

SACRED HEART SCHOOL



FAITH + COMMUNITY + EXCELLENCE

SACRED HEART SCHOOL FAMILY HANDBOOK

2024-2025

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Sacred Heart School
9450 NE 14th Street

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LETTER TO PARENTS

Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young?”

St. John Chrysostom

Welcome to Sacred Heart Catholic School! In choosing Sacred Heart School, you have demonstrated a commitment to the values and philosophy of Catholic education. This Family Handbook reflects the policies of Sacred Heart School for the 2024-2025 school year.

The Sacred Heart Family Handbook is available on our website. All school families are asked to read this document carefully and have a signed handbook agreement form on file in the office. By signing this agreement form, you and your student(s) agree to abide by the policies of Sacred Heart School during the 2024-2025 school year.

The faculty and staff of Sacred Heart School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mr. David Burroughs
Principal

SACRED HEART SCHOOL FACULTY & STAFF 2024-2025

PRINCIPAL

David Burroughs

VICE PRINCIPAL

Erica Pierson

FACULTY

Kari Larson, Kim Short – **PreK**

Molly Elliott, Julie Thoensen – **K**

Lauren Reynaud, Emily Gallagher – **1**

Megan McGinnis, Sara Salem – **2**

Jayne Canfield, Anne Etter – **3**

Angela Hershey, Mike Fuerte – **4**

Emma Metzger, Ethan Granlund – **5**

Cathy Batchelor, Britt Boyd, Daniel Bozzo, Genesis Vazquez Brown, Kaleen Covington,
Madeline DuPreez, Rosemarie Engman, Sydney Horton, Gena McReynolds

Rachel Schriber, Marissa Ward, Kaja Works - **MS**

Sally Wood - **K-8 Art**

Britt Boyd - **Drama & Music**

Mauro Bonfanti- **Music**

Randall Kimbrough – **K-8 -Physical Education**

Jana Frey – **Librarian**

Abigail Trench- **1-2 Reading & Math**

Esther Kritovich- **3-5 Reading**

Leslee Villalobos- **3-5 Math Teacher**

Ayishah Robinson- **Primary Reading Interventionist**

Jasmin Pelayo - **PreK-4 Spanish**

Lindsay Mannion – **K-8 Educational Technology Specialist**

Cathy Batchelor- **4-5 Technology Specialist & 6th Science**

OFFICE STAFF

Valerie Bromfield – **Office Manager**

Caroline Johnson, Charlene Kletzly – **Admissions Director**

Sarah Hanley, Corey Raney– **Development Assistants**

SUPPORT STAFF

Amy Davis – **Dean of Students and ESS Director**

Dianne Arellano, Fatima Ramos Castillo, Sarah Daly, Haley Ditt,
Kelli Landreth, Kat Kerrick, Megan McReynolds, Aysia Yenokida - **PK-5 Instructional Aides**
Ann Marie Thompson - **Health Room Coordinator**
Nicole Morton - **School Psychologist**

FACILITIES

Tory Cox, Nancy Lien, Tien Tran

TECHNOLOGY

Nancy Schoegg

MISSION STATEMENTS

ARCHDIOCESAN SCHOOLS MISSION STATEMENT

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

OFFICE FOR CATHOLIC SCHOOLS

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

SACRED HEART PARISH MISSION STATEMENT

Sacred Heart Parish, striving to grow in relationship with God and one another through prayer, sacraments, and service, is a welcoming community rooted in Gospel values.

We live the Catholic faith by sharing our time, talent, and resources with those who hunger for insight and understanding, who seek healing and compassion, and who yearn for justice and love.

MISSION STATEMENT OF SACRED HEART SCHOOL

Sacred Heart School is a Catholic community of faith, service, and academic excellence.

VISION STATEMENT OF SACRED HEART SCHOOL

Sacred Heart School is committed to providing an excellent academic education in a welcoming environment of faith and virtue. We accomplish this by building an active partnership between our families, school, and parish. Graduates of Sacred Heart School are servant leaders who are well prepared to embrace the life that God calls them to live.

OUR LIVING VALUES

Faith: Believing all things are possible through God, the Father, the Son, and Holy Spirit.

Hope: Embracing the future with confidence in God.

Love: Offering support, acceptance, and compassion to all.

Respect: Building relationships on trust, honesty, and integrity.

Gratitude: Appreciating and stewarding the many talents and blessings we receive.

Service: Engaging in active, generous, compassionate care to others.

NON-DISCRIMINATION POLICY

Sacred Heart School does not discriminate on the basis of race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

ACCREDITATION

Sacred Heart School is accredited through the Western Catholic Education Association (WCEA). Our last accreditation visit was in 2020, with our next scheduled visit in 2026.

COVENANTS

COMMUNITY COVENANT

Sacred Heart School community strives to be a covenant community. The teachers and staff are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at Sacred Heart School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at Sacred Heart School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth;
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures; and
- set clear standards for behavior and be fair and consistent in discipline.

CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at Sacred Heart School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors;
- respect all students by respecting diversity and building bridges between all cultures;
- obey all rules;
- respect school property and the personal property of other students;
- display proper manners and show common courtesy at all times;
- assume responsibility for all their actions and not make excuses;
- always do their classwork and homework without excuses or disrespect; and
- be on time, ready to learn, and give their best effort.

CATHOLIC SCHOOL PARENT'S COVENANT

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose Sacred Heart School to assist them in forming their child as a disciple of Jesus Christ and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in Sacred Heart School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers, and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the Sacred Heart School Family Handbook.
- accept and embrace the diversity at Sacred Heart Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume smoke or vape prescribed cannabis products on school grounds, school transportation and/or at school activities and events.

Parents' Role in Education

At Sacred Heart School, we consider it a privilege to work with parents in the education of children because we believe that parents are the primary educators of their children. Therefore, as parents, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of Sacred Heart School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Our role, as a Catholic school, is to work together with parents and students as a team to provide excellent moral, spiritual, and academic formation.

Parents as Partners

As partners in the educational process at Sacred Heart School, we ask parents to:

- monitor your child's educational progress by reviewing his or her graded work, tests, projects, etc., as well as staying abreast of all communications sent from the teacher and school.
- actively participate in school activities such as Parent-Teacher-Student Conferences.
- notify the school when your child(ren) is absent or tardy.
- inform the school of any special situation regarding the student's well-being, safety, and health.
- complete and promptly return to school any requested information.
- support the religious and educational goals of the school, especially through the example of your own participation in the sacramental life of the Church.
- support and cooperate with the discipline policy of the school.
- treat teachers, staff, and other parents with respect and courtesy at all times.

School-Home Relationship

At Sacred Heart School, we believe that education is a partnership between home and school. Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior significantly interferes with the teaching and/or learning process of our students or the operation of the school, Sacred Heart School may require parents to withdraw their children and sever the relationship with the school.

STUDENT LEARNING EXPECTATIONS (SLEs)

A Sacred Heart Student Strives to Be...

1. An Active Catholic Who

- Understands Catholic beliefs and traditions
- Demonstrates a knowledge of the Bible
- Serves others
- Participates reverently in Mass, prayer, and sacraments

2. An Engaged Learner Who

- Works toward personal excellence
- Uses inquiry and analysis
- Shows creativity in his or her work
- Practices effective organization and study habits

3. An Effective Communicator Who

- Actively listens
- Engages in constructive collaboration
- Clearly conveys ideas in written and oral forms
- Respectfully advocates for self and others

4. An Empowered Individual Who

- Makes moral decisions based on his or her faith
- Demonstrates problem-solving skills and perseverance
- Sets and works to achieve personal goals
- Acts with integrity, patience, and respect

BASIC SCHOOL OPERATIONS

SCHOOL OFFICE HOURS

The school office is normally open on all school days from **8:00 AM – 4:00 PM**.

SCHOOL HOURS

Pre-Kindergarten: 8:25 AM – 11:30 AM (half day with optional Pre-K Lunch Bunch from 11:30-12:00 PM) and 8:25 AM – 3:10 PM (full day)

Grades K through 8th: 8:25 AM – 3:15PM

ENTERING THE SCHOOL BUILDING

For the safety of everyone in our building, we have the following policies in place:

- **Before School**

Students arriving anytime between 7:00 and 8:10 must go to ESS using the double doors on the north side of the school; students need to ring the doorbell and an ESS Staff person will come let them in.

Families/visitors arriving at school prior to 8:00am for a meeting need to make arrangements with the person they are meeting with for how they will enter the building.

Students are not allowed to enter the building prior to 8:15am without adult supervision. Pre-K students enter the building with their parents between 8:15 and 8:25am. Between 8:10 and 8:25, there is a Sacred Heart staff member outside the main entrance to wait with the K-3 students, and another staff member outside the lower middle school doors to wait with the 4th-8th grade students.

At 8:15, the side door in the upper lot and the bottom middle school door are opened for students to enter. Doors are closed and locked at 8:25am. Students who arrive at school after 8:25am need to enter through the main entrance and pick up a tardy slip from the office manager before going to class.

For the first two weeks of school, parents with children in grades K. After the first two weeks of school, all parents (K-8) are asked to say goodbye to their children at the doors of the school and not walk with them to the classroom.

The following are general exceptions to this policy:

- Students in Pre-K may be walked to their classroom all year
- Students with significant mobility issues from an injury or disability
- Students who need assistance carrying large materials, displays, etc. to class for a particular project
- Parents who have a pre-arranged meeting with their child's teacher
- Parents who are volunteering in their child's classroom or as a chaperone first thing in the morning
- Parents who have business in the administrative offices

We ask all parents to observe this policy in order to help our students grow in maturity, self-management, and courage. This policy also allows the teachers to focus on their students and starting the day off well together. Please arrange meetings with a teacher, even brief ones, in advance.

- **During School Hours**

All visitors (volunteers, parents, etc.) are required to enter through the main office. Visitors planning to stay for any length of time are asked to sign in and wear a designated visitor badge while on campus. Visitors must return to the main office and sign out when they leave the building.

ATTENDANCE

It is important that students report to school on time each day to receive the maximum benefit from classroom instruction. Attendance is taken at the start of each day, and at the start of each class period in grades 6-8.

- **Absences and Tardies**

1. Absent Students: Families are asked to email both their child's homeroom teacher and attendance@sacredheart.org as early as possible if they know their child is going to be absent. If your child is sick, please notify the school office by 9:00am **each day of the absence**.
 - 1) Student absences from school will be considered "excused" for the following reasons- illness, injury, serious, illness or death of a family member, medical or educational testing, or appointments. All other absences will be considered "unexcused." Whether excused or unexcused, all absences will be recorded on a student's permanent record.
 - 2) Parents of students who have been absent more than 5 days in a school year (except for an illness or injury accompanied by a doctor's note) will be required to meet with school administration. At this meeting, a plan will be put into place to address the student's absences. More than 5 days of absence from school may result in lowered or incomplete grades, loss of tuition assistance, a student not being allowed to register for the following school year, or other consequences.
2. Tardy Students: Students who arrive after the bell rings at 8:25 a.m. are considered tardy and must check in at the front desk before heading to class.

If you know your child is going to be late for any reason, please email your child's homeroom teacher and attendance@sacredheart.org.

In grades K-5, if a student arrives to class after 11:30, they are considered absent, not tardy.

In grades 6-8, if a student arrives to any class period more than 15 minutes after the start of the period, they are considered absent, not tardy.

In most cases, tardiness is unexcused. Tardiness will be excused in the event of an unusual and significant traffic disruption in the area, student illness, or a student arriving to school from a medical appointment.

1. When Students are Tardy: If your child is **tardy for a third time during the year**, a message will be sent to you from the school administration. When a student is **tardy for a fifth time during the year**, parents will be contacted to review our absence policy. Continuing tardies after this point may result in a family not being invited to register for the following school year, loss of tuition assistance, or other consequences.
2. Students to be Excused Early: If you need to pick your child up early, please provide your child's teacher(s) with a notice (either written or verbal), in addition to informing the main office. Parents are required to come into the school and sign their child out in the main office.
3. Absence during the School Day: Parents picking up their children for medical appointments during school hours need to meet their child in the school office to be signed out. If the child

returns to school during the same school day, he/she must be signed back into school in the office by the parent.

AFTER SCHOOL DISMISSAL

Students are not permitted to return to the building after the 3:15 pm dismissal unless accompanied by an adult. Students participating in after-school events on campus must immediately report to the coordinators of such events. If there is any 'down-time' between the end of the school day and after-school events, students must report to ESS.

To assure the safety of all students, any student not picked up by 3:30 pm is required to report to ESS.

- **Permission to Walk Home:** Because we are concerned with the safety of every child attending Sacred Heart School, the parent of any child who walks home is asked to complete, sign and return the "Walk Home Permission Form" to the school office. This form allows your child(ren) to walk home w/out adult supervision. **Please note**, students in K-3 will not be allowed to walk home without a parent-approved older sibling or adult.

AFTERNOON PICK-UP

Upper Lot: Pre-K

Please park outside the gate at the upper lot. The Pre-K teacher or aide will walk your child outside at 3:10. Carefully drive around and exit onto NE 14th St.

Upper Lot: K and 1st Grades

The Upper Lot is only for Kindergarten and First Grade, carpools with kindergarten and first grade, or exceptional needs (e.g., injured students).

- Enter via NE 14th to the upper lot and park in the parking lot. Kindergarten families need to walk to the gym entrance; their students will be dismissed to them there. All other families are asked to come to the patio in front of the Mary statue, pick up their children and walk them back to their cars.
- The Upper Lot Big Toy is closed after school due to ESS use.
- Exit is via the one-way loop and exit on 97th Ave. NE.

Lower Lot: 2-8 Grades

- Enter the lot via NE 14th and park following the directions of the parking supervisor.
- If you are going to remain in your car to pick up your child and leave quickly, please park head-in a #1 space (i.e., one of the "front" parking spaces with room for another car to park behind you).
- If you are going to get out of your car to talk with other parents, go into the school, etc., please park in a #2 space (i.e., behind a #1 space). In this way, you will not block other cars.
- For the safety of the students, please DO NOT back up your vehicle into the walk zone.
- EXIT the lot via the north end of the parking lot only (near the big toy). The City of Clyde Hill does not allow us to exit via the NE 14th St. entrance at pick-up and drop-off times.



VOLUNTEERS

All parents who volunteer at the school and have contact with children must have an up-to-date background check and have completed the three-hour Safe Environment training before they can begin their volunteer service. Families are also expected to complete the annual update online.

PICK-UP NOTIFICATION

Please notify the Main Office if someone not listed on your Emergency Information Form will pick up your child from school.

OUT-OF-TOWN NOTIFICATION

Whenever possible, parents are asked to notify the school office with contact/caregiver information when they are planning to be out of town, and their child/children will attend school during their absence. If a student needs medical attention or requires other types of personal support, it is important for the Main Office to know who to call in the parents' absence.

STUDENT DIRECTORY

Within the first month of the school, all families will receive a printed Family Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. The directory is also available in PowerSchool.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

CHANGE OF INFORMATION

Parents/Guardians must notify the school office of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. Complete the Change of Information form in PowerSchool or notify the school office of any changes. This will guarantee that office records are accurate, complete, and up-to-date and enable the school to contact you in the event of an emergency.

HIGH SCHOOL VISITS

Eighth grade students may take excused absences for high school visits. Please email your child's homeroom teacher and copy the office manager at least three (3) school days prior to your visit. Students will be held accountable for all work missed due to an 8th grade visit. We recommend students use the conference days in the fall for high school visits. Please do not schedule high school visits during periods scheduled for MAP assessments.

LUNCH

Students may choose to bring their own lunch to school, but we ask that students do not bring glass bottles, soft drinks, or excessive amounts of candy.

Sacred Heart School contracts with an outside vendor, DElectable BBQ, to provide healthy, hot lunches. Each lunch contains a fruit and a vegetable. Lunches range in price from \$5.15-\$6.50 each and must be ordered online by Sunday at 10:00 AM of the prior week. Payments are due by Monday and can be made on myschoolaccount.com or by cash or check made out to DElectable BBQ & Catering. A link for Lunch Orders may also be found on the home page of our website.

Families may also choose to have lunch delivered for their child. Please note, if a delivery fee (tip) is not already included in the total, the staff of Sacred Heart School will add \$1.00 to your bill per sandwich, salad, etc..

While in the lunchroom, students are expected to use the same manners required in the classroom. Being courteous toward other students, conversing at a reasonable volume, and cooperating with lunchroom monitors and parent volunteers is expected at all times.

Due to food allergies in our school population, **sharing or trading food in the lunchroom or on the playground is prohibited.**

CELL PHONE USE ON CAMPUS

- **Cell Use by Students:** Students may not use or have a cell phone with them during the school day unless they have been given explicit permission by their classroom teacher to have it with them and use it for a specific classroom purpose. Students in grades 6-8 will store their cell phones and smart watches in a Yondr pouch each day. Students in younger grades will store their cell phones and smart watches in the classroom. Cell phone guidelines, including consequences for mis-use of cell phones and smart watches, can be found on the school website. In the event a student needs to contact a parent during school hours because of an emergency, school staff will allow the student to use a school telephone.
- **Cell Phone Use by Parents:** Anyone operating a motorized vehicle on Sacred Heart School's campus or while driving for a field trip must follow the Washington State law banning hand-held cell phone use while driving.
- **Cell Phone Use by Parents When Contacting Students:** In order to ensure that the student learning process is not disrupted during the day by phone calls or text messages, we ask that parents and family members contact students through the school office. Please do not contact them through their cell phones.

MESSAGES FOR STUDENTS

If you need to get a message to your child during the school day, please call the school office.

STUDENT USE OF SCHOOL TELEPHONES

Please make plans for picking up your child or for special after-school arrangements, prior to coming to school. However, students may make calls from the front office when necessary.

PARTY INVITATIONS

Invitations for parties should be sent to the homes of students via email or the U.S. Mail. Also, in an effort to be sensitive to hurt feelings and disruptions to the learning environment, please remind your child(ren) not to talk at school about parties they are having or have been invited to unless the entire class is invited.

USE OF SCHOOL SPACE

Parents wishing to use space in the school for after-school activities (i.e. scouting clubs) must make a request to the office manager. If permission is granted by the administration, parents must then reserve the space with the office manager.

SCHOOL UNIFORM DRESS CODE

It is expected that parents make sure their child(ren) are dressed according to the school dress code each school day. See the Sacred Heart School website for the most up to date uniform code: [Uniform Policy](#)

ACADEMIC POLICIES AND CURRICULUM

CURRICULUM

The curriculum at Sacred Heart School includes religion (including family life), language arts (reading, writing, and communication), math, science, social studies, technology, fine arts (music, drama, and visual arts), Spanish, and library skills. Sacred Heart School's curriculum is current in content and consistent with the requirements of the state and federal government (as applicable), archdiocesan and school Student Learning Expectations (SLEs), and the teachings of the Roman Catholic Church. It meets or exceeds current state standards.

Extra-curricular activities include Playmakers (2nd – 8th), yearbook (middle school), student leadership, and CYO sports.

TECHNOLOGY POLICIES AND PRACTICES

Sacred Heart School provides students with computer access in the classrooms and library. Students have access to the Internet and a wide variety of educational resources. Sacred Heart School monitors student use of the Internet and takes special precautions to restrict access to inappropriate materials through the use of an Internet filter. We believe that teachers and students should focus only on the valuable and appropriate educational information that is accessible on the Internet. Sacred Heart School does incorporate its own Student Network Guidelines that promote the wise use of technology. Teachers review this policy with their students at a grade-appropriate level. Sacred Heart School takes the Student Network Guidelines seriously and reserves the right to limit a student's access to a computer or the internet or take other disciplinary action in the event of repeated or significant misuse of technology. A copy of the Student Network Guidelines can be found on the Sacred Heart School website.

HOMEWORK

Homework assignments are considered an integral part of Sacred Heart's total educational program. They help develop proper study habits, provide opportunities for practicing skills, and allow students to pursue a subject in more depth.

With the exception of middle school math and Spanish, no homework is to be assigned on weekends unless it is the continuation of a previously assigned project.

Since each student has different capabilities and interests, it is difficult to denote the specific amount of time required for homework; however, the general guideline for homework by grade level is as follows:

Kindergarten	20 minutes per night
1 st Grade	25 minutes per night
2 nd Grade	25 minutes per night
3 rd Grade	35 minutes per night
4 th Grade	40 minutes per night
5 th Grade	50 minutes per night
6 th Grade	60 minutes per night
7 th Grade	90 minutes per night
8 th Grade	90 minutes per night.

If your child has trouble completing homework within the given time frame, please contact your child's teacher.

MAKING UP ASSIGNMENTS DUE TO ILLNESS/FAMILY EMERGENCY:

At SHS, identifying and completing missed assignments are the student's responsibility.

- Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- When a student is or expects to be absent for three or more days due to illness, a parent may call the school office to arrange for homework assignments. Homework assignments will be sent to the school office for pick up by parents by your lunch period, or as soon as possible.

MAKING UP ASSIGNMENTS DUE TO A PLANNED ABSENCE:

K-5 Families planning a vacation or other absence during school should have their students continue to work on the following while they are gone:

- **Math:** IXL
- **Reading:** Continue assigned novel unit
- **Writing:** Journal about your vacation and the experiences you are having. Try to incorporate vocabulary you are using in class and don't forget to edit for the punctuation your teacher has taught you
- **Spelling:** Continue the lesson or go on the to next lesson in Spelling Book
- **Long Term projects assigned prior to a student's departure on a trip will still be due on the date assigned.** If it is due while the student was gone, it will be due upon the day that the student returns to school.

Middle School Families planning a vacation during school should have their students complete the following:

- Do homework that is posted to PowerSchool.
- Do regularly recurring work (e.g., Membean).
- Work on/complete long-term assignments (e.g., book reports, projects).
- Study for upcoming tests/quizzes that have been announced or are posted to PowerSchool.

- **Long Term projects assigned prior to a student’s departure on a trip will still be due on the date assigned.** If it is due while the student was gone, it will be due upon the day that the student returns.

In Middle School, arrangements for tests missed due to absence are to be made with the individual teachers. The student’s homeroom teacher may assist the student in resolving scheduling conflicts for multiple tests, if necessary. All efforts should be made to make up missed tests quickly.

GROUP PROJECTS

Group projects are not to require students to meet outside of school, although students may be assigned a part of the project to do at home individually.

PROJECT REQUIREMENTS

As teachers are assigning homework with a technological or “building” component, adequate and necessary training must be provided to the students. It is the teacher’s responsibility to make sure the necessary technology (hardware, software, or other necessary equipment) is reasonably accessible to students and their families and that there is a clear and necessary educational purpose for requiring the use of this equipment.

GRADE LEVEL EXPECTATIONS FOR COMPLETED WORK

It is expected that all work be turned in on time – on the day that it is due, or the beginning of the class period.

Late Work:

- ***In Middle School (grades 6th-8th)***: Assignments not turned in on time will lose 20% through the first day after the assignment was due, 40% on the second and third day after, and on the fourth day the assignment will become a zero. For example, an assignment due on Thursday will receive a maximum of 80% if it is turned in on Friday, 60% if turned in on Saturday or Sunday, and 0% on Monday. All late assignments must be turned in on Teams if submitted over a weekend or holiday. Teachers will still require that the assignment be turned in on the next school day if it is an assignment that was to be turned into the classroom. If it was to be turned into Teams, the student needs to do nothing more.

Extra Credit:

Extra Credit will not be given at any grade level. Bonus/Challenge Question Points may be added to a particular assignment or exam. Alternative assignments may be given as appropriate to accommodate students according to the provisions in a Student Support Plan or as an accommodation for a student who is sick or is returning after a significant absence due to illness.

REPORTING STUDENT PROGRESS

- **Report Cards**

Report Cards are sent home with students at the end of each trimester. Students’ grades may be accessed through PowerSchool on an ongoing basis.

PreK through 2nd grade, including Specialists and Student Learning Expectations (SLEs)

Students are evaluated using standards-based grading practices. Grades are determined according to the following scale:

P – Proficient

- E – Evolving
- S – Support Needed
- - Not Evaluated

3rd and 4th grade, including Specialists and Student Learning Expectations (SLEs)

Students are evaluated using standards-based grading practices. Grades are determined according to the following scale:

- 4 – Exceeds Grade Level Expectations
- 3 – Meets Grade Level Expectations
- 2 – Approaching Grade Level Expectations
- 1 – Below Grade Level Expectations
- - Not Evaluated

In 5th through 8th grade, including Specialists and Student Learning Expectations (SLEs)

- A = 93-100
- A- = 90-92.9
- B+ = 87-89.9
- B = 83-86.9
- B- = 80-82.9
- C+ = 77-79.9
- C = 73-76.9
- C- = 70-72.9
- D = 60-69.9
- F = 60 or below

Parents will be contacted by their child’s teacher(s) in the event their child’s cumulative grade drops to a C- or below in any subject area after the first two weeks of each trimester.

- **PowerSchool**

Student progress in grades 1– 8 can be viewed throughout the year on PowerSchool. Each family has a PowerSchool username and password for each of the children in their family. Parents are encouraged to check PowerSchool weekly to monitor progress, including missing assignments and information on upcoming assignments. Parents may also sign-up to receive automatic reports weekly, bi-monthly, or monthly. Teachers update PowerSchool on a weekly basis. If a parent has any question or concerns about anything they see on PowerSchool, they are encouraged to contact their child’s teacher right away.

- **Parent/Teacher/Student Conferences**

Parent/Teacher/Student Conferences are held each year in November. While school is not in session during conferences, student attendance at their own conference in grades 1 – 8 is mandatory and these days are counted as school days.

Conference sign-ups are made using “Sign-Up Genius”. Families receive an email from their child’s classroom teacher when they can begin signing up for conferences. Parents who would like to meet with their child’s teacher at other times during the school year are encouraged to contact the individual teacher directly.

FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. A recurring permission slip may be collected annually for walking activities.
4. Field trips are permissible for all grades when advanced planning, location, and experience ensure a successful learning opportunity.
5. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
6. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted, a **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
7. Permission slips are due to the teacher at least one school day prior to the scheduled field trip.
8. Field trip drivers must have a current CICS background check and current driver information on file with the school office.
9. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese’s insurance company.
10. In the interest of safety and fairness, field trip drivers may not take any side trips or make any unscheduled stops along the way.
11. Field trip chaperones are asked not to bring younger siblings with them on field trips. Field trip drivers may bring siblings with prior notification of and permission from the school.
12. **Children ages 4 and older and less than 4’9” tall must be secured in a booster seat with seat belt (or continue in harness seat).**
13. **Children over 4’9” must be secured by a properly fitted seat belt.**
14. **Field trip drivers will not allow any student, including their own, to sit in the front seat of a car unless they are at least 13 years old, per Washington state law.**
15. All chaperones and volunteers who have unsupervised contact with students must be at least 18 years of age and must complete a background check and Safe Environment training. High school volunteers must also complete a background check and Safe Environment training and may not be left unsupervised with younger students.
16. A field trip permission slip is available on the school’s website under the [Policies & Procedures page](#).
17. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may print this out and bring it into the school. If needed, you can call the school for the information needed to complete the form.
18. Parents may choose not to have their child participate in a field trip by stating so on the proper form. However, students who do not attend a field trip may be required to complete an alternative assignment.
19. **Student cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.

MAP ASSESSMENT

Students in grades 2-8 take the Measures of Academic Progress (MAP), an assessment of the Northwest Evaluation Association (NWEA). MAP provides norm-referenced scores which allow teachers to track individual progress and tailor student learning to meet students where they are. Students are assessed in math, reading, language, and science in grades 3-8, and in math, reading, and language in grade 2 three times each school year.

LIBRARY

The school has a well-equipped library, and we encourage students to read for curricular enrichment and pleasure. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Students will be charged for lost or damaged library books.
3. Computers are available for student use in the library for academic purposes only. Students will adhere to the policies set forth in the SHS Technology Use Agreement when using the computers. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges.
4. The SHS Library Online Catalog allows you browse our library collection from any computer with internet access. It also serves as an educational web browser providing selected websites for your educational searches.
5. Middle school students may study in the library during lunch recess on Mondays through Thursdays, as long as adult supervision is available.

SACRAMENTAL PROGRAM

The sacramental life of children of the Catholic tradition is an important component of the religion program at Sacred Heart School. Preparation for the sacraments of Reconciliation and Eucharist takes place as part of the religion curriculum in 2nd grade, and in conjunction with the parish faith formation program. In accordance with the Archdiocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments.

If your child has not been baptized or is beyond 2nd grade and has not received the Sacrament of Reconciliation and Sacrament of Eucharist, please contact the parish's faith formation program for more information about preparing for these sacraments

Non-Catholic students are encouraged to attend the First Eucharist celebration.

MIDDLE SCHOOL ACADEMIC SUPPORT

The middle school has three support systems in place to provide academic support for student learning. The Academic Resource Class (ARC) is a course designed for 6th-8th grade students who benefit from 5 days a week of core curriculum support. This class pre-teaches, re-teaches, and provides repetition of key concepts instructed in subject courses. This is an elective, graded course that focuses on executive functioning skills, study skills, and curriculum support in a risk-free, supportive learning environment. Peer-to-Peer is an after-school program designed for any student who would benefit from homework support. Students can work independently, in study groups or one-on-one with a student peer leader or teacher. This is offered once a week for grades 6-8. Finally, the Materials Management Club (M-n-M Club) is offered 5 days a week after school for students who need extra assistance with organization skills.

HOMEWORK ASSISTANCE

All teachers in grades 1-8 offer before or after school hours for students needing extra assistance, clarification or academic support. Please contact your child's teacher for specific information as to which days they offer after school assistance. Please note, this is a place for students to get help on their homework, but not a place for students to do their homework. Siblings of students who are staying after school for homework assistance may not be left in their sibling's classroom.

EDUCATIONAL TESTING INTAKE POLICY

As we work together in partnership with parents to create the best possible learning environment for each individual student, we strongly encourage families to share any results and recommendations they have received from outside educational testing with their child's teachers.

- All data shared with the school will be kept confidential.
- This data may be used in helping the school create a Student Support Plan for your student.
- Testing shared with the school will not become part of the student's permanent file, and therefore will not be passed on with the student's permanent record when they transfer to other schools.

OUTSIDE PROVIDER STUDENT EVALUATION FORMS

When students are in need of an outside health care evaluation for educational, emotional, behavioral, or physical condition, Sacred Heart School staff members will complete evaluation forms for any enrolled students.

- Please provide the required forms at least three business days before they must be submitted.
- Forms will be sent directly to the healthcare provider who is requesting them, either by fax or email.
- Evaluation forms are considered confidential and will not be given to the student's parents or guardians.

COMMUNICATING WITH TEACHERS

Parents are encouraged to contact their child's teacher any time during the year with questions, concerns, or input regarding their child's workload, homework, grades, or overall classroom experience.

Academic Concerns: Please contact the appropriate teacher as soon as possible so the issue can be dealt with in a timely manner. Teachers are asked to respond to parent contact within one school day (24 hours) of receiving a call or e-mail message. **Please note** that there are a few teachers who work part-time, so they may not respond within one school day.

COMMUNICATING WITH ADMINISTRATORS

The administration of Sacred Heart School works with you in supporting your child's overall education. The vice principal oversees teaching and learning for grades Pre-K through 8, and the principal oversees all school operations. Feel free to address issues of school policy, curriculum, or student life with the appropriate administrator. Please remember that classroom concerns should begin by contacting the teacher directly. You can expect staff to return your call or e-mail within one school day.

PROMOTION AND RETENTION POLICIES

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Parents who choose not to follow the recommendation of the teachers and administration for retention may not be allowed to enroll their child for the following school year.

- ***Academic Probation Grades K-5***

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Failure to improve performance while on academic probation may result in a student being recommended for retention or not being allowed to register for the next school year.

- ***Academic Probation Grades 6 -8***

When a student demonstrates a pattern of late or missing work or poor academic performance (e.g., incomplete work, low scores on assignments or exams), he or she may be placed on academic probation. Receiving a grade

of “D” or below on a report card in any subject area will result in a student automatically being placed on academic probation.

Academic probation is a formal notification to the student and parent that the student’s academic performance is not at the level expected of a Sacred Heart School student. The decision to place a student on academic probation will be made by the student’s teacher(s) in consultation with the administration. Notice of this decision will come from the school administration. A conference may take place within three school days after receiving this notice between the student, his or her parents, any relevant teachers, and an administrator.

At this conference, a written plan will be developed for addressing academic concerns and will be signed by all present. This plan will be a “roadmap” for all to follow in addressing the student’s academic issues. This plan will remain in place for at least 30 days but for no more than 90 days. Times for review of the student’s progress and specific benchmarks will also be included in the plan. The academic probation may be ended or continued at the discretion of the school administration at these review points. However, if sufficient progress is not being made toward achieving these benchmarks, the student may be asked to leave Sacred Heart School.

MIDDLE SCHOOL CODE OF CONDUCT

Sacred Heart School endeavors to form our students in all the virtues. We place an emphasis on the following six virtues, however, as they are especially related to our life together at school. These virtues are what we all aspire to in the middle school (students, teachers, administration, and parents) and will be used in all discussions about character and behavior.

- **Curiosity** is fueled by our God-given intelligence and desire to know and understand the people and world around us, including God. While curiosity can lead us into trouble, when it is used rightly, it leads us to a deeper understanding of and appreciation for God’s creation and gives knowledge to use in the service of God, other people, and our world.
- **Empathy**, like charity, is rooted in our love for God. As Christians we are called to love other people, even our enemies. Empathy is the virtue that helps us to turn our love for others from a sterile concept, into something truly believed and felt. It helps us to make real the Lord’s command to, “love others as we love ourselves.”
- **Gratitude** is an acknowledgement of a gift. When this virtue is fully lived out, it leads to an understanding that our life, from beginning to end is a gift from God and other people. Consistently living a life of gratitude leads us beyond merely saying, “thank you,” to a life of service and generosity.
- **Integrity** requires that we live consistently. As Christians we are called to live publicly and privately in the same way. We should not act virtuously only in public where others can see, and differently when no one is watching. Also, our faith should not be something we live out only in private, but everywhere we go. Integrity helps us to live out our faith, own our mistakes, and stand up for others.
- **Resilience** is rooted in the virtue of hope. We know that with God’s help, all things are possible. Like Jesus, when we fall, we rise up again. Our faith helps us to trust that God has a plan for us, and cares about us. So, we can overcome difficulties, setbacks, mistakes, suffering, and even sin.
- **Respect** comes from an understanding that we are all created in the image of God; each one of us filled with dignity because of that. We respect one another because of this great dignity. We give a special kind of respect to those who have been put in authority over us: e.g., parents, teachers, coaches, pastors. Most important of all, we have a respect for God, which we call piety, because we understand that He is our creator, our sustainer, and our redeemer.

Academic and Service Recognition – At the end of each trimester, students who earn a grade point average of B+ or better, have not received more than one detention (and no Saturday detentions or suspensions) and are not currently on academic notice or probation will be recognized as part of the Academic Honor Roll. Those students

who complete 20 hours or more of service in a trimester and have met the same behavioral conditions as above will be recognized as a part of the Service Honor Roll. These designations will appear on the students' report cards.

STUDENT LIFE

MIDDLE SCHOOL COMMUNITY SERVICE

Middle school students at Sacred Heart are required to complete community service as a part of engaging in active, generous, compassionate care to others. The completion of this service will be a part of their religion grade each trimester. Sixth-grade students are required to complete a total of 6 hours over the course of the school year. Seventh and eighth-grade students are required to complete a total of 20 hours over the course of the school year. For more specific information about the Middle School Community Service program see our website. [Middle School Community Service Program](#)

CYO (CATHOLIC YOUTH ORGANIZATION) SPORTS

Fall is the biggest time of year for CYO Sports at Sacred Heart. Soccer is offered for grades K-8. Toward the end of September, Cross-Country starts for students in Pre-K through 8th grade. Points are awarded not for speed, but for showing up, so we encourage everyone to show up. A selection of other after school sports is offered to students in grades 4 – 8 in both winter and spring, including volleyball, basketball, and track. For more information, please go to the CYO Sports page on our website. [Sacred Heart CYO](#)

ESS (EXTENDED SCHOOL SERVICES) PROGRAM

Before and after school childcare is available for K-8 students through the Extended School Services (ESS) program. The morning program begins at 7:00 a.m. and the after-school program runs until 6:00 p.m. (typically until 3:00 p.m. on half days). Registration is required for the program. For registration information, please email ESS Director Amy Davis adavis@sacredheart.org. Registration packets are available on our website. [ESS Page](#).

AFTER SCHOOL ACTIVITIES AND CLUBS

- **Playmakers** A drama program is offered in grades 2-8. Each year, the school puts on at least one major production where students are encouraged to participate in some way, whether auditioning for a speaking part or being part of the tech crew. Due to the popularity of this program, there may be a limited number of students that can participate in a production.
- **Yearbook** Middle School students work together on the design and layout of the school's annual yearbook

HOME-SCHOOL COMMUNICATION

FROM THE HEART

A weekly communication titled “From the Heart” is sent home from the school office via email. This weekly communication includes information about upcoming school events, Parents’ Club Events, and information from the Auction committee. Information from the Principal/Vice Principal is also included. We encourage you to read “From the Heart” to stay up to date on important information.

BACK TO SCHOOL NIGHT

Held in the first full week of school each year, this informational meeting will provide families with a preview of the year and an opportunity to attend presentations by your child’s teachers.

WEBSITE

The website is a great place to look at the school calendar, find information about CYO sports, links to our online Library Catalog, etc.

CLASS COMMUNITY COORDINATORS (CCCS)

Two volunteer parents at every grade level work together to support their grade level teaching team and the parents. Throughout the year, the CCCs communicate with parents through Bloomz.net (app available) about grade level or school-wide events which might be of interest to them. The CCCs will also reach out to parents during the year asking for help with school and classroom activities.

DIRECTORY

The school directory is provided as a courtesy for the convenience of school families and includes each student’s name, grade, family members’ names, addresses, phone numbers and email addresses. Please complete a Change of Information form in PowerSchool or notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the first week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in the fall and sent home with the youngest child in the family, as well as posted in PowerSchool. The school directory is intended solely for the use of Sacred Heart School families and employees to strengthen their mutual support and the education of Sacred Heart students, and any other use of the information in this directory is strictly forbidden.

PARENT INVOLVEMENT

SERVICE JOBS

Volunteers at Sacred Heart School make a significant contribution to the success of Sacred Heart School and enrich the academic education and student environment for all our students. There are more jobs than families in the school, and the program relies on your generosity with your time. Service Jobs are divided into four large groups:

- Operations (e.g. Playground, Classroom Aide, Health Room, CYO Coaching)
- Auction (e.g. Procurement, Marketing, Décor)
- Fundraising (e.g. Scrip, Jogathon)
- Leadership (e.g. Parent Board, Service Board, CYO Board)

Information about specific jobs can be found on the [Parents' Club page](#) of our website. Service Job sign-ups for the upcoming school year are in May of each year. All school families are required to fulfill at least one Service Program job per school year. Families may choose to opt-out of their service obligation and pay the opt-out fee of \$2,000. Any family unable to fulfill their service obligation will incur a fee of \$2,000.

PARENTS' CLUB

Sacred Heart School's Parents Club is dedicated to building a strong faith-based community with our teachers, staff, students, and parents. All parents of students attending Sacred Heart School are considered members of the Parents Club. Our Board organizes several social activities, volunteer opportunities, and fundraisers each year to promote excellence in our school.

The Parents Club Board meets on the first Tuesday of every month. Board meetings are open to all parents who wish to attend. Please contact our Parents Club Board President for more information. Parents' Club Meeting minutes are available on the school's website under the Parents/Students Tab – About Us.

COMMUNITY GATHERINGS

Throughout the year, the Parents' Club looks for ways to bring our community together. They sponsor events such as the Family Dinner in September, Trunk or Treat in October, and Bingo Night in the spring.

SCHOOL COMMISSION

The Sacred Heart School Commission is a faith-based advisory body to the Pastor of Sacred Heart Parish and the Principal of Sacred Heart School. The Commission's responsibilities include establishing the Mission, Vision, and goals for the school, in addition to creating and implementing the Strategic Plan to ensure proper planning for the future advancement and excellence of the school. The Commission also develops and evaluates school policies, means to finance the school (tuition structures, financial development and fundraising), and structures for marketing and communication for the school.

- *Members*

The School Commission is composed of the Parish Pastor, the school Principal, seven or more members (appointed by the Pastor and Principal), the Parents' Club President, the Parents' Club President-Elect, and a Recording Secretary. Appointed members are parents of Sacred Heart School, students, or members of Sacred Heart Parish.

- *Meetings*

The School Commission meets on the Second Wednesday of each month at 6:30 pm. Meetings are open to members of the school community unless otherwise indicated. Members of the school community who wish to have an item added to the agenda should contact the School Principal or School Commission Chair at least 72 hours in advance of the meeting.

DEVELOPMENT

ANNUAL FUND

The Sacred Heart School Annual Fund is an opportunity for school families, friends, and parishioners to donate support the outstanding programs and facilities of our school. Donations to the Annual Fund are 100% tax deductible.

Matching corporate gifts are a great way to increase your donation. Many employers offer up to a 100% match as a benefit to their employees. Please contact your benefits coordinator to find out if your employer offers this great benefit.

It is our goal to have 100% participation from our Sacred Heart families. Any gift helps and we understand that some can give more than others. Please prayerfully consider and give what you are able. Questions about the Annual Fund should be directed to the [Development Office](#).

AUCTION

The auction is our school's largest community-building and fundraising event. We invite all families, friends and community supporters to attend. The auction is an opportunity to celebrate the gift of our children's education and Catholic faith, and funds raised will directly assist in the ongoing operating expenses of our school. This event is made possible by the generous support of our parents. Each family is required to procure an item or items valued at \$250 or more for the auction. If you have any questions about the auction or need help with procurement, please contact the [Development Office](#).

BEHAVIOR EXPECTATIONS

We are committed to the development of a Christian community wherein all members, adults, and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth.

PERSONAL BEHAVIOR

Each classroom will establish its own set of behavioral expectations. Teachers will instruct students on these, as well as reinforce the expectations of Sacred Heart School. The faculty and administration of Sacred Heart School will notify parents in the event of disrespectful behavior on the part of their son or daughter. If needed, the faculty and administration of Sacred Heart School may develop a behavior plan for a student to help them make the necessary changes in their behavior.

SCHOOL PROPERTY

The parent of a child who intentionally or carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks

issued to students must be covered by the student. Writing in textbooks is prohibited. The student will pay a fine or replace damaged or lost property before any final reports, transcripts, or diplomas are presented.

LOCKERS/DESKS

Each student in grades 6-8 is assigned a locker in which to store textbooks and personal items. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times, as managed by the teachers. The school reserves the right to inspect lockers at any time. Lockers may only be decorated for a student's birthday. The school reserves the right to require students to remove locker decorations if necessary. Similarly, desks are the property of the school and may be opened and inspected without the presence or permission of students.

CHEATING

Cheating of any type will not be tolerated. This includes but is not limited to copying another student's paper and/or presenting another person's work as one's own (plagiarism). Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

CONDUCT

In accordance with the *Code of Conduct* and stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, and concern for the environment.

The Principal/Vice Principal reserves the right to determine the appropriateness of action if any doubt arises.

Items such as, but not limited to, inappropriate books and pictures, illegal drugs, knives, guns, cigarettes, lasers or anything that will detract from the school's mission or atmosphere of learning are not allowed in the possession of students at school at any time.

SCHOOL SAFETY, HARASSMENT, INTIMIDATION OR BULLYING

At Sacred Heart School we take bullying seriously. Sacred Heart School is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying.

We define Bullying as mean or hurtful behavior that keeps happening. Bullying is not safe, respectful, or kind and it is against Sacred Heart School rules. Students at Sacred Heart know they are capable of Recognizing, Reporting, and Refusing bullying and pledge to be powerful bystanders to make a difference in my school.

We ask our students and families to sign a Bullying Pledge each year. Anti-bullying resources are also available in the library for checkout. **Potential issues of bullying anywhere on campus should be brought first to the attention of the parents of the children involved when they occur. Such issues should be referred to the teacher or school psychologist when appropriate and the administration notified, if needed.** A [behavioral incident report](#) is also available on our website.

Participation in online social networks and user-driven sites, such as, but not limited to, YouTube.com, Snapchat, Instagram, Facebook, or other social networking sites may result in disciplinary actions if the content of the

student's entries includes pictures without permission and/or defamatory comments regarding the school, the faculty, other students, the parish, or members thereof.

FALSE ALLEGATIONS

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

DISCIPLINARY ACTIONS

Sacred Heart school strives to address behavioral expectations in a proactive manner. However, some behaviors are so severe that they merit immediate and serious consequences without any previous warnings given. These serious behaviors include, but are not limited to:

- Committing willful serious physical harm
- Willful damage to or destruction of school or parish property
- Willful defiance
- Plagiarism or cheating
- Unauthorized entry of school/parish facility
- Graffiti on school or parish property
- Theft
- Retaliation for reporting or threatening to report bullying or harassment
- Possession or use of alcoholic beverages, illegal substances, or drugs
- Possession or use of weapons
- Forgery of a signature of parent/guardian or school staff
- Making threats of violence against students and/or staff or any adults in school/parish

A student accused of serious wrongdoing may be placed on 'investigative leave' or suspension, while an investigation is ongoing.

The principal/designee, in consultation with the pastor, has discretionary power to determine whether an offense is serious enough to warrant an immediate suspension or expulsion.

Corrective actions will be taken as necessary. These may include, but are not limited to, detention after school, service during recess and/or after school, restitution for damage, loss of privileges, written accounts, a telephone call to parents at work or at home; if warranted by circumstances, corrective actions may also include in-school suspension, out-of-school suspension, or expulsion.

Detention:

Detention may be issued to any school student for a breach of classroom and/or school rules. Detention is served after school the day after the detention was given. **Detention should take precedence over appointments, practices, lessons, sports, etc.** After a third detention, students may lose privileges (such as participation in school field trips) and/or be placed on probation.

Suspension:

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.

Expulsion:

Expulsion is an extremely serious matter. Students who engage in repeated serious violations of school rules, commit a very serious breach of school rules and/or state or local law, or who pose a threat to themselves or to others may be expelled from Sacred Heart School. Students who have been expelled will not be allowed to return to the school for any classes or school-sponsored activity.

Due Process Procedure for Expulsion:

1. Parents/guardians will be notified before a student is sent home. A written copy of the reason for the expulsion will be provided to the student’s parents/guardians.
2. Parents/guardians and students have the right to request a hearing from the pastor/designee.
3. Parents/guardians and students requesting a hearing must do so by putting their request in writing to the school within three (3) school days following expulsion. If the school does not receive such a written request within three (3) school days, the parents/guardians and students are deemed to have waived a hearing and the disciplinary actions take effect.
4. Once the school administration has received the written request for a hearing, it is held within five (5) school days of such a request.
5. The school administration has the right to exclude the student from all school activities during this time before the hearing.

OFF-CAMPUS CONDUCT

Sacred Heart School reserves the right to discipline its students for off-campus behavior or speech that is not in line with behavioral expectations of its students or is detrimental to the well-being of other students, staff, or parents of the school or the reputation of the school. This policy extends to student conduct and speech in social media or other electronic formats.

ADMINISTRATORS’ ROLE IN DISCIPLINARY ACTIONS

The Principal/Vice Principal is the final resource in all disciplinary situations and may waive or alter any disciplinary regulation for just cause at his/her discretion.

ADMISSION AND ENROLLMENT POLICIES

NONDISCRIMINATORY POLICY

Sacred Heart School does not discriminate on the basis of race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

ACCEPTANCE POLICY

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

As openings become available, the following priorities will be used to accept students to Sacred Heart School:

1. Siblings of current students
2. Members of Sacred Heart Parish
3. Members of other parishes
4. Non-Catholic students

Age Requirements

Children entering Pre-Kindergarten must be four (4) years of age by August 31st. Children entering Kindergarten must be five (5) years of age by August 31st.

All new students (K-8) seeking admission to Sacred Heart School are assessed prior to admission. Other documentation, such as report cards and/or letters of recommendation may be requested. Other admissions requirements may include:

- Verification of active parish affiliation/stewardship
- Health Records
- Copy of Birth Certificate
- Copy of Baptismal Certificate (Catholic applicants only)
- Report Cards
- Teacher Recommendation
- Standardized Test Results
- Copy of IEP, 504, or Student Support Plan, if applicable

Non-Catholic students whose parents accept the philosophy and mission of Sacred Heart School and agree to support its curriculum and programs will be accepted on a space-available basis.

Sacred Heart School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admissions solely by reason of the disability.

INTERNATIONAL STUDENTS

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in Sacred Heart School must have complete legal documentation required by the United States government in order to do so.

STUDENTS WITH LEARNING DIFFERENCES

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, Sacred Heart School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. Sacred Heart School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

Sacred Heart School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. Sacred Heart School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, Sacred Heart School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

Sacred Heart School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

Phase 2: Assessment – Comprehensive assessment through the local public school or through private, professional consultants.

Phase 3: Planning and Placement – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

****For the complete procedural plans for serving students with special needs, please contact the school office.**

PLACEMENT POLICY

Our goal is to create classrooms that are balanced academically and socially while also taking into consideration gender balance, students who are new to the school, and other considerations. Our teachers work together to place your child(ren) in the class that will best meet his or her needs, while also paying attention to the overall gender, academic, and learning style balance. We ask that you put your trust in the teachers' expertise during this most important and challenging process as they, like you, have your child(ren)'s best interests at heart. *Placement requests for specific teachers are not accepted.*

FINANCIAL OBLIGATIONS

Contributing Parishioner Rate

In order to receive the “Active Parishioner Rate”, families must be registered at Sacred Heart Parish, have a current Stewardship Commitment on file at the parish, and be making reasonable progress towards fulfilling their pledge. Families must also complete a “Tuition Rate Application” form and have it signed off by the parish office. These applications must be submitted each year to remain eligible for the discount.

Also, note the following two additional requirements to Active Parishioner Rate:

1. The registering student must be baptized Catholic at the time of registration or have a plan for baptism or reception into the Catholic Church through the RCIA program organized with the parish at the time of registration.
2. New families to Sacred Heart parish (either local or relocating from another area) must have their prior parish complete the “New Family Parish Recommendation Form” and have their parish submit this directly to Sacred Heart for approval before being granted the “Active Parishioner Rate.”

Re-Registration Policy

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Complete registration by the designated date. A student may be removed from the class list for the next school year and the space offered to a new applicant if registration is not completed by the deadline.
2. After review of the family’s current tuition contract compliance, placement for the next school year will be offered, provided that all current contract obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service job completion) and health/medical compliance. The registration fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

WITHDRAWAL POLICY

In the event students are withdrawn from Sacred Heart School, parents are asked to follow this procedure:

1. Families who make the decision to withdraw from Sacred Heart School after registering must notify the school office in writing with a copy sent to the principal.
2. Families are also asked to make an appointment with the office for an exit interview prior to leaving the school.
3. All financial obligations must be met before a student’s educational records will be released.
4. Student’s records will be sent at the request of the student’s new school.

WITHDRAWAL FINANCIAL LIABILITY

Sacred Heart school enters into covenants with faculty and staff and incurs financial obligations for the entire school year. In order to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

Withdrawal Tuition Liability: When withdrawing from the school for any reason, or in the case of expulsion from school, families are liable for a percentage of the **total annual tuition**, as indicated on the chart below.

Month Notice Given	Tuition Liability
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April – September	25% of total tuition
October	60% of total tuition
November	80% of total tuition
December and beyond	100% of total tuition

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

STUDENT RECORDS

Sacred Heart School abides by the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act - FERPA) with regard to parents’ rights of access to their children’s school records. Likewise, Sacred Heart School shall abide by the provision of Washington State law regarding the right of access of the non-custodial parent to his or her child’s school records.

The parent or eligible student (18 years or older) has the right to inspect the student’s school records and may do so in the presence of the principal or person qualified to explain the material in the records. Custodial and non-custodial parents or an eligible student may inspect their student’s school records in the presence of the principal or designee, unless there is a court decree presented to the principal restraining a parent from such contact and inspection.

Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

When school records pertain to more than one student, the parent/guardian or the eligible student may inspect only that part of the education record which pertains to the child of the parent/guardian or to the eligible student.

Students requesting records/transcripts/recommendations must present a written request at least five (5) school days ahead of time. All forms should be submitted to the Sacred Heart School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

SHS will not forward records for students who withdraw with an outstanding balance (tuition, fees, etc.).

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written

request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Sacred Heart School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by Sacred Heart School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Sacred Heart School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by Sacred Heart School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

NON-CUSTODIAL PARENTS

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

DIVORCED OR SEPARATED PARENTS

Our school exists to aide parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

UNPAID TUITION, FEES, AND FINES

All unpaid fees, fines, or tuition from the current or previous school years must be paid in full by June 30 of the current school year unless other written arrangements have been made with the principal by June 15 of the school year. Any unpaid balances will be added to the family's School Admin account for the month of July (or spread out over two or more months in the case of very large outstanding balances) or must be paid along with tuition in the case of those families who pay their tuition in full at the beginning of the school year. Failure to pay outstanding balances may result in being denied enrollment or being dismissed from the school.

TUITION RATES

- **In-Parish Tuition**

Sacred Heart School is a ministry of Sacred Heart Parish. As such, we receive annual support from the parish for our school's programs and overhead expenses. Each year we receive 20% of the parish's ordinary income (about \$250,000 in 2023-2024). In addition, parish personnel provide ongoing support for the school including weekly school Masses, sacramental preparation (1st Communion, 1st Reconciliation, Confirmation, and Baptism), classroom visit and guest lectures, bookkeeping and administrative support, and more.

In recognition of this support from the parish, we offer our active parishioners a reduced tuition rate (the Contributing Parishioner Tuition Rate). In order to be eligible to receive this tuition rate, families must meet the criteria below. Eligibility is reviewed semi-annually. Families who do not meet the eligibility requirements will be required to pay the regular tuition rate until the next review.

The expectation is that "active parish families" will:

1. Be registered at the parish,
2. Have a pledge card on file and be making regular contributions toward fulfilling that parish pledge.
3. Parents and children are up to date on sacraments (Baptism, 1st Communion, 1st Reconciliation, Confirmation, and Marriage).
4. The family regularly participates in Mass on weekends and holy days of obligation.
5. The family regularly participates in programs or ministries of the parish (e.g., altar serving, lectoring, youth ministry, St. Vincent DePaul program).
6. The family must have a current "Active Parishioner Tuition Rate Application" on file that has been approved by the parish office.

If anyone in your family needs to prepare to receive a sacrament, please contact our pastor Fr. Nagel at knagel@sacredheart.org. If you would like more information about completing a registration and/or pledge card or being involved with or volunteering for any of the programs or ministries at Sacred Heart Parish, please contact the parish office at (425) 454-9536. Working together, we build a stronger parish and a stronger school for all our families and students.

Eligibility for all will be reviewed annually in December. If you have questions about your eligibility, please contact David Burroughs at dburroughs@sacredheart.org.

- **Tuition Payment Options**

1. Tuition Payment in full by check – payment in full due August 20, 2024

-OR-

2. 12-Month Tuition Payment Plan – monthly payments via School Admin begin July 20, 2024 and run through June 20, 2025.

RIGHTS OF THE SCHOOL

PRINCIPAL PRIVILEGE

The principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook in the “From the Heart” newsletter.

RESPECT OF SCHOOL PROPERTY

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

SEARCH AND SEIZURE

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing, and other items in a student's possession. The local police, using drug-detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

USE OF STUDENT INFORMATION AND PICTURES

The school reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

USE OF SCHOOL/PARISH GROUNDS

Sacred Heart School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the Big Toys, field, and play zones during active school hours.

HEALTH & EMERGENCY INFORMATION

WELLNESS POLICY

Sacred Heart School adheres to a Wellness Policy submitted to and required by the State of Washington. This policy speaks to nutrition and healthy lifestyle choices. For a copy of the full policy, please refer to pages 47 & 48.

HEALTH ROOM

The Health Room provides support for students who become ill or injured during the school day. The Health Room staff also ensures that all student vaccinations and emergency plans are current. The Health Room is open to students from 8:30-3:00 Monday through Friday and is staffed by Ann Marie Thompson from 8:30-3:15 daily and by volunteers in her off-hours.

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

Sacred Heart School & Parish each have an Automated External Defibrillator in the event of a sudden cardiac arrest. Faculty and staff receive regular training on the use of AEDs.

IMMUNIZATIONS

All students are required to have a **Washington State Certificate of Immunization Status (CIS) card** on file at SHS. Parents must record all immunizations directly on the CIS record and sign to certify all immunizations are current. When students receive additional immunizations, these immunizations and dates also need to be recorded on their immunization form. Students must be current on all immunizations in order to be permitted to attend school.

Parents may claim an exemption for one or all immunizations for medical reasons, or because of documented immunity. For any exemptions, parents must submit a completed **Certificate of Exemption form** signed by both the parent and physician. If an outbreak occurs at school, your child will be excluded from class for the period of communicability for his/her protection.

MEDICATIONS AT SCHOOL

Sacred Heart School follows WA State code which says all student medications must have a completed Authorization for Medication form signed by both the child's physician and parent. This policy applies to both prescription and all over-the-counter medications such as antihistamines, cough drops, Tylenol, etc. . A copy of the *Authorization for Administration of Oral Medication at School* can be found on our website: [Authorization for Administration of Oral Medical](#). The completed Authorization for Medication form and medications must be turned into the Health Room where they will be kept and administered by school staff only. **The only exception** to this rule regards inhalers. WA State permits inhalers to be carried and self-administered by a student if both the physician and parent have given permission on the Authorization for Medication form.

Any authorization to administer both over-the-counter and prescription medication must be completed, signed, and **updated annually** by the physician in charge. Such authorizations do not carry over from year to year.

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy with the label on it and have on the label the following information:

- a. Child's name
- b. Name of the doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lotion etc.) should be taken to the School Nurse with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

If new medications are prescribed during the school year, please complete an *Authorization for Administration of Oral Medication at School* and turn it into the Health Room with the medication. An email should also be sent to the Health Room Aide (Ann Marie Thompson) with this information.

Any changes to the medications your child(ren) take at school need to be documented and approved by your child's physician on the *Authorization For Administration of Oral Medication at School* form and emailed to the Health Room Aide.

MEDICAL RECORD KEEPING

At the beginning of each school year, or when a child joins Sacred Heart School, parents are asked to submit a child's medical record. All parents of children with medical conditions need to contact their child's pediatrician to complete and return information to the school. From this information, the school keeps its emergency care plans.

Emergency care plans and medication forms must be updated annually. If medication/emergency care plans change, parents are asked to inform the school immediately and in writing.

FOOD ALLERGY POLICY

Sacred Heart School recognizes that life-threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, Sacred Heart School will maintain a school-wide procedure for addressing such reactions and maintain emergency care plans for any student(s) whose parent/guardian and physician have informed the school in writing that the student(s) has a potentially life-threatening allergy.

This emergency care plan should include medications, medical supplies, and alternate foods, if necessary, to meet the student's needs. The care plan is developed and signed in collaboration with the student's parents and our Health Room Aide who is charged with ensuring that the plan is acceptable to the school and within the resources of the school to provide. Care plans are reviewed annually.

We offer an allergy-free table as needed during the K-4 lunch. While we do our best to accommodate all student's allergies, Sacred Heart School is **not** a nut-free or allergen-free school.

PROCEDURES FOR LIFE-THREATENING ALLERGY ISSUES

- **Notifications** The health room aide notifies classroom teachers about the nature of the allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of, and what allergen (food, materials, etc.) to avoid.
- **Lunchroom** Due to allergy and other dietary concerns, sharing or trading food in class and in the lunchroom is prohibited.
- **Epi-Pens** All staff at Sacred Heart School are trained on Epi-Pen use. Whenever a student ingests an allergen or shows symptoms of an allergic reaction, Epinephrine will be immediately administered and 911 called. If it is uncertain as to whether or not a student has been exposed to an allergen and they are not showing signs of an allergic reaction, he or she will be brought to the Health Room where they will be closely monitored and their parent will be called.

ILLNESS/INJURY DURING THE SCHOOL DAY

If a student becomes ill or injured at school, Health Room (or school) staff will evaluate the student and determine if the parents need to be contacted. If parents are called, but cannot be reached, the emergency contacts provided by the parents will be called. As appropriate, emergency care plans will be followed for those students who have them.

EXCLUDING ILL CHILDREN

To help keep students and staff at Sacred Heart School healthy, students with the following conditions are required to stay home:

- Any symptoms of COVID-19 (see COVID-19 section below).
- Eyes- thick mucus or pus draining from the eye or pink eye. With pink eye (conjunctivitis) you may see a white or yellow discharge, matted eyelids after sleep, eye pain or redness.
- Fever- temperature of 100 degrees Fahrenheit or higher. Remember that a child must be fever-free for full 24 hours without the aid of fever-reducing medication such as: Tylenol; Ibuprofen; or other NSAID before returning to school.

- Infection requiring antibiotics- Sinus Infections; Upper Respiratory Infections; Bronchitis; Strep Throat, Conjunctivitis
- Diarrhea
- Vomiting

If a student comes to school with these symptoms, parents will be contacted to pick up their child. Students may return to school after being fever-free for 24 hours and/or on antibiotics for a full 24 hours.

COVID-19 POLICIES & PROCEDURES

Sacred Heart School follows the most up-to-date requirements and recommendations as outlined by the Washington State Department of Health. These can be found at [Washington State Department of Health COVID-19 Guidelines](#).

If COVID-19 is suspected, please refer to the [What To Do If a Person is Symptomatic Flowchart](#).

HEAD LICE

Sacred Heart School does not exclude students from school because of head lice and/or nits; however, we do ask that families begin the recommended treatment the same day lice are found. Students are welcome to return to school, as long as families are actively getting rid of the lice/nits by using the appropriate treatments and continuing to check for 2-3 weeks after initial treatments.

CHILD ABUSE LAWS

Sacred Heart School abides by the Child Abuse laws of the State of Washington. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

DRUGS AND ALCOHOL

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

EMERGENCY CLOSURE OR LATE START

In the event of inclement weather, Sacred Heart School's schedule may either be delayed or closed for the day. Sacred Heart School delay/closure determination is made independently. This means that a delay or closure in the Bellevue SD is not an indication of a delay or closure of Sacred Heart School.

In the event of an emergency closing/delay of the school, parents and staff will be ***notified through a text message, phone call, and email sent from the school.***

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

APPENDIX

SHS Student BYOD Agreement

The use of technology to provide educational material is not a right but a privilege. A student does not have the right to use his or her device (as defined below) while at school. When abused, privileges will be taken away.

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all school policies, particularly *Student Network Guidelines*, which are attached to this BYOD Agreement.

Definition of “Device”

For purposes of this agreement, “device” refers to a personal and/or privately owned laptop or tablet that can be used for accessing the internet, running Office 365 products, and other education resources. Cell phones, iPads, smart watches, Kindles, and other personal devices capable of connecting to the internet are also subject to this BYOD Agreement.

Internet

- Internet access is only allowed through the SHS-PUBLIC wireless network.
- Personal devices are not permitted to be used to access outside internet sources at any time while at school. Accessing the internet at school in any way other than through the SHS wireless network is considered a disciplinary infraction and will be treated as such.
- Accessing the wireless school network using a virtual private network (VPN) is not allowed.

Responsibility for Devices

Security and Damages

- School personnel assume no responsibility for devices if they are lost, damaged, or stolen.
- Protective cases and extended warranties for devices are highly encouraged.
- Students must keep their devices secure at all times and not share them or loan them to others.
- Devices and accessories (charger, pen, case) must be clearly labeled with the student’s name.
- Devices must have a secure password or passcode.

Setup and Maintenance

- Each student is responsible for the setup and maintenance of their device.
- Students should come to school with their device fully charged.

Cell Phone & Smart Watch Usage

- Cell phones and smart watches are not allowed to be used by students during the school day. They must be turned off and stored in a Yondr Pouch, except with the explicit permission of their teacher.
- **Each student who brings a cell phone and/or smart watch will need to purchase a Yondr pouch for \$30 from the school. The cost will be assessed on your school admin account.**
- Students are responsible for maintaining the Yondr pouch daily.
- If the Pouch is lost or damaged, a replacement one must be purchased from the school.
- Any student in possession of a cell phone or smart watch outside a Yondr Pouch during the school day, will have the device confiscated and turned in to the Front Desk.
 - 1st Offense- parent/guardian will have to come get phone from the Fronk Desk.
 - 2nd Offense- After school detention- 30 minutes

- 3rd Offense- After school detention- 60 minutes and meeting with Administration, the student, and parents/guardians.

Additional Usage Guidelines

- No photos, audio recordings, or videos are permitted while on school property except with explicit permission from a teacher and for educational purposes.
- Printing from personal devices is not possible at school.

Acceptable Use Locations

Locations	Use
Classrooms	As directed by teachers
Hallways, Bathrooms, and at Recess	Not Permitted
Before or After School ESS	As directed by ESS Staff

Acceptable Use Policy

- A student who gains access to any inappropriate or harmful material is expected to discontinue access and to report the incident immediately to a teacher or staff member.
- A student who knowingly brings prohibited materials into the school’s electronic environment will be subject to suspension of access and/or revocation of privileges on the SHS network system. The student will also be subject to further disciplinary action in accordance with the Student Code of Conduct.

Subject to Monitoring

- Any device is subject to examination if there is reason to believe that school rules or guidelines have been violated.
- Students shall have no expectation of privacy when using a device at or during school.
- SHS computer/network/Internet usage shall not be considered confidential and is subject to monitoring by staff at any time to ensure appropriate use.
- Students should not use their school assigned email address and office 365 storage to send, receive, or store any information, including email messages, which they consider personal or confidential. SHS reserves the right to access, review, copy, modify, delete, or disclose such files for any purpose.

Consequences of Agreement Violation

- Any violation of this BYOD Agreement or the guidelines may result in revocation of the student’s access to the computer/network/Internet, regardless of the success or failure of the attempt.
- In addition, school disciplinary and/or appropriate legal action may be taken.

Student Network Guidelines

These guidelines apply to both school-provided computers and personal devices brought on campus.

Personal Safety

1. I will not post personal contact information about myself or other people without the permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address, or telephone number.
2. I will not agree to meet with someone I have met online without my parent's approval.
3. I will promptly disclose to my teacher or other school staff any message I receive that is inappropriate.

Illegal Activities

1. I will not attempt to gain unauthorized access to SHS network resources or to any other computer system to go beyond my authorized access for browsing or any other purpose. This includes attempting to log in through another person's account or access another person's files.
2. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
3. I will not alter hardware or software setups on any SHS computer resources.

Security

1. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account.
2. I will immediately notify a staff member if I have identified a possible security problem.
3. I will report suspicions of viruses, phishing, and spam and do my best to prevent their spread.

Inappropriate Language

1. I will not use inappropriate, threatening, or disrespectful language.
2. I will not engage in personal attacks, post false information, or harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop.
3. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments.

Respect for Privacy

1. I will not repost a message that was sent to me privately without permission of the person who sent me the message.
2. I will not post private information about another person.

Respecting Resource Limits

1. I will use the technology at school only for educational purposes.
2. I will not engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
3. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher.
4. I will not use stream sites such as (but not limited to) Netflix, YouTube, or Spotify unless I have been given direct authorization from a teacher or other staff member.
5. I understand that SHS staff may monitor and access any equipment connected to SHS network resources and my computer activity.

Plagiarism, AI Use, and Copyright Infringement

1. I will not plagiarize work that is not my own. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
2. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by copyright. If I am confused by copyright law, I will ask a teacher to answer my questions.
3. I will not submit AI produced work for any school activities or assignments and present it as my own.

4. If I have explicit permission from my teacher to use an AI tool, I will include a disclaimer about the tool I used, how I used it, and a copy of the chat when I submit my work.
5. Using an AI tool without teacher permission or appropriate disclaimer to complete school assignments will be considered academic dishonesty and academic dishonesty consequences will apply.
6. There may be situations at school where a teacher will ask you to use age-appropriate AI tools to enhance your learning and to learn how these tools work.

Inappropriate Access to Material

1. I will not use SHS network resources to access or store material that is profane or obscene (e.g., pornography), that advocates illegal acts, that advocates violence or discrimination, or that is in any other way offensive, inappropriate or against the values of SHS.
2. I will not use the SHS Public Network to access any material that I would reasonably think my parents would find to be inappropriate.
3. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
4. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

If I have knowledge of someone else breaking these Network Guidelines, I will let an SHS staff member know.

Student and Parent/Guardian Agreement Form

I understand and will abide by the BYOD Agreement and the Student Network Guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary actions. Consequences may include:

1. Notice sent home to parents.
2. Loss of the device for a class period.
3. Loss of the device for the rest of the school day.
4. Meeting with parents.
5. Device blocked from the Wi-Fi network.

Printed Name of Student

Signature of Student

Date

I have reviewed and discussed this document with my child. My child understands the expectations and responsibilities associated with the proper care and handling of personal electronic devices while at school. My child is clear that the consequences of not upholding his/her responsibilities may result in disciplinary actions in accordance with the Student Code of Conduct. I further understand that any student-owned device brought to school is the responsibility of the student. SHS takes no responsibility to search for lost or stolen devices nor is there any financial responsibility by SHS for damaged, lost, or stolen personal computing devices.

**Printed Name of
Parent/Guardian**

Signature of Parent/Guardian

Date

There may be multiple computers that look the same in the classroom. To help teachers with identification, please clearly label your device. In addition, provide the following identifying information.

Type of device:

Serial number of device:

Identifying marks/labels on device:



Sacred Heart School Code of Conduct

STUDENT RESPONSIBILITIES:

It is each student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment and to not act in a way that deprives other students of their ability to learn.

Every Sacred Heart School student has the responsibility to:

1. Model Christian behavior in all interactions.
2. Report any acts of bullying, fighting or abuse toward students or school/parish property to his or her teacher, parent, and/or administration.
3. Obey all school rules and policies.
4. Show up on time and be prepared for class.
5. Behave in a respectful and friendly manner toward all other students, school and parish personnel, volunteers and visitors.
6. Respect all property including but not limited to books, desks, bathrooms, school and parish buildings, and playground equipment.
7. Never leave school grounds during regular hours without written permission from a parent/guardian and the principal/designee.
8. Encourage behavior in fellow students which upholds these standards.

School Safety, Harassment, Intimidation or Bullying

Sacred Heart School is committed to a safe and respectful educational environment for all students, employees, volunteers, and visitors, that is free from harassment, intimidation, or bullying.

According to Washington State Law, **Harassment, Intimidation, and Bullying in Washington is defined in this way:** "Harassment, intimidation, or bullying" means any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property or
- Has the effect of substantially interfering with a student's education or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or
- Has the effect of substantially disrupting the orderly operation of the school.

The student being harassed does not have to actually have the characteristics they are being harassed about, i.e. if a student is called a derogatory name, it is harassment whether or not the student actually possesses that trait.

Bullying – negative actions which are intentional, repeated, negative, show a lack of empathy, and a power imbalance.

Intimidation - implied or overt threats of physical violence.

Harassment - any malicious act, which causes harm to any person's physical or mental well-being.

Bullying, intimidation, or harassment is not allowed at Sacred Heart School. The staff of Sacred Heart School will investigate complaints of bullying, intimidation, or harassment. After investigation, students or adults who are determined by the school to have engaged in bullying, intimidation, or harassment face disciplinary action including detention, a behavioral contract, suspension, and/or expulsion. Students of Sacred Heart School are not allowed to use electronic communication or social media (including but not limited to phone calls, text messages, emails or social media posts) to harass, intimidate or bully other Sacred Heart School students and are also not allowed to post or transmit derogatory or defamatory statements about the school or parish, its employees, volunteers, students or parents. Students who do so may face disciplinary action if found to be engaging in such behavior. Not all negative actions are harassment, intimidation, or bullying. Most often it is simply rude, irresponsible, or unacceptable behavior that fails to meet the school's standard for Christian conduct. Such behavior is not allowed and will be dealt with through our counseling program and/or disciplinary action. Students who engage in negative behavior are also encouraged to take part in the Sacrament of Reconciliation as appropriate.

PARENT RESPONSIBILITIES:

The greatest influence on a child's attitude and behavior is his or her parents. Parents and school personnel must work together to form the moral character and faith lives of our students.

Each Sacred Heart School parent has the responsibility to:

1. Model Christian behavior in all interactions, especially the virtues of honesty, justice, mercy, and forgiveness.
2. Recognize that you as the parent have the primary role in your child's moral formation. The school exists to assist you in that important role.
3. Foster in your child a Christ-like concern for all classmates and support them in living out the Code of Conduct and following the school's rules.
4. Catholic parents should regularly attend weekly Mass and the Sacrament of Reconciliation with their children.
5. Read, understand, and uphold the rules and policies of the school and support and respect the authority and decisions of the school personnel.
6. Quickly report serious problems to your child's teacher or school administrators.
7. Be open and receptive to any parent who approaches you to resolve an issue between your child and theirs.
8. Avoid gossip and slander related to any person, especially any of the members of our school or parish community.

SCHOOL RESPONSIBILITIES:

Sacred Heart School is a Catholic community which provides an excellent academic education in an environment of faith and virtue for families of Sacred Heart Parish and the surrounding community. It is the role of the school to form our students educationally, spiritually, morally, and physically in partnership with their parents and Sacred Heart Parish.

Sacred Heart School has the responsibility to:

1. Model Christian behavior in all interactions, especially the virtues of honesty, justice, mercy, and forgiveness.
2. Foster in our students a Christ-like concern for all classmates and support them in living out the Code of Conduct and following the school's rules.
3. Provide regular opportunities for prayer, sacraments, and moral and spiritual formation throughout the school day and across the year.
4. Uphold and enforce the school's rules and regulations and provide disciplinary action and counseling support for students as needed.
5. Provide a safe, supportive educational environment where students have the ability to learn
6. Quickly report serious behavioral problems to a child's parents.
7. Be open and receptive to any parent who approaches us to resolve an issue between students or with any of the personnel of the school or parish, parents, or volunteers.
8. Maintain confidentiality of all personal information regarding students and their families.

SACRED HEART SCHOOL

Date of Adoption: 21 June 2006

NUTRITION, PHYSICAL FITNESS, AND WELLNESS POLICY

In order to promote the well-being of students and develop an understanding of the relationship of food and physical activity to good health, it is the policy of Sacred Heart School:

- Provide students access to nutritious food;
- Provide opportunities for physical activity; and
- Provide accurate information related to these topics.

Parents, students, staff, and administrators at Sacred Heart School were involved in the development and review of this policy prior to adoption by the School Commission.

Access to Nutritious Food

Along with the responsibility to offer healthy food products to students, Sacred Heart School recognizes the need for cafeteria operations to break even financially. In order to meet this requirement, the following policies apply to all food and beverages served or sold to students during school hours and during after-school programs. It does not apply to Parents' Club, parish or sporting events. School staff should encourage non-food alternatives as student rewards.

Cafeteria Operations

Sacred Heart School provides school lunch programs which meet the nutritional standards required by state and federal school breakfast and lunch programs as described in the Child Nutrition Act and the Richard B. Russell National School Lunch Act, including more servings of fruit and whole grains, a wider variety of vegetables, and low-fat milk.

Catering

Catered events during the school day that involve students shall include only food meeting the cafeteria standards and will not include carbonated beverages.

Classroom Celebrations

- Birthday Celebrations: Due to food safety issues, allergies and the rise of childhood obesity, teachers and parents are asked to celebrate birthdays with healthy snacks or non-food items and activities.
- Holiday Parties: Parents may bring in a few treats for students during a classroom celebration, i.e. Valentine's Day. Parents are asked to consult with the classroom teachers regarding any food allergies.

Opportunities for Physical Activity and Health Information

Sacred Heart School believes that all students in grades K-8 should have the opportunity to participate in a physical education and fitness curriculum based on the Washington State Essential Academic Learning Requirements (EALRS) and National Health Education Standards.

Elementary aged students shall participate in a regular activity-based physical education instructional program. Elementary school health education instruction shall include information on health, fitness and nutrition. Middle school students shall complete one semester of physical education instruction in 6th, 7th and 8th grades and

one semester of health education in middle school which includes information about the relationship of nutrition and exercise to good health. Intramural sports are available to middle school students. Individual students may be excused from participating in physical education in accordance with RCW 28A.230.040-050.

The school provides daily recess periods totaling approximately 20 minutes for all grade PK and 6-8 students, 35 minutes for 5th grade students, and approximately 55 minutes for all grade K-4 students. The CYO Sports Program is offered to all K-8 students and stresses a skill-building and fully-inclusive philosophy of participation.

Implementation of This Policy

It shall be the responsibility of the Sacred Heart School principal/designee to annually review the implementation of this policy to ensure that his or her school meets the requirements herein. It shall be the responsibility of the school administration to ensure that the food services operations of the Sacred Heart School meet the requirements of this policy. It shall also be the responsibility of the school administration to ensure that the physical education and health education curriculum of Sacred Heart School meets the requirements of this policy.

Reference: RCW 28A.230.040-050

Family Acknowledgement Page

One form per family

Our family has read and reviewed the Sacred Heart School Code of Conduct and Sacred Heart School Family Handbook found on the school's website.

We agree to support and abide by the Sacred Heart School Family Handbook and Code of Conduct.

Family Last Name: _____

Parent Signature: _____

Parent Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Please sign this form electronically on Powerschool by September 9, 2024.