SACRED HEART SCHOOL

Faith in Action

Parent/Student Handbook

2026 - 2027

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The Sacred Heart Parent/Student Handbook is designed to provide parents and students with important information regarding school policies, expectations, procedures, services, and operations. The policies and guidelines contained in this handbook are intended to support the mission of the school and promote a positive learning environment.

School policies and procedures are necessarily general in nature, and circumstances may arise that require changes, clarification, or exceptions. Therefore, the school administration reserves the right to modify, amend, interpret, or apply the policies and procedures outlined in this handbook as needed. Parents will be notified of any significant changes.

Families are encouraged to read this handbook carefully and retain it for reference throughout the school year.

For purposes of this handbook, the term "parent" includes a student's parent(s) and legal guardian(s).

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SACRED HEART SCHOOL
2026-2027 SCHOOL YEAR

AUGUST	18	Meet & Greet Day (8:45 am – 3:00 pm)
	19	First Full Day of School
SEPTEMBER	7	No School- Labor Day
	11	Ice Cream Social
	28	No School- WASC Preparation Day
OCTOBER	12	No School- Indigenous People Day
NOVEMBER	11	No School- Veteran's Day
	15	Fall Carnival
	20	First Trimester Ends
	23-27	No School- Thanksgiving Break
DECEMBER	8	Holy Day of Obligation Mass- Solemnity of the Immaculate Conception
	15	Preschool Christmas Program
	16	K- 5 Christmas Program
	17	Early Dismissal (11:50 am) (**No Extended Care**)
	18-1/1	No School- Christmas Break
JANUARY	4	School Resumes
	18	No School- Martin Luther King Jr. Day
	23	Family Fun Run/Pancake Breakfast
FEBRUARY	1-5	Catholic School's Week
	8	No School- Diocesan Inservice
	12	Father Daughter Dance
	15	No School- Presidents' Day
	26	Second Trimester Ends
	27	Gala
MARCH	6	JH Academic Decathlon
	19	Walk-A-Thon
	23	Passion Play
	25	Holy Thursday-Early Dismissal (11:50 am) (**No Extended Care**)
	26	No School- Good Friday
	29-4/2	No School- Easter Break
APRIL	26	No School- WASC Preparation Day
	30	Sacred Heart Country Fair
MAY	21	Field Day- Early Dismissal (11:50 am)
	28	Graduation- Early Dismissal (11:50 am)
	31	No School- Memorial Day
JUNE	4	Last Day of School

This calendar allows for 178 school days. Dates are subject to change.

I. INTRODUCTION

MISSION STATEMENT

At Sacred Heart School, Christ is the center of all we do. In partnership with our parish community and families, we are dedicated to nurturing students in the Catholic faith and sacramental life, while providing a foundation of strong moral values. We promote academic excellence, a lifelong love of learning, and a commitment to serving others.

PHILOSOPHY

We are a Catholic education community that partners with families and our parish to nurture students in faith, knowledge, and service. Rooted in the Gospel message and the teachings of the Catholic Church, we are committed to fostering the spiritual, moral, academic, social, physical, and emotional growth of every child.

Sacred Heart School welcomes and serves a diverse student body, embracing children from a variety of socioeconomic, ethnic, and cultural backgrounds. We strive to provide a safe, supportive, and faith-filled environment where each student is valued, respected, and encouraged to recognize their identity as a child of God, and the gifts they have been given. We believe that parents are the primary educators of their children and that the partnership between home, school, and parish is essential to a child's development.

We believe that Catholic education integrates faith with learning, encouraging students to develop a lifelong love of God and a lifelong love of learning. Through a rigorous academic program, students are challenged to think critically, communicate effectively, solve problems creatively, and grow intellectually while remaining grounded in Christian values. Inspired by the Sacred Heart of Jesus, we seek to form disciples who lead with integrity, serve with compassion, and use their gifts to make a positive difference in the Church and the world. Through faith formation, academic excellence, and opportunities for service, we prepare students to become responsible, faith-filled leaders who are committed to serving others and living the Gospel message throughout their lives.

SCHOOL WIDE LEARNING EXPECTATIONS

To lead a Gospel-centered and well-informed life, a graduate of Sacred Heart School demonstrates the knowledge, skills, and attitudes necessary to confidently declare:

I am a faith-filled person who
A) recognizes God’s presence in all creation
B) practices Catholic values through my words and actions
C) participates in the sacraments and serves in the community

I am a lifelong learner who
A. believes learning never ends and explores new ideas
B. works well on my own and with others
C. gives my best, even when learning is difficult

I am a loving person who
A) loves God, others, and self
B) accepts responsibility for my actions
C) responds to community needs with kindness

SACRED HEART SCHOOL HISTORY

Sacred Heart School opened its doors in 1984 at Deep Canyon Road and Fred Waring, welcoming its first class of Kindergarten and First Grade students. Originally constructed as a parish hall with three classrooms for religious education, the building became home to 21 young students.

By 1991, rising enrollment led to plans for a new campus. During the transition, a small staff taught combined Grades 1–6 in the original building, while Kindergarten met behind the old church. With strong parish support, the new facility opened in September 1993, welcoming 210 students with eight teachers serving Kindergarten through a combined 7th/8th grade class. The campus featured larger classrooms, a computer lab, library, offices, and improved faculty space.

Technology quickly became a hallmark of the school. By 1994–1995, the computer lab and library were fully operational through grants and Parents' Club support. The school was debt free by 1997, and enrollment grew to 291 by 1999, near its 310-student capacity.

In 2002, the Parish Hall was renovated into a four-classroom preschool for 70 students, and plans were launched to double the school's size. New junior high classrooms opened in 2003, followed by additional Kindergarten and First Grade classrooms in 2006, along with breakout rooms, a multipurpose room, a play field, and expanded parking. In 2009, four more classrooms and a second library were completed, and the Parish Hall/Gymnasium opened with a dining area and full-service kitchen. With double sections in each grade, enrollment grew to about 625 students from 475 families.

In 2018, a dedicated S.T.E.M. building was added for third through fifth graders, offering hands-on, project-based learning in robotics, coding, 3D printing, drone technology, and other standards-aligned STEM experiences. In addition, four additional classrooms were added to expand junior high space, provide a dedicated room for Spanish, and enhance grouping in Language Arts and Math. New spaces for counseling, resource services, and small-group instruction in Kindergarten through Fifth grade further strengthened support for every learner.

In 2023, the former computer lab was transformed into a SMART Lab for Kindergarten through Second grade, offering a hands-on, technology-rich environment where students develop creativity, critical thinking, and foundational STEM skills through engaging, age-appropriate learning experiences.

After years of dedication and commitment to excellence, Sacred Heart School applied for and was honored with the prestigious National Blue Ribbon School Award in 2006. Presented by U.S. Secretary of Education, this distinction is the highest recognition awarded annually to a select group of schools nationwide. Sacred Heart remains the only school within the Diocese of San Bernardino to receive this honor.

II. GOVERNANCE

Sacred Heart School is part of the Catholic school system of the Diocese of San Bernardino. This system includes twenty-four elementary schools and three high schools located throughout Riverside and San Bernardino counties. Sacred Heart School is fully accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

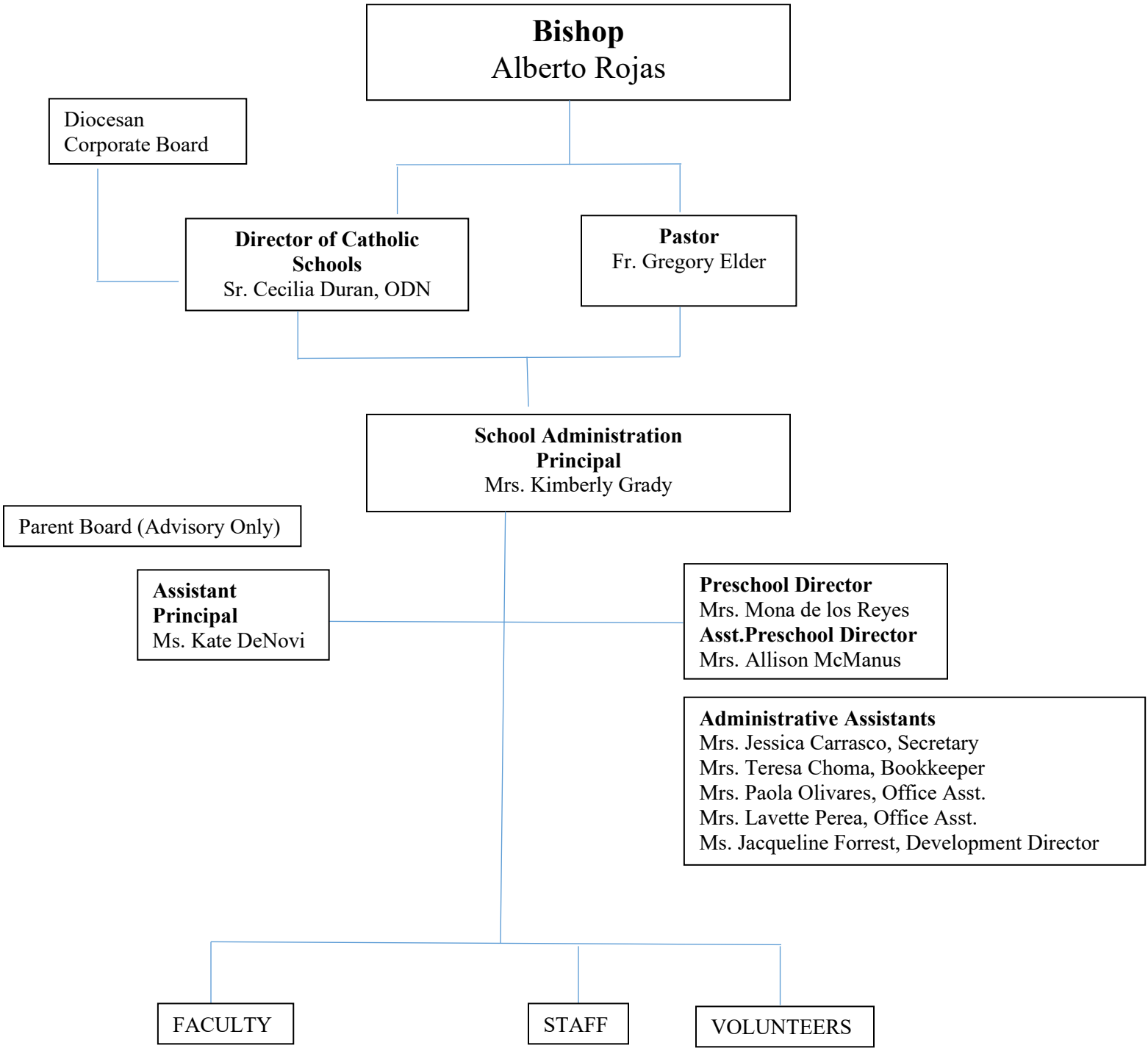
The Diocesan Office of Catholic Schools is located in San Bernardino, along with the Bishop of the Diocese of San Bernardino. Under the authority of the pastor of Sacred Heart Parish and the Office of Catholic Schools, the principal serves as the administrator of Sacred Heart School. The principal is responsible for fostering a Catholic community, supervising the instructional program, and overseeing the administration, operations, marketing, and public relations of the school.

The principal's leadership is guided by prayerful discernment and in consultation with the pastor and the Office of Catholic Schools. In addition to faculty and staff, the Sacred Heart Parent Board supports the mission of the school and promotes the involvement of the school community.

An organization chart illustrating the governance hierarchy is provided on the following page.

Diocesan School Organization Chart

SACRED HEART SCHOOL



SACRED HEART SCHOOL PARENT BOARD

The Sacred Heart School Parent Board serves in an advisory and ambassador capacity to support the mission, growth, and community life of Sacred Heart School. The Board exists to strengthen the school community, provide insight and feedback to school leadership, promote and advocate for the school, and support efforts related to enrollment and fundraising.

The Parent Board is advisory in nature and does not hold governing authority. Its focus includes providing strategic input on long-term goals and vision, supporting promotion and marketing efforts, encouraging enrollment growth, assisting with fundraising initiatives, and fostering strong community connections that benefit the school.

Members of the Parent Board are expected to actively support the mission and values of Sacred Heart School in all aspects of their service. This includes attending meetings, participating in discussions, following through on commitments, collaborating respectfully with fellow members and school leadership, and representing the school in a positive and professional manner. Board members are also expected to maintain confidentiality regarding all Board discussions and to address concerns directly and privately with school leadership when appropriate.

The Parent Board does not participate in personnel decisions, daily school operations, individual family financial matters, or curriculum and academic decisions, as these responsibilities rest with school administration.

The Board may form committees to support specific initiatives such as fundraising, marketing, and school events. Members are encouraged to participate actively in at least one area of focus, and regular meetings are held throughout the school year.

An effective Parent Board is representative of the school community, accountable, collaborative, mission-driven, and generous in sharing time, talent, and resources in support of Sacred Heart School.

III. ADMISSION

NON-DISCRIMINATION POLICY

Sacred Heart School adheres to the non-discrimination policies of the Diocese of San Bernardino and is committed to providing an educational environment that respects the dignity of every student.

The schools of the Diocese of San Bernardino admit students of any sex, race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally made available to students. The schools do not discriminate on the basis of sex, race, color, national, or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, athletic programs, or any other school-administered activities.

STUDENT ADMISSION

Sacred Heart School is committed to providing a Catholic education rooted in faith, academic excellence, and service. In accordance with diocesan policy, preference for admission is given to practicing Catholic families, particularly those who are active members of Sacred Heart Parish.

Admission to Sacred Heart School is contingent upon the willingness of students and parents/guardians to support the philosophy, mission, policies, and regulations of the school and the Diocese of San Bernardino.

When enrollment applications exceed available space, admission priority will be given in the following order:

1. Active Sacred Heart Parish families with children currently enrolled at Sacred Heart School, and children of Sacred Heart School faculty and staff.
2. Families relocating to the area who have demonstrated a commitment to Catholic education at their previous school.
3. Active Sacred Heart Parish families without children currently enrolled at Sacred Heart School.
4. Catholic families from other parishes with children currently enrolled at Sacred Heart School.
5. Catholic families from other parishes without children currently enrolled at Sacred Heart School.
6. Non-Catholic families with children currently enrolled at Sacred Heart School.
7. Non-Catholic families without children currently enrolled at Sacred Heart School.
   Admission decisions are made at the discretion of the school administration and are based on available space, the student's educational needs, and the family's commitment to supporting the mission and expectations of Sacred Heart School.

AGE REQUIREMENTS

To be eligible for enrollment in Kindergarten, a child must be five (5) years of age on or before September 1 of the school year for which enrollment is sought.
To be eligible for enrollment in First Grade, a child must be six (6) years of age on or before September 1 of the school year for which enrollment is sought.
Proof of age must be provided at the time of registration through an official birth certificate or other approved legal documentation.

NEW STUDENT ADMISSIONS

Kindergarten and First Grade Admission

Parents/guardians seeking admission for a child entering Kindergarten or First Grade must provide the following:

- Certified birth certificate
- Baptismal certificate (if applicable)
- Proof of compliance with California immunization requirements
- Completed health assessment and required medical forms
- Social Security number (if requested for school records)

Admission for Students in Grades 2–8

Parents/guardians seeking admission for students entering grades 2 through 8 must provide the following:

- Certified birth certificate
- Baptismal, First Reconciliation, and First Holy Communion certificates (if applicable)
- Transfer documentation from the previous school
- A copy of the student's most recent report card

The school will request cumulative records directly from the student's previous school.

Admission and Enrollment Procedures

Admission decisions are based on available space, review of academic and behavioral records, and the school's ability to meet the educational needs of the student. Additional assessments or meetings may be required as part of the admissions process.

All newly admitted students are considered to be in a probationary period during their first year of enrollment. Students whose academic performance, conduct, attendance, or cooperation with school policies does not meet the expectations of Sacred Heart School may be subject to conditional enrollment, non-renewal of enrollment, or withdrawal at the discretion of the administration.

Enrollment is considered complete only after all required documentation has been submitted and all registration and tuition obligations have been satisfied.

As part of the enrollment process, parents/guardians must acknowledge that they have read and agree to support the policies, procedures, regulations, and philosophy of Sacred Heart School and the Diocese of San Bernardino as outlined in the Parent/Student Handbook and enrollment agreement.

IMMUNIZATION REQUIREMENT

In accordance with California law, students must meet all state immunization requirements to attend school. Sacred Heart School is required to verify immunization records for all newly enrolled students in Kindergarten through Grade 8, as well as all students entering Grade 7.

Parents/guardians must provide an official immunization record showing the dates of all required vaccinations. Students who do not meet California immunization requirements may not be permitted to attend school until compliance is verified.

If a licensed physician determines that a required vaccine is medically contraindicated, parents must provide a written medical exemption that includes the reason for the exemption and its duration. Personal belief exemptions are no longer accepted under California law, except as permitted by applicable state regulations.

Current immunization requirements are established by the State of California and are subject to change. Families are encouraged to consult their healthcare provider or the California Department of Public Health for the most current requirements.

Required immunizations generally include:

Polio (OPV or IPV): 4 doses (3 doses are acceptable if at least one dose was administered on or after the 4th birthday)
Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT): 5 doses (4 doses are acceptable if at least one dose was administered on or after the 4th birthday)
Tdap (7th Grade Entry): 1 dose administered on or after the 7th birthday
Measles, Mumps, and Rubella (MMR): 2 doses (both doses must be administered on or after the 1st birthday)
Hepatitis B: 3 doses
Varicella (Chickenpox): 2 doses

Additional information regarding California school immunization requirements can be obtained from the California Department of Public Health or the school office.

CLASS SIZE
Sacred Heart School strives to maintain class sizes that support effective instruction and a positive learning environment. Current class size guidelines are as follows:

- **Kindergarten – Grade 2:** 25–30 students
- **Grades 3 – 5:** 28–32 students
- **Grades 6 – 8:** 32–36 students

Once a class reaches its maximum enrollment, additional applicants may be placed on a waiting list. Exceptions to these guidelines may be made at the discretion of the principal, in consultation with the pastor when appropriate, based on the needs of the school and the individual circumstances of the student.

REGISTRATION
Registration for the upcoming school year is held each spring. Current Sacred Heart School families are given priority registration before enrollment is opened to new applicants. Available openings are then offered to new students in accordance with the school's Admissions Policy and enrollment priorities. Once all available spaces have been filled, qualified applicants may be placed on a waiting list.

To secure enrollment for the upcoming school year, families must complete all required registration forms and pay all applicable registration and materials fees by the designated registration deadline. New students accepted after the spring registration period must submit all required forms and fees upon acceptance.

For returning students, all tuition and financial obligations for the current school year must be satisfied before enrollment for the following school year can be confirmed.

Registration and Materials Fees
Registration fees apply to all students and help offset administrative costs, diocesan assessments, standardized testing expenses, student insurance, and other registration-related expenses.
Materials fees apply to all students and are used to purchase textbooks, workbooks, classroom supplies, technology resources, and other instructional materials required for student learning.
All registration and materials fees are due at the time of registration and are non-refundable.

Withdrawal and Transfer
Students transferring from Sacred Heart School must have all tuition, fees, and other financial obligations paid in full before records can be released. Tuition is considered earned for the month in which the student withdraws or transfers. Any prepaid tuition beyond that month will be refunded in accordance with the school's tuition policies.

Background Check
All parents are required to have a background check prior to any involvement with school children. All new volunteers are required to do the Live Scan background check. Once clearance is received, usually within two to three days, they are allowed to volunteer on campus. As per Community Care Licensing, Preschool parents are also required to do a second Live Scan background check. (Check with office for local locations.)

IV. ACADEMICS

CURRICULUM

Sacred Heart School is committed to providing a well-rounded, faith-based education that promotes academic excellence, critical thinking, creativity, and personal growth. The curriculum follows the guidelines and standards established by the Diocese of San Bernardino and is designed to meet the spiritual, intellectual, social, emotional, and physical needs of each student.

The academic program includes instruction in the following areas:

- Religion
- Language Arts, including Reading, Literature, Grammar, Phonics, Spelling, and Handwriting
- Mathematics
- Social Studies
- Science
- Smart Lab (Grades K-2)
- STEM Lab (Grades 3-8)
- Art
- Music
- Physical Education
- Spanish

EVALUATION

Ongoing Assessment

Student evaluation is an ongoing process that includes both formal and informal methods such as classroom observations, assignments, projects, quizzes, tests, and teacher assessments. These tools are used to monitor student growth and guide instructional planning.

Standardized Testing

Students in grades 1–8 participate in Renaissance STAR assessments in Reading and Mathematics three times per year (once each trimester). Junior High students also take the PSAT each spring. Results from these assessments are used to measure academic progress, identify areas of strength and need, and inform classroom instruction.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled following the first progress report each year. Additional conferences may be arranged at any time during the school year at the request of a parent, teacher, or administrator to address academic, behavioral, or developmental concerns.

Student Support and Placement

Sacred Heart School is committed to supporting the success of each student. In situations where the school is unable to fully meet a student's academic, behavioral, social-emotional, or learning needs, the administration will work collaboratively with families to explore appropriate alternatives and assist in identifying an educational setting that can best support the student's success.

STUDENT RECORDS

Official student transcripts and records will be released only upon receipt of a written request from the student's receiving school.

Student records are not released directly to parents or students. However, parents/guardians may review their child's educational records upon request. At least one (1) school day's notice is appreciated to arrange access for review.

REPORT CARDS

Report cards are issued at the end of each trimester. They are distributed electronically and will be emailed to the parent/guardian's designated email address on file.

STUDENTS WITH LEARNING DISABILITIES

Sacred Heart School employs two resource teachers who provide support for students with identified learning needs. These services are designed to assist students who require additional academic support in order to access the curriculum and succeed in the classroom.

Eligibility and Application Process

Parents must complete an application for resource services following consultation with the classroom teacher and, when appropriate, the resource teacher. Current documentation of the student's learning need must be submitted with the application.

Acceptable documentation includes a full psycho-educational evaluation conducted by a qualified professional or a current Individualized Education Program (IEP). A physician's note alone does not meet documentation requirements for resource services. Evaluations should generally be current within the past three (3) years and include academic and cognitive testing, diagnostic information, and recommended accommodations.

Student Support Team Review

Eligibility for services and the level of support provided are determined by the Student Support Team, which may include the resource specialist, classroom teacher, administration, and other support personnel as needed. Services are provided based on professional recommendations and available school resources.

Philosophy of Support

Sacred Heart School recognizes that students have diverse academic, social, emotional, and behavioral needs. The school is committed to providing an inclusive learning environment through appropriate instruction, encouragement, and collaboration between school and home. Instructional approaches and supports are designed to meet students where they are and promote individual growth and success.

The use of approved accommodations does not affect a student's eligibility for academic honors, including Honor Roll recognition.

Classroom Supports and Accommodations

When a student is approved to use a classroom support item such as a fidget tool, the resource teacher and assistant principal must be notified. Students may only use school-approved fidgets. Items such as fidget spinners or fidget boxes are not permitted on campus.

STUDENT SCHOOL SUPPLIES

Students are responsible for providing most of their own consumable school supplies. A supply list is distributed prior to the start of each school year, and all items should be brought on the first day of school or as directed by the teacher.

Backpacks: Grades K–5

To ensure clear and accessible classroom walkways, all backpacks for students in Kindergarten through Grade 5 must be small enough to fit inside student cubbies. Rolling backpacks may be used only if they can be folded and stored within the cubby space.

Backpacks: Grades 6–8

Junior high students travel between classrooms and are expected to keep backpacks secured on the back of their chairs or on designated hooks. Rolling backpacks are not permitted at the junior high level unless an exception is approved due to a documented medical need.

Backpacks may be subject to search at any time in accordance with school policy.

HOMEWORK

Homework is an important part of the learning process. It helps students develop responsibility, strengthen study habits, and reinforce concepts taught in class. Students are expected to complete homework neatly, accurately, and on time.

Suggested Time Guidelines

Homework expectations vary by grade level and student ability. The following are general daily time guidelines:

- Kindergarten: 20–30 minutes
- Grades 1–2: 30–45 minutes
- Grades 3–4: 45–60 minutes
- Grade 5: 60–90 minutes
- Grades 6–8: 90–120 minutes

Homework Expectations

Homework is assigned regularly in all grades K–8. Parents who have questions or concerns regarding homework should arrange a conference with the teacher through the school office or by contacting the teacher directly. Dismissal time is not an appropriate time to discuss student progress or assignments.

Absences and Make-Up Work

Homework is not provided for single-day absences. Students are allowed one day per excused absence to complete and submit missed work upon returning to school. For extended absences due to illness, parents should contact the school office to coordinate support.

This policy does not apply to previously assigned projects or scheduled assessments, particularly in junior high. During extended absences, parents are responsible for communicating with teachers to ensure students remain current with instruction and learning expectations. Work requested in advance of an absence must be requested at least two (2) school days prior to the absence and is due on the first day the student returns.

Grade-Level Procedures

- Grades K–1: Homework is provided on a teacher-prepared sheet
- Grades 2–5: Students record assignments in their daily agendas
- Grades 6–8: Homework is posted in FACTS, and additional information regarding tests and projects is available through the Junior Test Board on the school website

Parents are encouraged to monitor the FACTS Family Portal regularly. The Student tab provides access to grades, assignments, and calendar information. Teachers update grades within five (5) school days of the assignment due date, and graded work is typically returned weekly.

PROMOTION / RETENTION / PLACEMENT

Promotion

Students are promoted to the next grade level upon successful completion of all academic requirements for their current grade. Promotion is based on demonstrated mastery of grade-level standards, including completion of classwork, homework, assessments, and other assigned learning tasks. Attendance alone does not guarantee promotion.

Retention

In cases where a student is not making sufficient academic progress, retention may be considered. Each situation is reviewed individually by the teacher and principal. Decisions regarding retention are based on the student's overall development, including academic, intellectual, emotional, social, and physical factors. The determining factor is always the best educational placement for the student.

Placement

In some cases, a student may be placed in the next grade level even if grade-level expectations have not been fully met. Decisions are made based on factors such as age, academic performance, learning needs, and social and emotional development.

STUDENT RECOGNITION AWARD REQUIREMENTS

Each trimester, students are recognized during the Schoolwide Learning Expectation (SLE) Award Ceremony. Classroom teachers select 1–2 students per class to receive each of the following SLE awards: Faith-Filled, Lifelong Learner, or Loving Person, based on how students exemplify these characteristics in their daily school life.

Principal's Award

The Principal's Award is presented to students who exemplify all of the Schoolwide Learning Expectations. Recipients are selected by teachers in recognition of consistent outstanding citizenship and a strong demonstration of Catholic values in their words and actions.

Sportsmanship Award

The Sportsmanship Award recognizes students who demonstrate strong sportsmanship, effort, and integrity. These students strive to imitate Christ by sharing their talents, including others, and contributing positively as both individuals and team members.

HONOR ROLL REQUIREMENTS (3-8 GRADE)

Sacred Heart School recognizes academic achievement through the Honor Roll program each trimester. Core academic subjects include Religion, Language Arts, Communications, Mathematics, Science, Social Studies, STEM, and Spanish (grades 6–8 only). Junior high students must also complete the required 9 service hours each trimester to be eligible for Honor Roll recognition. Eligibility is based on grade point average (GPA), conduct, and required service hours for junior high students.

Gold Leaf Honor Roll

- GPA of 3.9–4.0
- "A" in conduct
- 10 approved service hours per trimester (junior high only)

A Honor Roll

- GPA of 3.5–3.89
- "A" or "B" in conduct
- 9 approved service hours per trimester (junior high only)

B Honor Roll

- GPA of 3.0–3.49
- "A" or "B" in conduct
- 9 approved service hours per trimester (junior high only)

GRADING SCALE

Grades K-2

O	Outstanding (95-100)
VG	Very Good (90-94)
G	Good (80-89)
S	Satisfactory (70-79)
NI	Needs Improvement (0-69)

Grades 3-8

A	97-100	C+	81-83
A-	93-96	C	78-80
B+	90-92	C-	75-77
B	87-89	D	69-74
B-	84-86	F	Below 68

V. ATTENDANCE

State law requires students to attend school regularly. Unless excused, students are expected to be on campus from 8:00 a.m. to 3:00 p.m. Students may not leave campus at any time without parent/guardian permission and approval from the school office.

ABSENCES

It is the responsibility of parents/guardians to provide notification and a valid excuse for all absences due to illness, appointments, or other reasons.

Daily Attendance Notification

Parents must call the school office prior to 8:00 a.m. each day a student is absent to provide the reason for the absence. If the school does not receive a call, parents will be contacted.

Early Dismissals

Students leaving school early must be signed out through the school office by a parent/guardian or an authorized adult, must be 18 years of age or older.

Excessive Absences

Absences totaling more than 40 days in a school year may result in retention or a certificate of completion for eighth grade students, at the discretion of the administration.

Field Trip/Sporting Events Participation

Students who are absent on the day prior to a field trip or any school event due to illness, family travel, or other non-school related reasons may not be permitted to participate. This policy is in place to support student health and safety, as well as ensure students are present, prepared, and able to fully participate in school activities.

TARDY

Please note the following school rules and guidelines regarding tardiness and early arrival:

- Tardiness is a serious matter as it affects both the student who is late and the learning environment of the entire class. Students are expected to be in their classrooms and ready to begin the school day by 8:00 a.m. Students who are not in their classroom when the 8:00 a.m. bell rings must report to the school office to receive a tardy pass.

Excused Tardy: A late arrival due to a valid reason such as illness, medical appointments, unexpected major traffic delays, car trouble, or natural disasters.

Unexcused Tardy: A late arrival due to reasons such as oversleeping or circumstances within parental control. Students in grades K–8 who accumulate five or more tardies per trimester will be charged $5.00 for each additional tardy. The intent of this policy is to encourage punctuality and consistent attendance so students receive the full benefit of the instructional day.

MEDICAL / DENTAL APPOINTMENTS

Parents are asked to schedule medical, dental, and orthodontic appointments outside of school hours whenever possible. When appointments must be scheduled during the school day, parents are required to sign their child out through the school office prior to leaving campus.

A written note from a parent/guardian must be provided to the teacher on or before the day of the appointment. The note should include the time of dismissal and the reason for the absence.

VISITATION

All parents, volunteers, and visitors must sign in at the school office upon arrival and obtain a visitor badge before entering classrooms or school grounds for any reason (including field trip drivers, room parents, classroom volunteers, guest speakers, or special events). All volunteers must have current background clearance on file prior to participating in classroom activities or volunteering on campus.

While on campus, cell phones must be placed on silent mode and may not be used during volunteer activities in classrooms.

As role models for students, parents and visitors are expected to adhere to the school's dress code standards when on campus or attending school events. Clothing should be modest and appropriate in accordance with Diocese of San Bernardino guidelines.

Younger siblings may not be left unattended while parents are volunteering or present on campus.

Class Interruptions and Communication

Instructional time should not be interrupted except in cases of emergency. Parents are asked to bring forgotten items, lunches, or messages to the school office. Messages for students will be delivered during appropriate break times such as recess or lunch.

All communication should be directed through the school office or appropriate staff members.

VI. COMMUNICATION

CONFIDENTIALITY

Parents may expect that school officials will communicate necessary information regarding the health, safety, and well-being of their children. Faculty and staff will maintain the confidentiality of information shared with them, except in situations where a student's life, health, or safety—or the life, health, or safety of others—may be at risk.

In cases where a student indicates intent to harm themselves or others, staff are required to report this information to appropriate school and/or safety personnel, even if confidentiality has been discussed. Parents/guardians will be notified promptly when concerns arise that affect a student's safety or well-being.

APPOINTMENTS

Sacred Heart School values open communication between parents and teachers and encourages ongoing partnership in supporting each child's education. Questions or concerns regarding a student should first be directed to the child's teacher so that issues can be addressed promptly and effectively.

Teachers are available for brief conversations between 7:30–7:45 a.m. and 3:15–3:30 p.m. For more in-depth discussions, parents are asked to schedule a formal appointment in advance to allow adequate time for a productive conference.

For student safety and supervision, teachers are not available to meet with parents during dismissal.

Teachers may also be contacted via email. Parents are asked to reserve email communication for important matters and allow up to 24 hours for a response during school days.

Chain of Communication

When concerns arise, parents are asked to follow the appropriate chain of communication:

1. Classroom Teacher
2. Assistant Principal (if needed)
3. Principal (if the concern remains unresolved)

Parent/Principal Appointments

Parents are asked to contact the school office to schedule appointments with the principal. Appointments are arranged around the principal's responsibilities, including student supervision, classroom observations, meetings, and administrative duties.

ROOM PARENTS

The Room Parent Program is designed to support the classroom teacher and serve as a liaison between the teacher, school, and parents. Responsibilities may vary by grade level and teacher needs but may include assisting with classroom activities, organizing class celebrations and supporting other classroom and school events.

WEEKLY NEWSLETTER

Sacred Heart School communicates with families primarily through our weekly digital newsletter. The newsletter is emailed each Thursday afternoon to the email addresses provided during registration and serves as an important source of information for parents. To ensure you receive all school communications, please notify the school office promptly of any changes to your email address or contact information.

The weekly newsletter contains school news, upcoming events, calendar reminders, academic information, volunteer opportunities, fundraising updates, and other important announcements.
Parents are responsible for reading the newsletter each week and staying informed about school activities and deadlines.

TELEPHONE

Student Cell Phone Policy

Cell phones are strongly discouraged and should preferably be left at home. However, if a student chooses to bring a cell phone to school, it must be turned off upon arrival to campus and remain off for the entire school day. Cell phones may only be turned back on once students are in their vehicles at the end of the school day. No student may use a cell phone on campus at any time unless explicit permission is granted by a teacher or administrator.

Junior high students who bring a cell phone must place it in the designated classroom cell phone holder each morning. Any violation of this policy will result in the phone being confiscated and held in the school office, where it must be picked up by a parent. A second violation will result in the student no longer being permitted to bring a cell phone to school.

Apple Watches and similar wearable devices may be worn if they comply with the school uniform colors and are used solely for telling time. These devices must be placed in “school mode” during the school day and may not be used for communication or other functions. Any misuse will result in the device being required to be removed and either left in the office or at home.

Parents may not text students during the school day. If a message needs to be delivered, parents must contact the front office, and the message will be relayed through school personnel.

VII. SCHOOL PROPERTY

Sacred Heart School strives to provide a learning environment that fosters academic excellence, personal responsibility, and respect for others. Students are expected to demonstrate Christian behavior, show respect for fellow students and school personnel, and care for all school property and resources.

Textbooks and Library Materials
Textbooks and other instructional materials are the property of the school and must be treated with care. Textbooks are to be kept covered at all times. Lost, damaged, or excessively worn books must be reported promptly and may be subject to replacement costs. Families are responsible for the cost of replacing any lost or damaged materials.

iPads (Grades K–5)
iPads are used regularly in classrooms to support instruction and learning. Students are taught the proper use and care of these devices and are expected to handle them responsibly at all times. Any damage resulting from misuse, negligence, or carelessness may result in the family being charged for the repair or replacement cost of the device.

Chromebooks (Junior High)
Junior high students are issued a Chromebook for daily classroom use and are responsible for its proper care and use. Chromebooks must be returned as directed each day. Any damage resulting from misuse, negligence, or carelessness may result in the family being charged for the repair or replacement cost of the device.

All students who use school-issued technology and their parents/guardians are required to sign the school's Technology Acceptable Use Agreement.

School Facilities and Equipment
School buildings, grounds, furnishings, and equipment are to be treated with the utmost respect. Students are expected to take pride in maintaining the campus and caring for school property. Any damage caused through carelessness, misuse, or intentional actions may result in the responsible student being required to repair or replace the damaged property.

Food, Drinks, and Gum
To help maintain a clean, safe, and orderly learning environment, food and beverages are permitted only in designated areas or as authorized by the classroom teacher. Gum is not permitted on campus at any time.

STUDENT DEVICE EXPECTATIONS
Student use of school-issued iPads and Chromebooks is governed by the school's *Technology Acceptable Use Policy*. Internet access is filtered and monitored through the school's content-filtering systems, and all school rules and expectations apply when using technology devices.
All applications, files, documents, communications, and activity conducted on school-issued devices are the property of Sacred Heart School and may be reviewed or monitored by school personnel at any time.

Student Responsibilities
Students are expected to use school-issued devices responsibly and in accordance with school guidelines. Students may not:

- Modify or alter the device, settings, or software in any way unless directed by school personnel.
- Exchange devices with another student unless specifically instructed to do so by a teacher or administrator.
- Allow another student to retain, use, or remove a device assigned to them.
- Apply stickers, markings, decorations, or other permanent modifications to the device or its protective cover.
- Remove the protective case or cover provided by the school.
- Remove the device from campus without authorization.
- Synchronize the device with a personal computer or other non-school device.
- Delete browsing history, disable monitoring features, set unauthorized passwords, or alter security settings.
- Disable applications, content filters, or management software installed by the school.
- Log in using any account other than the school-issued account assigned to them.
- Use any web browser other than the browser approved by the school.
- Take photographs, videos, or recordings unless directed by a teacher as part of a classroom assignment.
- Connect to any wireless network other than the school's approved network.
- Use the device for non-educational purposes during the school day.

Students are responsible for the device assigned to them and will be held accountable for its condition and proper use.

Damage and Misuse
Failure to comply with these guidelines may result in disciplinary consequences in accordance with the school's Technology Acceptable Use Policy and Student Discipline Code.
Families are financially responsible for the repair or replacement of devices that are damaged through misuse, negligence, or intentional actions.

Applications and Software
Sacred Heart School selects and installs educational applications and software that support classroom instruction. Additional applications may be added, updated, or removed throughout the school year as educational needs change.

Students may not download, install, remove, or modify applications on school-issued devices. Requests for new educational applications should be submitted through the classroom teacher or according to procedures established by the school.

Reporting Technical Issues
Any malfunction, damage, or technical issue involving a school-issued iPad or Chromebook must be reported to the school office or administration as soon as possible so that it can be addressed promptly. Device updates, configurations, and synchronization are managed by the school to ensure consistency across all devices and to maximize their educational effectiveness.

Students are responsible for the care and condition of the device assigned to them. Each device is assigned to an individual student, any damage to the device is the responsibility of that student, regardless of who may have been in possession of it at the time the damage occurred.

Damage to an iPad or Chromebook screen will result in the family being responsible for repair or replacement costs. Screen replacement costs generally begin at $250 but may be higher depending on the extent of the damage and repair requirements.

All junior high students are required to have a protective sleeve or carrying case for their Chromebook. Hard cases that attach directly to the Chromebook are not permitted. Students who do not have an appropriate protective sleeve or case may not be issued a Chromebook for daily use. Chromebooks are an essential instructional tool, students are expected to bring their protective case to school each day.

Families are encouraged to retain purchase receipts for Chromebook sleeves or cases to facilitate exchanges if necessary and to ensure proper fit and protection.

Internet Acceptable Use Agreement/Image Permission

Students are required to complete basic technology and internet usage training provided by their classroom teacher, STEM teacher, SMART Lab teacher, or other designated school personnel before being granted access to school technology resources.
Access to the internet is provided to support educational goals and classroom instruction. Internet use must be directly related to school assignments, research, or other teacher-approved activities. The school reserves the right to limit or restrict access as necessary.

Students using school technology resources must adhere to the following expectations:

- Use technology resources only for educational purposes and teacher-directed activities.
- Respect all copyright laws and intellectual property rights. Copying, downloading, sharing, or distributing copyrighted material without permission is prohibited and may violate federal law.
- Refrain from using any electronic communication tools, online platforms, or internet resources to harass, threaten, offend, or disrupt others.
- Use only school-authorized accounts and login credentials. Student Google accounts are provided for access to Google Workspace and approved educational resources. Student email functionality may be restricted or disabled.
- Never attempt to bypass security settings, access restricted resources, guess passwords, or gain unauthorized access to any system, account, or network.
- Not use school technology resources for personal financial gain, commercial activities, or business purposes.
- Not move, repair, modify, reconfigure, or attach unauthorized external devices to school equipment. Wireless mice and other school-approved accessories may be permitted.
- Understand that all activity conducted on school devices and networks may be monitored, reviewed, and recorded by authorized school personnel.

The school reserves the right to establish additional technology rules, restrictions, and procedures as needed. Failure to comply with these guidelines may result in disciplinary action, loss of technology privileges, and/or financial responsibility for damages, as outlined in the school's Technology Acceptable Use Policy and Student Discipline Code.

Prohibited Technology Use
Violations of the following rules, including but not limited to those listed below, may result in disciplinary action, loss of technology privileges, financial responsibility for damages, and/or other consequences as determined by school administration.

Students may not:

1. Share or post personal information about themselves or others, including addresses, phone numbers, email addresses, photographs, school information, or other identifying details.
2. Access, view, download, create, or distribute material that is profane, obscene, inappropriate, discriminatory, promotes violence, or advocates illegal activities.
3. Plagiarize information, images, or work obtained from the internet or any other source. Students must properly cite and give credit for the work and ideas of others.
4. Use obscene, profane, vulgar, threatening, harassing, or disrespectful language in any digital communication or online activity.
5. Knowingly create, post, transmit, or share false or misleading information about individuals, groups, or organizations.
6. Attempt to disrupt, damage, alter, or gain unauthorized access to computer systems, networks, accounts, software, or data. This includes introducing malware, viruses, or other harmful programs.
7. Download, copy, distribute, or use copyrighted software, media, or other materials without proper authorization.
8. Use school-issued devices to take photographs, videos, or recordings that are unrelated to a classroom assignment or teacher-directed activity.
9. Use school technology resources to communicate with other students through unauthorized messaging platforms, email services, chat applications, or social networking sites.
10. Access or attempt to access social media platforms, including but not limited to Facebook, Instagram, Snapchat, TikTok, X (formerly Twitter), Pinterest, Discord, Google Chat, or similar services.
11. Use school technology resources in any manner that violates school policies, disrupts the educational environment, or compromises the safety and well-being of others.

Sacred Heart School reserves the right to amend, modify, or update this policy at any time as technology and educational needs evolve.

VIII. DISCIPLINE

At Sacred Heart School, discipline is viewed as an important part of a student's moral, spiritual, and personal growth. Discipline is most effective when there is a cooperative partnership between home and school.

The purpose of discipline is to help students develop self-discipline, personal responsibility, and respect for others. When correction is necessary, it is administered with both love and firmness, helping students understand that while inappropriate behavior is unacceptable, each individual is valued and loved as a child of God.

PARENT RESPONSIBILITIES

Parents are the primary educators of their children and are essential partners in fostering the values and mission of Catholic education. Parents are encouraged to support Christian behavior by:

- Encouraging regular family prayer and maintaining a wholesome, faith-centered home environment.
- Fostering in their children a Christ-like respect and concern for all members of the school community.
- Helping their children develop responsibility, integrity, and respect for their own belongings and the property of others.
- Modeling and encouraging respectful communication and behavior toward students, faculty, staff, and families.
- Supporting school policies and partnering with teachers and administrators to promote student success.
- Reinforcing the values of faith, service, and stewardship taught at Sacred Heart School.

Through a strong partnership between home, school, and parish, we work together to help students grow spiritually, academically, socially, and emotionally.

STUDENT BEHAVIOR AND RESPONSIBILITIES

Students are expected to conduct themselves in a manner that reflects the values and teachings of Sacred Heart School. Respect for self, others, and school property is expected at all times.

Students are required to be in complete school uniform each day and to follow all standards outlined in the Uniform Policy, including expectations regarding hair, makeup, jewelry, and accessories.

DISCIPLINE FORMS AND FOLLOW-UP PROCEDURES

Sacred Heart School uses Discipline Forms to document student infractions and to maintain clear communication between home and school. These forms support student accountability and provide an opportunity for reflection and correction.

Each Discipline Form is sent home for parent review and signature. When a student receives three (3) Discipline Forms, a parent conference will be scheduled with the teacher and/or school administration to discuss concerns and develop a plan for improvement.

Continued or repeated infractions may result in additional interventions or disciplinary action, including but not limited to:

- Loss of privileges (recess, special activities, field trips, or extracurricular participation)
- Detention during recess and/or lunch
- Behavioral contracts
- Required parent meetings
- In-school suspension
- Out-of-school suspension

The nature and severity of the disciplinary action will be determined by the Principal based on the student's age, the frequency of the behavior, the seriousness of the offense, and the student's willingness to correct the behavior.

JUNIOR HIGH DETENTION POLICY

In junior high, students who fall below a 2.0 GPA will serve academic detention during recess and lunch in order to catch up on school work to improve their grade.

Students who fall below an 80% or 4 behavior marks in one week in their conduct grade will serve behavioral detention for a week (Monday through Friday). Conduct grades are evaluated weekly.

The school administration has the right to determine individual requirements for both academic and behavioral detention.

DISCIPLINE POLICY

To maintain a safe, respectful, and Christ-centered learning environment, the following behaviors may result in disciplinary action, including detention, suspension, probation, or expulsion, depending on the severity, frequency, and circumstances of the offense.

Major disciplinary offenses include, but are not limited to:

A. Disrespect, insubordination, or inappropriate conduct toward teachers, staff members, aides, volunteers, or other adults acting in an official school capacity.
B. Refusal to comply with reasonable requests, directions, or school policies.
C. Leaving campus or a supervised school activity without authorization.
D. Habitual tardiness, class cutting, truancy, or excessive absenteeism.
E. Fighting, physical aggression, or behavior that provokes or threatens violence.
F. Physical harm or attempted harm to another person, including hitting, punching, kicking, pushing, or similar actions.
G. Defacing, vandalizing, or destroying school, church, or personal property. Parents/guardians may be held financially responsible for repair or replacement costs.
H. Academic dishonesty, including cheating, plagiarism, forgery, theft, or unauthorized use of another person’s work or artificial intelligence tools.
I. Use of vulgar, profane, obscene, or inappropriate language, gestures, images, or materials, including pornography.

J. Possession, use, or distribution of weapons, weapon replicas, dangerous objects, fireworks, laser devices, or any item that could reasonably cause harm or intimidation.
K. Possession, use, distribution, or being under the influence of tobacco, nicotine products, alcohol, narcotics, controlled substances, or drug paraphernalia.
L. Harassment, discrimination, intimidation, hazing, bullying, cyberbullying, or threatening behavior of any kind, including conduct based on race, ethnicity, religion, sex, disability, or any other protected characteristic.
M. Conduct that is detrimental to the physical, emotional, moral, spiritual, or educational well-being of others, including poor sportsmanship and behavior that demeans, humiliates, or intimidates another person.
N. Unauthorized selling, trading, or distribution of goods or services for personal profit on campus.
O. Repeated or habitual violations of school rules and policies.
P. Any behavior that disrupts the learning environment or compromises the safety and welfare of the school community.

THREATS OF VIOLENCE

Sacred Heart School maintains a zero-tolerance policy regarding threats of violence. Any statement, action, writing, drawing, electronic communication, or other behavior that suggests an intent to harm oneself or others will be taken seriously and investigated immediately.

Any student, parent, volunteer, or staff member who becomes aware of a threat or potential threat must report the information immediately to the Principal or designated school administrator.

When a threat of violence is reported or discovered, the school may:

- Notify law enforcement and diocesan officials as appropriate.
- Remove the student from the classroom or school setting pending investigation.
- Require a comprehensive mental health risk assessment conducted by a licensed mental health professional at the family's expense.
- Require written recommendations and clearance from the evaluating professional prior to consideration for readmission.
- Consult with the Pastor, Office of Catholic Schools, legal counsel, mental health professionals, and other appropriate parties regarding student placement and safety planning.

A student who has made a credible threat may be suspended, placed on behavioral probation, required to participate in counseling, or expelled, depending on the circumstances and recommendations of the evaluation team.

The Principal, in consultation with the Pastor and the Office of Catholic Schools, reserves the right to determine whether readmission is appropriate based on the safety and welfare of the school community.

All records related to mental health evaluations and threat assessments shall be maintained separately and confidentially in accordance with applicable laws and diocesan policies. The school reserves the right to update and implement threat assessment procedures as directed by the Diocese of San Bernardino and applicable legal requirements.

HARASSMENT
The Diocese of San Bernardino and Sacred Heart School affirm the God-given dignity of every student. Harassment, bullying, intimidation, or discrimination of any kind is contrary to our Catholic values and will not be tolerated.

Harassment includes conduct that is severe, pervasive, or deliberate and creates a hostile, offensive, or intimidating environment. Bullying or harassment may be based on a person's race, color, national origin, sex, disability, or other personal characteristics, or may simply result from unkind or hurtful behavior toward another individual.

Sacred Heart School is committed to providing a safe, respectful, and Christ-centered learning environment in which all students are treated with dignity and respect. Any bullying, harassment, intimidation, or behavior that causes harm to an individual or brings scandal to the school community may result in disciplinary action. Sacred Heart School operates under diocesan policies and Catholic teachings, which may differ from the regulations governing public schools.

BULLYING
Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time. When a group of students come together and become a negative voice and/or their actions reveal a unified deviant behavior, this will be interpreted as gang behavior. A child who is being bullied has a hard time defending himself or herself. Bullying can take many forms:

Physical Bullying:	Hitting, punching, pushing, tripping, or blocking movements
Verbal Bullying:	Teasing, name calling, or threat of retaliation
Nonverbal (Emotional) Bullying:	Intimidation using gestures or social exclusion
Cyberbullying:	Sending insults or threats by e-mail, cell phone, picture phone, or other electronic media; use of internet, cell phone, or another electronic device to intimidate, threaten, or harass

SEXUAL HARASSMENT
Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

Verbal Harassment:	Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets
Written Harassment:	Suggestive or obscene letters, notes, or invitations
Physical Harassment:	Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement
Visual Harassment:	Leering, gesture, display of sexually suggestive objects or pictures, cartoons, or posters

SUSPENSION

Suspension is the temporary removal of a student from regular school activities due to serious or repeated violations of school rules and expectations. Behaviors outlined in the Discipline Policy may result in suspension. Students who receive multiple suspensions during a school year may be subject to expulsion.

Depending on the circumstances, suspension may take one of the following forms:

1. **Activity Suspension**
   A student may be permitted to attend classes but lose the privilege of participating in certain school activities, events, athletics, field trips, or extracurricular programs for a designated period of time.
2. **In-School Suspension**
   At the discretion of the Principal, a student may be assigned an in-school suspension. Students serving an in-school suspension will report to a designated location, complete assigned coursework, and remain separated from their classmates during the school day. Students will receive full academic credit for work satisfactorily completed during an in-school suspension.
3. **Out-of-School Suspension**
   An out-of-school suspension requires a student to remain at home for the designated suspension period. Students are responsible for completing all assignments, assessments, and coursework missed during the suspension. Academic credit for missed work may be limited or denied; however, school administration reserves the right to determine whether credit will be awarded based on the circumstances of the suspension and the student's compliance with academic requirements.

EXPULSION

Expulsion is the permanent removal of a student from Sacred Heart School. The decision to expel a student rests with the Principal in consultation with the Pastor and in accordance with diocesan policy.

- Academic credit will be granted for work satisfactorily completed prior to the date of expulsion.
- In keeping with diocesan guidelines, expulsion of an eighth-grade student who has attended the school for three or more years will be considered only in exceptional circumstances.
- Expulsions or recommended transfers generally occur at the end of a trimester, semester, or school year unless the severity of the situation requires immediate action.

Sacred Heart School reserves the right to require the withdrawal of a student whose conduct, academic performance, or family partnership is determined to be inconsistent with the mission, philosophy, or best interests of the school.

STUDENT TRANSFER DUE TO FAMILY BEHAVIOR

A successful Catholic education depends upon a positive partnership between the school and the family. Parents are expected to support the mission, policies, procedures, and educational goals of Sacred Heart School and to work cooperatively with faculty, staff, and administration in the best interest of their child and the school community.

Ordinarily, a student will not be penalized for the actions of a parent or family member. However, in situations where a parent or guardian consistently undermines the school's ability to fulfill its mission or effectively serve students, the Principal may determine that continued enrollment is not in the best interest of the student or the school community.

Such situations may include, but are not limited to:

- Repeated failure to comply with school policies, procedures, or contractual obligations.
- Persistent lack of cooperation with teachers, staff, or administration.

- Disruptive, hostile, or disrespectful interactions with school personnel or members of the school community.
- Interference with school administration, discipline, or educational programs.
- Conduct that compromises the school's ability to maintain a safe, respectful, and faith-filled learning environment.

After reasonable efforts have been made to resolve concerns and restore a productive partnership, the Principal may recommend or require the withdrawal or transfer of a student. Prior to such action, parents will be notified of the concerns, provided an opportunity to meet with school administration, and appropriate documentation will be maintained.

The final decision regarding continued enrollment rests with the Principal in consultation with the Pastor and in accordance with diocesan policies.

IX. HEALTH

Sacred Heart School maintains a health room located within the school office. The health room is equipped with basic first aid supplies and rest beds for students who may need temporary care during the school day.

If a student has a medical condition such as diabetes, allergies, asthma, or any other health concern, it is essential that this information be communicated to both the school office and the classroom teacher each year. Up-to-date health information ensures that appropriate care and accommodations can be provided for the safety and well-being of the student.

EMERGENCY INFORMATION

The school is only able to provide basic first aid and emergency response and is not authorized to provide medical treatment to a sick or injured student.

To ensure proper care in the event of an emergency, parents are required to complete the emergency information section of the online registration each year. This information must be submitted and on file on or before the first day of school. It is the responsibility of parents to ensure that all emergency contact information remains current and is updated promptly whenever changes occur.

Required information includes current home and work phone numbers for parents/guardians, as well as at least two additional emergency contacts (other than parents/guardians) who may be reached if necessary. Completion and submission of this emergency information are mandatory. Accurate and up-to-date contact information is essential for the safety and well-being of each student.

ILLNESS OR INJURY

In accordance with diocesan policy, if a student becomes ill or injured during the school day, parents will be contacted. No student will be permitted to leave school before this contact has been made. If a parent or guardian cannot be reached, the emergency contacts listed on the student's Emergency Information will be contacted. In the event of a serious injury where parents cannot be reached immediately, the physician listed on the Emergency Information may also be contacted. In extreme emergencies, school personnel may contact paramedics or other emergency medical services as needed.

All injuries must be reported to the school office immediately. Students who become ill during the school day will be sent to the office, where they will be monitored by staff for a short period of time. A temperature may be taken, and parents will be contacted for further direction. If at any time staff members are uncertain about the student's condition, parents will be called for guidance.

INSURANCE

All students attending parochial schools in the Diocese of San Bernardino are covered under a student accident insurance policy provided by the insurance carrier selected by the Diocese. The cost of this insurance is included in the registration fee.

MEDICATION

School personnel are not permitted to administer any medication, including over-the-counter medications, without written permission from parents/guardians and written authorization, orders, and instructions from a licensed physician.

Parents/guardians must complete a Medication Authorization Form for each medication. A copy of this form is available in the school office. All medications must be provided in their original container and delivered directly to the school office by a parent or guardian. If a student requires any medication during school hours, including cough drops or lozenges, all of the above requirements must be met prior to administration.

MEDICAL RELEASE FOR CONTAGIOUS ILLNESSES

Students who contract a contagious illness or condition, including but not limited to chickenpox, measles, or head lice, must obtain a medical clearance verifying that they are fit to return to school. This documentation must be presented to the school secretary before the student will be permitted to return to the classroom.

In cases of head lice, students must be completely nit-free in order to return to school. Parents are responsible for ensuring this requirement is met prior to the student's return.

This policy is in place to protect the health and well-being of all students and staff and will be followed without exception.

PETS

For liability and health reasons, pets and other animals are not permitted on school grounds without prior approval from the principal. Any exception to this policy must be requested and approved in advance.

SCREENING

The school periodically schedules student health screening tests, which may include hearing, vision, and scoliosis. Parents will be notified in advance of all scheduled screening dates and will be given the opportunity to have their child participate. All screenings are voluntary and require a signed consent form provided by the school office. Parents who do not wish for their child to participate may decline in writing.

X. SAFETY AND WELFARE

CLOSED CAMPUS

Sacred Heart School maintains a closed campus for the safety and security of all students and staff. Each school day, all gates are closed and locked at 8:00 a.m. After this time, all visitors must enter through the main gate and ring the doorbell for access. The office will verify and grant entry as appropriate.

All visitors are required to sign in at the school office upon arrival and must wear a visitor badge at all times while on campus. Students are instructed that if they see any individual on campus without a visible badge, they should not engage with the person and must immediately report it to a staff member so that proper safety protocols can be followed.

Sacred Heart School Masses are closed to the public. Parents wishing to attend Mass must first check in at the school office to receive a visitor badge before entering the church.

All students must be signed out through the school office before being released to a parent or authorized adult. Students may only be released to individuals who are 18 years of age or older and listed as authorized contacts.

Students who walk to and from school must have written parental permission on file in the school office.

CUSTODY ISSUES

Families with custody agreements or court-ordered restrictions are responsible for providing the school with current and complete legal documentation. Copies of all relevant court orders must be on file in the school office so that the school can comply with the terms of the agreement.

Sacred Heart School is required to follow all valid court orders regarding custody, visitation, and student release. In the absence of current court documentation, the school will presume that both parents or legal guardians have equal rights regarding access to their child and may release the student to either parent or legal guardian. It is the responsibility of parents/guardians to provide updated court documents whenever changes occur.

DISASTER/EMERGENCY

Students and staff are regularly trained in fire drills, earthquake drills and lockdown drills to ensure preparedness in the event of an emergency or natural disaster. All students, staff, and volunteers are required to participate fully in all safety drills and evacuate the building in an orderly manner. In the event of an actual disaster during school hours, students will remain at school under staff supervision until they are released directly to a parent or authorized guardian.

Drills:

When the alarm sounds, an announcement will be made indicating, “THIS IS A DRILL AND IT IS SAFE TO LEAVE THE CLASSROOM.” Once announced, students will be directed by staff to the designated safe evacuation area, typically the school field.

Fire or Emergency in Immediate Area:
If an emergency occurs in a specific area requiring immediate evacuation, staff will activate the alarm and evacuate students without waiting for an announcement. The office will then verify the situation and provide instructions to the remaining school population. If no announcement is possible due to extenuating circumstances, staff will evacuate students cautiously while remaining alert to any potential threats, including the possibility of an armed intruder.

Campus Safety
Sacred Heart School has implemented multiple layers of safety and security measures to help protect our students, staff, and visitors. These measures include secured entry points, campus-wide security cameras, panic buttons in classrooms, safety locks on all classroom doors, and the presence of an armed security guard during the school day. In addition, all staff members receive ongoing safety and emergency response training, including age-appropriate lockdown procedures and regular emergency preparedness drills.

Emergency Management
In the event of an emergency, parents and volunteers who are on campus may be asked to report to the incident commander and assist as directed. In the event of a local, regional, or national emergency, Sacred Heart School will generally follow the guidance and directives of local public health, emergency management, and educational authorities regarding school operations and closures.

In the case of an earthquake, a minimum two-hour waiting period is recommended to allow emergency personnel time to assess local conditions, clear roadways, and inspect utilities such as gas and electrical lines before student release.

Each family is required to complete and maintain current emergency information through the online registration system each year. It is the responsibility of parents to ensure this information remains accurate and up to date.

DROP OFF AND PICK UP PROCEDURES
To ensure the safety of our students and the efficient flow of traffic, all families are expected to follow the school's drop-off and pick-up procedures.

MORNING DROP OFF
There are two options for morning drop-off:
Option 1: Drive-Through Drop-Off (Back Parking Lot)
The designated morning drive-through drop-off location is the back parking lot. School staff are present to supervise students and assist with safe and efficient arrival procedures.
Option 2: Park and Walk (Front Parking Lot)
The front parking lot near the school office is reserved for parents who wish to park and walk their children onto campus. This area is not designated for drive-through drop-off.

AFTERNOON PICK UP

Kindergarten and First Grade
Kindergarten and first-grade students are dismissed using the drive-through pick-up area located on McNellis Street at the end of the cul-de-sac. Parents who wish to walk up and pick up their child should park in the first rows of the back parking lot to avoid interfering with the Grades 2–5 dismissal traffic pattern.
Kindergarten and first-grade students are typically dismissed at approximately 2:50 p.m.

Grades 2–5

Grades 2–5 students are dismissed through the drive-through pick-up area located in the back parking lot behind the gym. Three pick-up lanes are available. Parents are asked to remain in their vehicles while staff members escort students to their cars. This procedure helps maintain traffic flow and ensures student safety.

Families with students in both Grades 2–5 and Junior High are encouraged to use the Junior High dismissal area and have their younger students report there for pick-up.

Junior High

Junior High students are dismissed from the area in front of the amphitheater, located between the gym and the church. Parents should enter one of the two designated drive-through lanes from Deep Canyon Drive. To ensure student safety and maintain traffic flow, parents are asked to remain in their vehicles while staff assist students to their cars. Students may not walk through active traffic lanes to reach a vehicle.
Please note that Junior High students do not arrive at the pick-up area until approximately 3:05 p.m.

Front Gate Pick-Up

Parents who prefer to walk up and pick up their child may do so at the front gate near the school office. Students will wait with assigned staff members until they are picked up.

Parking and Safety Reminders

- The fire lane in front of the school must remain clear at all times. Parking along any red curb is prohibited.
- Parents who need to visit the school office must park in a designated parking space before entering campus.
- For the safety of all students, vehicles must be turned off and keys removed whenever a driver exits the vehicle while on school property.

XI. STUDENT SERVICES

ALTAR SERVERS

Students at Sacred Heart School have the privilege of serving at the altar during Eucharistic celebrations (Mass) under the training and supervision of the Campus Minister. Beginning in third grade, students are eligible to serve at Daily Mass, which is celebrated at 7:30 a.m. This ministry provides students with a meaningful opportunity to participate more fully in the liturgical life of the Church and the school community.

MASS

Weekly Mass is attended by all Sacred Heart students each Wednesday morning at 8:30 a.m. Each class takes responsibility for preparing the liturgy and actively participating in at least one Mass during the school year. We encourage and welcome all families to attend school Masses as part of our faith community and shared worship experience.

All students must wear Mass Attire (dress uniform) on Wednesdays. Students who participate in Physical Education classes on Mass days may bring their PE uniform to change into during recess. Parents are expected to support the dress uniform policy by ensuring students arrive at school properly dressed for Mass.

USE OF SCHOOL GROUNDS

For safety and security purposes, Sacred Heart School grounds are not available for rental or use for personal parties or private events.
Any individual or organization seeking permission to use the school facilities must contact the parish church office to determine availability and obtain appropriate authorization for approved use.

USE OF STUDENTS PICTURES

Throughout the school year, local television stations and newspapers may request to cover events and activities taking place on campus. These opportunities help highlight school programs and share positive stories about our school community.

Each year, parents are asked to complete a media release waiver indicating whether they grant permission for their child's photograph or likeness to be used for publicity purposes. Parents have the right to decline permission for the use of their child's image in media or promotional materials.

EXTENDED CARE

The Extended Care Program is provided as a service to Sacred Heart School families. Extended Care is available each school day from 7:00 a.m. until 7:30 a.m., and again from 3:00 p.m. until 5:30 p.m.
Students must be picked up by 5:30 p.m. Late pick-up fees will be assessed at $5.00 per minute, per child for any student not picked up by the designated closing time.

FIELD TRIPS

Field trips of educational and cultural value are encouraged and are arranged by classroom teachers as an extension of the curriculum. Participation in field trips is considered a privilege, not a right.

A Field Trip Permission Slip must be completed and signed for each student for every field trip or school-sponsored activity. This form serves as parental authorization for participation and includes acknowledgment of release from liability. If a signed consent form is not received prior to the scheduled departure time, the student will not be permitted to attend the field trip and will remain at school. Telephone calls, emails, or faxed notes will not be accepted in place of a signed consent form.

For safety and liability reasons, only enrolled Sacred Heart School students may attend field trips. Siblings and other non-enrolled children are not permitted to accompany students on field trips.

Participation in field trips is part of the educational program; however, a student's eligibility may be restricted by the teacher, principal, or parent based on academic performance, behavior, or other school-related concerns. Students who do not participate in a field trip will remain at school and complete assigned work.

Chaperones and Drivers
All drivers and chaperones must complete and have on file the required clearances, including LiveScan fingerprinting, Safe Environment training, and a DMV driving record check prior to participation. All vehicles must provide a seatbelt for each occupant. Only approved and cleared adults may transport or supervise students on field trips. Parents who have not completed required clearances may not participate in field trip activities.

Student Expectations and Eligibility
Field trips and school activities such as dances, Field Day, and other extracurricular events are privileges. Students are expected to follow all school rules and demonstrate appropriate behavior at all times. Failure to do so may result in loss of participation in future field trips or activities.
Students may be denied participation in field trips or extracurricular activities if they have demonstrated behavioral concerns, excessive absences, or failure to comply with school expectations.

To participate in field trips or school activities, students must meet the following minimum requirements:

1. Maintain a minimum 2.0 GPA
2. Maintain a minimum conduct grade of 80%
3. Be present at school the entire day prior to the activity. Students absent on the day before a scheduled activity will not be permitted to participate.

Student eligibility will be determined based on academic and conduct grades as of 3:00 p.m. on the school day immediately preceding the scheduled event. Students who do not meet both requirements at that time will not be permitted to participate. The principal, in consultation with appropriate staff, makes the final determination regarding student eligibility for participation.

LUNCH
Students may bring a box or sack lunch from home or participate in the school hot lunch program. Hot lunch options are available for purchase daily. Soda and large quantities of candy are not permitted in lunches or snacks.
Students in Grades K–5 have the option of ordering a box lunch. Students in Grades 4–8 may also purchase items from an à la carte menu by bringing money to school.

Lunch Drop-Off and Delivery
Parents who bring forgotten lunches after the lunch period has begun must deliver them to the school office for student pick-up. Students are not permitted to retrieve lunches from the parking lot or exterior areas. The school discourages delivery of fast food lunches. In addition, outside food delivery services (including DoorDash, Uber Eats, and similar services) are not permitted.

If a student does not have a lunch, a lunch ticket will be provided and charged to the family account.

Hot Lunch Program
The Hot Lunch Program is prepared on campus by the kitchen manager and staff, with the assistance of parent volunteers. The program offers healthy, homemade meals and snacks served Monday through Friday.

Monthly lunch calendars and order forms are sent home in advance. Orders must be submitted by the published deadline; late orders will incur an additional charge of $0.50 per day. Students in Grades K–3 may bring up to $1 for ice cream on designated days.

Lunch Expectations and Behavior
The following expectations apply to all students during lunch:

- Students must go to lunch with their class at the assigned time and location.
- Students must remain seated at their lunch tables for at least 15 minutes to ensure adequate time to eat.
- Students may not be released to play until their eating area is clean.
- In Grades K–2, teachers or aides may dismiss students to play beginning at approximately 11:50 a.m. if they have finished eating and cleaned their area.

Lunch Schedule

- Grades K–2: 11:30 a.m. – 12:10 p.m.
- Grades 3–5: 11:50 a.m. – 12:30 p.m.
- Junior High: 12:15 p.m. – 12:45 p.m.

LIBRARY
All students have access to the school library at least once per week during scheduled class times. Students are responsible for the care of library materials and are expected to return all books by the assigned due date.

Sacred Heart School participates in the Accelerated Reading (AR) Program, which encourages students to read independently and complete comprehension quizzes based on the books they read. Students in Grades 2–5 are required to participate in the Accelerated Reading Program as part of their academic expectations.

INTRASCHOOL COMPETITION
All students are eligible to participate in and represent Sacred Heart School in a variety of extracurricular activities and academic competitions. Junior high students may participate in interscholastic sports, including basketball, football, volleyball, and soccer. A participation fee of $20 is required for each sport.
The Riverside Catholic Schools Track Meet is held annually and is open to students in Grades 1–8. This event provides an opportunity for students to compete with other Catholic schools in the region and earn recognition through trophies and ribbons. Students may also participate in school-wide academic events such as the Science Fair, Spelling Bee, and Academic Decathlon.

Eligibility Requirements
To participate in interschool competitions and extracurricular activities, students must maintain the following minimum standards:

- A cumulative GPA of 2.0 or higher
- A conduct grade of 80% or higher

Student eligibility will be reviewed at 3:00 p.m. on the school day immediately preceding each scheduled event or activity. The principal reserves the right to make the final determination regarding any student's eligibility at his or her discretion.

LOST AND FOUND
All personal belongings must be permanently labeled with the student's name and grade. This includes clothing, backpacks, lunch boxes, notebooks, and any other personal items brought to school.
The Lost and Found is located behind the school office. Unclaimed items that are not labeled with a student's name may be held for a limited time and, if not claimed, may be sold through the school's used uniform sales. School personnel are not responsible for lost or misplaced items.

PHYSICAL EDUCATION
Physical Education classes are held twice per week for approximately 45–50 minutes per session for all students. Students are required to wear their designated P.E. uniform on assigned P.E. days.

SCHOOL PICTURES
Student photographs are taken each fall and spring. There is no obligation to purchase these photos. Fall pictures are taken in Mass attire (please refer to the Uniform Policy). These photographs are used for the school yearbook and student cumulative files. Optional spring pictures are also offered and may be taken in non-uniform attire. These photos are available for purchase.

STUDENT COUNCIL
The purpose of the Student Council is to provide service to the school community, develop leadership skills, and encourage student involvement in all aspects of school life.
The Student Council meets regularly and plans activities for the student body under the supervision of a faculty moderator.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)
Eighth-grade students, if eligible, may be invited to apply for membership in the National Junior Honor Society (NJHS). Invitations are extended after the completion of three trimesters of seventh grade at Sacred Heart School.

Eligibility requirements include a cumulative GPA of 3.9 (or as determined by the advisory panel), completion of all service hour requirements, and an "A" in conduct for all three trimesters. Students must also demonstrate a high standard of character, citizenship, leadership, and service.

Participation in NJHS requires ongoing academic and behavioral excellence. Students may be placed on probation status if standards are not consistently maintained.
For additional information, families and students should contact the NJHS faculty advisor.

XII. TUITION

As a Catholic school, Sacred Heart School relies on tuition, fees, fundraising efforts, and the generous support of our families and community to provide a quality Catholic education. Parent involvement plays a vital role in supporting our students, strengthening our school community, and helping to keep tuition costs affordable. Detailed financial obligations, including tuition, fees, fundraising commitments, and volunteer requirements, are outlined in the annual Tuition Contract. A copy of the Tuition Contract is available on the school website, and families may request a copy of their signed contract from the school office at any time.

PARENT INVOLVEMENT PROGRAM

Each family is required to complete **20 volunteer hours per school year, unless you have chosen Option C for Tuition**. These volunteer opportunities help support school programs, events, and activities that directly benefit our students and community. For the safety of our students, all volunteers must have completed all diocesan Safe Environment requirements, including fingerprint clearance, background screening, and required training before volunteering on campus.

Volunteer Attendance and Cancellations

Families who sign up for volunteer assignments are expected to honor their commitments. Notification must be made directly to the Volunteer Coordinator so that alternative arrangements can be made.

Scheduled Volunteer Assignments

- If you are unable to fulfill a scheduled volunteer commitment, a minimum of 24 hours' notice must be provided to the Volunteer Coordinator whenever possible.

Illness or Emergency

- In the event of illness or an unforeseen emergency, families should provide as much notice as possible, preferably at least 4 hours prior to the scheduled volunteer time.

No-Shows and Late Cancellations

Volunteer positions are critical to school operations, missed commitments without proper notice impact students, staff, and fellow families.

- **First Occurrence:** A written reminder will be issued regarding the school's volunteer commitment policy.
- **Subsequent Occurrences:** A fee of **$125 per missed volunteer hour** will be charged to the family's account. For example, failure to fulfill a two-hour volunteer commitment may result in a charge of $250.

HOT LUNCH VOLUNTEER REQUIREMENT

Each family is required to serve two Hot Lunch volunteer shifts during the school year, even if they have already fulfilled their 20 parent involvement. Completion of these shifts fulfills 5 of the 20 required Parent Involvement Hours.

Families are responsible for fulfilling their assigned Hot Lunch commitments or securing an approved replacement. Failure to complete an assigned Hot Lunch shift will result in a **$250 fee per unfulfilled shift**. Parent volunteers play an essential role in helping keep both tuition costs and Hot Lunch program expenses affordable while supporting the mission and daily operations of Sacred Heart School.

XIII. UNIFORM POLICY

Students are best prepared for learning when they are properly dressed and well-groomed. Students are expected to maintain standards of cleanliness, neatness, and modesty in all aspects of their appearance. The school uniform promotes equality among students, reduces competition in dress, and fosters a sense of school identity and pride. Wearing the uniform is an important part of belonging to the Sacred Heart School community.Parents and students share the responsibility for ensuring that the uniform policy is followed consistently and appropriately.

Uniform Distributor:
Norman's Uniforms
371 W. 6th Street
San Pedro, CA 90731
Phone Orders: (310) 832-8342 Fax Orders: (310) 832-1410

Grades K-4

Boys: Mass attire – **Norman's Uniform** navy shorts/pants, white oxford shirt
(Optional navy tie sold through Norman's Uniform only)
Basic – **Norman's Uniform** navy shorts/pants, white or grey polo shirt
P.E. attire – **Norman's Uniform** gray SHS t-shirt, navy mesh shorts/sweatpants/track pants

Girls: Mass attire – **Norman's Uniform** white Peter Pan SHS blouse, plaid jumper
Basic – **Norman's Uniform** shorts/skorts/pants, white or grey polo shirt,
P.E. attire – **Norman's Uniform** gray SHS t-shirt, navy mesh shorts/sweatpants/track pants

Grade 5

Boys: Mass attire – **Norman's Uniform** navy shorts/pants, white oxford shirt
(Optional navy tie sold through Norman's Uniform only)
Basic – **Norman's Uniform** navy shorts/pants; and white or grey polo shirt
P.E. attire – **Norman's Uniform** gray SHS t-shirt, navy mesh shorts/sweatpants/track pants

Girls: Mass attire – **Norman's Uniform** white uniform oxford shirt, plaid skirt
(Optional plaid tie sold through Norman's Uniform only)
Basic – **Norman's Uniform** navy shorts/skorts/pants; and white or grey polo shirt
P.E. attire – **Norman's Uniform** gray SHS t-shirt, navy mesh shorts/sweatpants/track pants

Grades 6-8

Boys: Mass attire – **Norman's Uniform** navy shorts/pants, white oxford shirt
Basic – **Norman's Uniform** navy or khaki shorts/pants; and white, navy or grey polo shirt
P.E. attire – **Norman's Uniform** gray SHS t-shirt, black mesh shorts/sweatpants/track pants

Girls: Mass attire – **Norman's Uniform** white uniform oxford shirt, plaid skirt
Basic – **Norman's Uniform** navy or khaki shorts/skorts/pants; and white, navy or grey polo shirt
P.E. attire – **Norman's Uniform** gray SHS t-shirt, black mesh shorts/sweatpants/track pants

Uniform Shoes and Socks - Grades Preschool – 8th Grade

Boys and Girls:

- Socks must be worn at all times.
- Socks must be white, grey, or black
- All students must wear athletic shoes in white, grey, or black.
- Shoes must be properly secured with shoelaces (black, white, or grey), Velcro, or tight-fitting elastic.
- No buckle or slip-on shoes (ie: Vans) will be permitted.
- Girls may wear Mary Jane style shoes to Mass.

Haircut Policy - Grades Preschool through 8th Grade

Boys and Girls:

- Hair color must be natural in appearance at all times. Bleached or artificially lightened hair is not permitted.
- Fad hairstyles or haircuts are not allowed.
- Hair accessories such as feathers, glitter, tinsel, or hair extensions are not permitted.
- Boys' hair length must be cut above the ears, eyebrows, and shirt collar.
- No facial hair is allowed.
- Hair bows and accessories are limited to navy, black, grey, or white only.
- Exceptions related to cultural heritage or traditions may be considered at the discretion of the administration.

Uniform Guidelines

- Skirts and jumpers must be no shorter than 2 inches above the knee.
- Skorts and shorts must be no shorter than 3 inches above the knee.
- Shorts, skorts, and pants must fit appropriately and may not be tight-fitting. Undergarments should never be visible.
- Navy sweaters/cardigans are the only acceptable outerwear items permitted to be worn in Church.
- Only SHS outerwear items (sweatshirts, jackets, sweaters, etc.) may be worn.
- 8th Grade Privilege Sweatshirts are the only approved non-uniform outerwear items allowed.
- Any embroidered name must include only the student's name, fit within a 1-inch high by 3-inch-wide area, and be placed only on the back center top of the uniform item.
- All shirts and blouses must be tucked in, with the exception of P.E. shirts.
- In colder weather, long-sleeved undershirts may be worn if black or white. Tights or leggings are permitted if solid white, navy blue, black, or grey.
- No make-up, only clear blemish patches allowed
- No nail polish, acrylic nails, tattoos, or body art are allowed.
- Girls may wear only one post-style earring per ear. Hoops and additional piercings are not permitted. Rings and bracelets are not allowed.
- Boys may not have piercings of any kind. Nose rings, earrings, and other jewelry are not permitted, with the exception of a religious necklace.
- Colored watches may only be navy, black, white, or grey.

These guidelines will be strictly enforced. No exceptions will be made.

OPTIONAL (FREE) DRESS GUIDELINES:
On occasions when free dress is permitted, students are not required to wear their school uniform. Free dress days are a privilege and should reflect the same standards of modesty, respect, and appropriateness expected during regular school days.

Parents and students are expected to use good judgment when selecting attire. When there is uncertainty about whether an item is appropriate, families should consult the student's teacher or the Assistant Principal in advance.

The following guidelines apply:

A. Clothing must be neat, clean, and appropriate for a Catholic school environment.
B. Shorts must be modest and no shorter than three (3) inches above the knee. Tight-fitting or excessively loose shorts are not permitted.
C. Pants must be appropriately fitted; tight, baggy, or oversized pants are not permitted. Sweatpants and leggings are not allowed.
D. Jeans must be free of rips, tears, frays, or distressing.
E. Clothing must not include low necklines, halter tops, bare midriffs, spaghetti straps, tank tops, or miniskirts.
F. Shirts must be appropriate T-shirts or sweatshirts without offensive, inappropriate, or suggestive language or images.
G. Shoes must be closed-toe and suitable for safe participation in recess and physical education activities.

School expectations regarding makeup, jewelry, and accessories remain in effect on free dress days. The administration reserves the right to make the final determination regarding appropriate dress and personal appearance at any time.

SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK
The Principal and/or School reserves the right to amend, update, or clarify the contents of this handbook at any time for just cause. Families will be notified promptly of any significant changes or revisions.

2026-2027

Sacred Heart School Parent/Student Handbook Agreement:

I have received the Sacred Heart School Parent/Student Handbook. By signing this form, I acknowledge I have read the handbook and agree to follow the policies as stated.

_____	_____
Family Name	Date
_____	_____
Student Name Print	Student Name Signature
_____	_____
Mother/Guardian Print	Mother/Guardian Signature
_____	_____
Father/Guardian Print	Father/Guardian Signature

Please sign and return this form to your child's teacher by Friday, August 21, 2026.