWORK

The following is the normal amount of homework expected:

Primary (1-3)	45 minutes every night
Intermediate (4-6).....	60 minutes every night
Middle School (6-8)	90 minutes every night
High School (9-12)	150 to 240 minutes every night

LOCKERS

Each student in the high school is assigned a locker for the storage of his/her books, clothing and equipment. Lockers are the property of Sacred Heart Catholic School. It is the student's responsibility to keep his/her locker in order at all times. Items such as wet towels, damp P.E. clothes, or uneaten lunches should be removed from lockers daily. Valuables should not be left in lockers at any time. Lockers are subject to inspection at the discretion of the principal. Damage to

lockers may result in fines that must be paid before student records will be released.

MAKE UP WORK

Students are allowed to make up work missed, including tests, due to excused absences. It is the student's obligation to get any work missed from the teacher. Students have the same number of school days missed to complete and turn in missed assignments after their return to school.

MASS AND LITURGY PLANNING

Students will sit together, according to class, during Mass. Family members are invited to sit with their children. Mass begins at 8:00 AM. Therefore, students are expected to report to their first period class by 7:50 AM. Tardiness to Mass is considered tardiness to school.

PERSONAL ITEMS

Any personal items that are brought onto Sacred Heart Catholic School property are subject to search. There is no expectation of privacy for personal items. This includes cell phones and laptop or notebook computers.

RELAYING MESSAGES TO STUDENTS

To avoid the interruption of classes, only in cases of serious emergencies will telephone messages be delivered to students during class. Students will not be called out of class for phone calls.

REPORT CARDS

After distribution, report cards should be reviewed by the student and parent, signed by the parent, and returned to the classroom teacher within one week.

Report cards and transcripts may be held until all fees and records have been cleared. Parents of students participating in end-of-year ceremonies, such as Moving On, Promotion, or Graduation, must settle all accounts before the student will be allowed to participate in the ceremony or receive a diploma.

SCHEDULE CHANGES (HIGH SCHOOL)

Changes may be made under the following conditions:

1. Approval of the counselor.
2. Parent notification and approval.
3. Permission of the principal.

Schedule changes generally will not be made during the semester, unless there are extraordinary circumstances.

SCHOOL CALENDAR AND HOURS OF INSTRUCTION

According to Diocesan regulations, all schools in the Catholic School System, Diocese of Ft. Worth, require a minimum of 180 days of instruction in the school year.

School is in session at least seven hours every day, including intermissions and recesses. The official school calendar provides for early dismissal on specific days.

Classes are in session from 7:50 AM until 3:30 PM. Each school day begins with Mass or an offering of the day to God. The building is open by 7:30 AM and closes at 4:00 PM.

SCHOOL/HOME COMMUNICATIONS

Please refer to the school calendar or the school's website to note due dates and be informed of current events.

Every Thursday a brown envelope will be sent home with notes and other communications from the school administration. Parents should read the contents of the envelope the day it is sent home, sign the envelope, and return it the next day. Lost envelopes will be charged to family accounts at \$.50.

SEMESTER EXAMS

Mid-semester (quarter) tests may be given by the teacher during the regular school day. Semester exams are for a given period, on a special schedule, set up and published in advance.

All high school students must take both the midterm and final exam. There is no exemption.

STUDENT PARKING

Students should park in the designed parking areas in front of the school (not by the field house). Students are not permitted to go to their cars during the day unless they have permission from the principal or his designee.

TECHNOLOGY

Students are no longer allowed to use cell phones or other forms of personal communication devices while on campus. Any devices found on campus will be confiscated and held until picked up by a parent. There will be a \$15 fee assessed for the return of the cell phone. Cell phones may be checked in to the school office at the beginning of the school day. In such cases the phones will be returned at the end of the school day.

TESTING

Standardized tests (ITBS - Iowa Test of Basic Skills) are given at the beginning and end of each year to students K-12. When the results are returned to the school an individual report on each child will be made available for the parents.

TUITION

Tuition must be paid in full before the first day of school. If unusual circumstances arise, parents should discuss the matter with the principal as soon as possible. Failure to satisfy financial obligations to the school may result in withholding student participation in extracurricular activities, withholding student records, and denial of enrollment at Sacred Heart Catholic School.

Tuition may be refunded under the following guidelines:

1. All requests for refunds must be received in writing in the business office.
2. Refund requests received in writing prior to the first day of classes will be refunded in full minus \$100 administrative fee.
3. Refund requests after the first day of school will be prorated by the month, minus the \$100 administrative fee. If the student leaves after the 15th of the month, it will be counted as a full month.
4. No refunds will be given to requests made after the first semester.

VISITORS

Parents and visitors are welcome to visit the school. They must first sign in and obtain a visitor's badge in the school office. Parents are not to disrupt teachers during class time. Parents who wish to observe a class should set up the observation with the teacher at least 24 hours in advance.

WEATHER CLOSINGS

In the event of severe weather conditions, the official announcement for modified hours or school closing will be announced through the School Dispatch system. All parents should register through the school web site.

In addition, we ask cooperation in not phoning the school during the morning hours seeking information about school closing. Such calls tie up the telephone lines when school authorities need them to communicate with each other.

CONCLUSION

Acceptance at Sacred Heart Catholic School each year is neither guaranteed nor automatic. Each year the faculty and administration evaluate all students. The principal reserves the right to ask any student to withdraw or to refuse admission if a student does not appear to be profiting from attendance at Sacred Heart Catholic School or if other family members cause disruption to the school community.

Teachers have individual practices and procedures in their classrooms that may not all be covered in this handbook.

The pastor and principal reserve the right to amend the handbook. Students will be given prompt notification if changes are made. In all cases the interpretation of the handbook remains with the principal.

ADDITIONAL SCHOOL POLICIES

ACCEPTABLE USE POLICY

INTERNET TERMS, CONDITIONS, AND REGULATIONS

It is the policy of Sacred Heart Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below. Access privileges may be revoked; school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

1. Acceptable Use – The use of Internet and related technologies must be in support of education and research and consistent with the educational (and religious) objectives of Sacred Heart Catholic School. Electronic communications to or from Sacred Heart Catholic School should reflect the Christian principles and educational goals of the school. Use of other organizations’ networks or computing resources must comply with the rules appropriate for these networks.

2. Unacceptable Use – Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized “chat,” or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data or another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another’s computer, access accounts, and/or files is prohibited.

3. Privileges – The use of the Internet and related technologies is a **privilege**, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user’s access to the Internet and related technologies due to unacceptable use.

4. Copyright – It is the policy of Sacred Heart Catholic School that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- copyright law
- fair use guidelines
- specific licenses or contractual agreements
- other types of permission

Employees, volunteers and students who willfully disregard copyright law are in violation of Sacred Heart Catholic School policy, doing so at their own risk and assuming all liability.

5. Other

- Security problems must be promptly reported to the supervising adult. Users will notify the supervisor immediately if any individual is trying to contact him/her for illicit or suspicious activities.
- Users shall not reveal their personal home address, phone number, or personal information about anyone else. Users' personal identifier on any Email must use the school address only.
- No software of any kind may be brought from home for use in any school computer. All school software must be properly purchased or donated, including licenses.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Prior approval for List-serves is required for students.

ATHLETIC DEPARTMENT STANDARDS OF CONDUCT AND POLICY

The athletic class (8th period) will be comprised of those students who participate in one or more of the sports offered by Sacred Heart Catholic School. Athletics is a participation course and a student will not be allowed to enroll unless he/she is a member of one of the Tiger/Tigerette squads. When the student's sport is not in season, he/she will be involved in the strength and conditioning program during the athletic period (8th period). Such conditioning will help the student prepare for his/her sport season.

An athlete must be enrolled in the strength and conditioning program during the semester prior to the beginning of his/her sport to be eligible to participate for the Tigers/Tigerettes. If the athlete is not enrolled in athletics and does not participate in the strength and conditioning program during the semester prior to the

beginning of his/her sport, and he/she wishes to participate, the athlete's case may be reviewed by the principal, athletic director, and the head coach of that sport to determine whether or not it is in the best interest of the athlete and school for him/her to participate in that sport.

Cheer and Dance Team members are not required to participate in the strength and conditioning program if they do not participate in a sport offered by Sacred Heart Catholic School. Cheer and Dance Team members are encouraged to participate in the strength and conditioning program.

As we are admonished in the Scriptures to do all things to the glory of God, the athletic department wants to have athletes who glorify God. In order to accomplish this goal, there are certain standards of conduct that must be upheld. The following shall be the *minimum* standards:

1. Sacred Heart Athletes will respect the authority of coaches, teachers, and administrators.
2. Sacred Heart Athletes will obey all team rules as set forth by their coach.
3. Sacred Heart Athletes are expected to be conscientious students.
4. Sacred Heart Athletes are expected to be leaders and role models for both their peers as well as younger athletes, both at and away from school.
5. Sacred Heart Athletes will show good sportsmanship at all times and respect the authority of all game officials.
6. Sacred Heart Athletes will not use profanity, suggestive language, or innuendoes.
7. Sacred Heart Athletes will not use or possess tobacco products.*
8. Sacred Heart Athletes will not be under the influence of, consume, or possess alcoholic beverages.*
9. Sacred Heart Athletes will not be under the influence of, possess, or sell either legal or illegal controlled substances without a doctor's prescription.*
10. Sacred Heart Athletes will not participate in any activity at school or elsewhere that might be detrimental to or embarrass their school, team, or themselves.

*Note: These actions are criminal offenses.

Participation in athletics is a privilege, not a right. The athlete must earn this privilege through dedication, desire, and discipline. Without the pursuit of these things, the athlete can in no way do justice to himself/herself or the school. The athlete must be disciplined to be a good citizen and student in order to achieve

athletic excellence. The Athletic Department of Sacred Heart High School believes that the tradition of winning is established and maintained upon these principles. In order for a determined course of action for the pursuit of athletic excellence and the character training of young persons to be accomplished, certain "Athletic Policies" must be understood and agreed upon between the school, the student athlete, and parents.

All team members of each sport will attend all scheduled practices and meetings. No practices can be missed. If circumstances arise where the student cannot attend a practice or meeting, the coach must be notified prior to the practice or meeting by personal contact, phone call, or written statement signed by parent or guardian.

Any athlete who cuts practice, fails to appear for a contest, fails to make scheduled team or individual meetings, or fails to attend school on game and practice days may not be allowed to suit up for any game or games for a period of time to be determined by the coach and athletic director. Excessive absence from team practices, games, or meetings may be cause for removal from athletics. To be eligible for athletics, the athlete must be in compliance with the Sacred Heart High School Policies concerning incorrect or illegal enrollment and the rules and regulations of the TAPPS. Eligibility for weekly athletic participation shall be determined by grades, behavior, attitude, and attendance. The athlete must take a minimum of five classes and may not fail more than one.

Any athlete that quits a sport to participate in another sport shall be subject to being withheld from participation until the in-season coach gives the athlete a written release to re-enter athletics. This period is issued by the coach's direction and shall not exceed one year.

The athlete shall not obligate himself/herself to a job that in any way interferes with practice times or regular competition times.

All athletes will replace lost gear either by payment or with the equivalent of the lost article. All athletes will be required to have signed medical consent forms on file before competing in varsity competition. Each athlete must pay the school bus fee each year before the first road trip. The school or athletic department assumes no financial responsibility for injuries occurring to athletes or for ambulance fees. Individual student insurance is available at the beginning of each school year.

The curfew for all athletes is 9:00 PM Sunday - Thursday and 12:00 AM on Friday and Saturday. The curfew may be adjusted by the in-season coach. If, for some reason, you cannot make the curfew, you must see the coach.

All athletes must conduct themselves according to the specifications of these athletic policies in order to maintain the privilege of participation at Sacred Heart Catholic School.

Sacred Heart Athletes are expected to conduct themselves in a manner that glorifies God, both in school and out. They will be viewed by others as representatives of Sacred Heart School and the town of Muenster.

Participation in athletics implies the understanding that lack of fulfillment of one's obligations as outlined above forfeits one's privilege to be in athletics.

Athletes are granted a grace period in which they may quit a sport and not be subject to being withheld from competition in a different sport. The grace periods are as follows:

1. Football Grace Period will end the first weekday after the first inter-school scrimmage.
2. Basketball Grace Period will end after the athlete has been in training for 12 school days.
3. Track Grace Period will end after the athlete has been in training for 12 school days.

The following consequences for violation of the athletic policies apply to any 12 month cycle, beginning with the date of the initial offense.

First violation of items 1-10 (listed above) in a cycle: student-athlete may not participate in the next athletic contest and must perform 10 hours of service to the school (approved by the dean of students). Service hours must be completed before participation in athletic contests may resume. The student-athlete may participate in practices.

Second violation in a cycle: student-athlete may not participate in at least the next athletic contest and must perform 50 hours of school service (approved by the dean of students). Service hours must be completed before participation in athletic contests may resume. The student athlete will also be required to talk with the school counselor about the offense.

Third violation in a cycle: student will have forfeited his/her privilege to participate in athletics at Sacred Heart High School. At this point it is evident the student has some areas that need to be addressed which supersede participation in athletics. The student-athlete may not participate in athletics for one calendar year from the date of dismissal and must provide evidence of counseling before readmission to the athletic program.

NATIONAL HONOR SOCIETY

Students are selected by a faculty committee for induction into the National Honor Society. The criteria include academics, leadership, service, and character.

The following guidelines help define leadership, service, and character:

Leadership

The student who exercises leadership

1. Is resourceful in proposing new problems, applying principles, and making suggestions.
2. Demonstrates leadership in promoting school activities.
3. Exercises influence on peers in upholding school ideals.
4. Contributes ideas that improve the civic life of the school.
5. Is able to delegate responsibilities.
6. Exemplifies positive attitudes.
7. Inspires positive behavior in others.
8. Demonstrates academic initiative.
9. Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
10. Demonstrates leadership in the classroom, at work, and in school activities.
11. Is thoroughly dependable in any responsibility accepted.

Service

The student who serves

1. Is willing to uphold scholarship and maintain a loyal school attitude.
2. Participates in some outside activity: Girls Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged, family duties.
3. Volunteers with dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
4. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
5. Cheerfully and enthusiastically renders any requested service to the school.
6. Is willing to represent the class or school in inter-class and inter-scholastic competition.
7. Does committee and staff work without complaint.
8. Shows courtesy by assisting visitors, teachers, and students.
9. Shows respect to everyone - students, teachers, and visitors.

Character

The student of character

1. Takes criticism willingly and accepts recommendations graciously.
2. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
3. Upholds principles of morality and ethics, especially with regard to the teachings of the Church.
4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
5. Demonstrates the highest standards of honesty and reliability.
6. Shows courtesy, concern, and respect for others.
7. Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
8. Has powers of concentration and sustained attention as shown by perseverance and application to studies.
9. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in school work, and showing unwillingness to profit by the mistakes of others.
10. Actively helps to rid the school of bad influences or environment.

Such things as initiation, blackballing, hazing, or the like are expressly prohibited as part of the selection process of any National Honor Society candidate. Any student found in violation of this regulation risks losing his/her membership in the NHS or of not being selected for membership.

A student who receives an MIP (Minor in Possession of Alcohol), DUI (Driving Under the Influence) or a similar charge will not be eligible for NHS during that year. If already a member, the student will forfeit membership in the NHS for that year. Criminal offenses may result in dismissal from the NHS.

1265 1 VIOLENCE AND WEAPONS

The School is concerned with providing students and employees with a safe and productive environment. As such, the School expressly prohibits any and all acts or threats of violence by or against any student, employee, family member of a student, vendor, or other visitor to the School facilities. This policy applies to all students and employees, whether or not they are engaged in business on behalf of the School, and whether or not they are on School premises.

In addition, the School strictly prohibits the possession of, exhibiting or threatening to exhibit or to use, or use of any and all weapons, including handguns, on School premises by any student or employee, family member of a student, vendor, or other visitor, whether licensed or unlicensed and whether concealed or visible. School premises includes not only the main facilities, but also the parking lots, entrances and exits, break areas, etc. Students and employees are further prohibited from the possession of, exhibiting or threatening to exhibit or to use, or the use of any and all weapons while conducting business on behalf of the School off of School premises.

The School is required to post signs containing the written statutory notice prohibiting bringing concealed weapons onto the School property. Contact the Diocese for the specific wording and statutory requirements for the written notice.

5218 1REGISTERED SEX OFFENDERS

No individual, who is required to register as a sex offender under Chapter 62, Code of Criminal Procedure, or any other statute, may be a student. Any student, who is required to register as a sex offender, shall be expelled from the school.

1290 1DISABILITY DISCRIMINATION COMPLAINT REVIEW PROCESS

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits discrimination on the basis of disability. The purpose of this Complaint Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the School arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint Review Process is to be free from restraint, coercion, discrimination, or retaliation in any form. The Complaint Review Process should be used when issues arise at the School relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the School staff.

I. INITIAL COMPLAINT PROCESS

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) involved.

2. If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the Principal of the School. Notification to the Principal must be written and within fifteen (15) days of the event which is the subject of your complaint. If you do not submit a written complaint to the Principal within the fifteen (15) day period, your complaint will be considered untimely.
3. The Principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The Principal will advise you in writing of the outcome of the investigation and his or her decision of submission of your written complaint.

II. REVIEW LEVEL

1. If you disagree with the decision of the Principal, you may appeal the decision in writing to the next level for review within fifteen (15) days from the date of the Principal's written decision or your appeal will be considered untimely. The request for review must be sent to the Superintendent of the Catholic Schools of the Catholic Diocese of Fort Worth. The Superintendent can be reached at the address of The Catholic Center, 800 West Loop 820 South, Fort Worth, Texas 76108-2919, and telephone number (817) 560-3300.
2. The Superintendent will set the date, time, and location for the review. Your review may be conducted by a single person or by a representative committee, as the case warrants. All persons involved in the complaint may select someone to help in preparation for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set after receipt of your request for review, giving consideration to the schedules of all persons involved.
3. At the Review Hearing:
 1. You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
 2. The reviewer(s), interview(s), or other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.
 3. The reviewer(s) will encourage the parties to reconcile their

differences and come to a mutual agreement on some or all issues.

4. If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within ten (10) days of the hearing. The decision of the reviewer(s) is final and is not to be subject to any other grievance, arbitration, review, or reconciliation procedure of the Catholic Diocese of Fort Worth.

Your participation in this Complaint Review Process does not prevent you from making a complaint to an applicable government agency.

HOW TO REQUEST A MINOR ADJUSTMENT PURSUANT TO SECTION 504 OF THE REHABILITATION ACT OF 1973

If you feel that your child with a disability needs a minor adjustment to enable him/her to participate in the general education curriculum of the School, please talk to your child's teacher and/or Principal of the School. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

STUDENT NON-DISCRIMINATION POLICY

The School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, nationality, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the School.

The School does not discriminate on the basis of race, color, disability, sex, nationality, and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the School does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the School in meeting the student's needs.

5217 1 STATUTORY NOTIFICATION OF A SCHOOL OF THE ARREST OF A STUDENT

Article 15.27 of the Texas Code of Criminal Procedure requires the police to give a private school, in which a child is enrolled, oral or written

notification that the child has been arrested for a felony or certain misdemeanors.

“(h) This article applies to any felony offense and the following misdemeanors:

- (1) an offense under Section 20.02 [Unlawful Restraint], 21.08 [Indecent Exposure], 22.01 [Assault], 22.05 [Deadly Conduct], 22.07 [Terroristic Threat], or 71.02 [Engaging in Organized Crime], Penal Code;
- (2) the unlawful use, sale, or possession of a controlled substance, drug paraphernalia, or marihuana, as defined by Chapter 481, Health and Safety Code; or
- (3) the unlawful possession of any of the weapons or devices listed in Sections 46.01(1)-(14) or (16), Penal Code, or a weapon listed as a prohibited weapon under Section 46.05, Penal Code.”

The oral or written notification required by Article 15.27 of the Texas Code of Criminal Procedure or any other statute, to a school, that a student has been arrested for a felony or misdemeanor that the law requires the police to notify the school of the arrest is grounds for the expulsion of the student from the school.

Recommended Handbook Revision Form

Parents of Sacred Heart Catholic School may recommend handbook revisions at any time by completing this form and providing it to the **Handbook Committee** for consideration. Only signed forms will be reviewed for inclusion in the next update.

Page: _____ Section: _____

Title: _____

Comments:

(Signature)