



# Sacred Heart Catholic School

## Education with Heart!

*Archdiocese of Portland*

*431 South Ivy Street*

*Medford, OR 97501*

*(541) 772-4105 Fax (541) 732-0633*

[www.shcs.org](http://www.shcs.org)



## 2024-2025

# Student/Parent Handbook

<i>Office Hours</i>	<i>7:30 AM – 3:30 PM</i>
<i>Faculty Hours</i>	<i>7:30 AM – 3:30 PM</i>
<i>Building Access Hours</i>	<i>7:45 AM – 3:30 PM</i>
<i>After Care Hours</i>	<i>3:00 PM – 6:00 PM</i>
<i>After Care Hours on Early Dismissals</i>	<i>11:15 AM-6:00 PM</i>

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*RACIAL NON-DISCRIMINATION POLICY*

*In accordance with the Department of Catholic Schools Policies and Guidelines 2020 for admissions, this school admits students of any race, color, or racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate based on race, color, racial or ethnic origin, administration of its education policies, admission policies, scholarship or loan programs, and athletic and other school administered programs.*

*ASSURANCE OF PUBLICATION*

*This school will publish a racial non-discrimination Policy in the Parent-Student Handbook, parish bulletin, newsletter, brochure or advertisement, and will send a copy to the Department of Catholic Schools.*

## I. General Information

### Principal's Letter of Welcome

Dear SHCS Knights,

Welcome to Sacred Heart Catholic School and thank you for taking the time to read our 2025-2026 school handbook. It contains all the documentation, policies, and guidelines that our school community will be following throughout this school year.

Please carefully read through this document and the rest of the school handbook.

Thank you for entrusting us to not only educate your child\ren with academic excellence but also allowing us to further develop their relationship with our Lord and grow in their faith through our Catholic Identity.

Faithfully,

Curt D Shenk

Principal

*Train up a child in the way he should go; even when he is old, he will not depart from it.*  
**Proverbs 22:6**

### History of the School

In 1865, Fr. Francois X. Blanchet, pastor of St. Joseph's Church in Jacksonville and nephew of Oregon's first Archbishop, promoted the idea of starting a Catholic school for the children of the pioneering families. Fr. Blanchet sent word to the sisters of Holy Names of Jesus and Mary in Portland, inviting them to come and teach. The Sisters responded and in September of 1865, St. Mary's Academy was born.

Many of the pioneering families sent their children to St. Mary's Academy to be refined by the Sisters of Holy Names in music and the arts. This tradition is still evident in Sacred Heart Catholic School. The names of the initial families who sent their children to St. Mary's are etched upon our valley's streets, parks, lakes, neighborhoods, and towns. Some familiar names among the early students include Applegate, Buckley, Griffin, Ruch, McAndrews, Nunan, and Britt.

In 1908, the sisters moved the school to its present location on 12<sup>th</sup> and Holly Streets in Medford. The school was both a boarding and day school serving the needs of the families in Medford, Jacksonville, and neighboring towns. In 1949, Sacred Heart Parish purchased the school and began building the present facility on 11<sup>th</sup> and Ivy, which opened in 1951 as St. Mary's School for students in grades one through twelve.

During the 1950's, enrollment at St. Mary's grew exponentially, and in 1960 Sacred Heart Parish decided to split the high school and elementary school. In 1961, St. Mary's High School opened at its present

location on Black Oak Dr., and the elementary school at the Ivy Street location was renamed Sacred Heart Catholic School. Until the early 1980's, the Sisters of Holy Names continued to have a strong presence at Sacred Heart. In 1984, Sacred Heart hired their first lay principal, and only one sister remained.

On March 7, 1987, a fire destroyed Sacred Heart Catholic School. The community quickly mobilized and rebuilt the school. In September of 1987, the school reopened as a kindergarten through sixth grade school with a more modern facility ready to serve the needs of the students and families of the Rogue Valley. A collective decision among the governing bodies of Sacred Heart School and St. Mary's High School rendered the seventh and eighth grades to St. Mary's in the spring of 1987. In the spring of 2000, the Pastor, Principal, and School Advisory Council proposed the addition of a seventh and eighth grade to Sacred Heart Catholic School. The Archdiocese approved the proposal and in 2002, Sacred Heart graduated its first eighth-grade class since 1986.

Today, Sacred Heart Catholic School serves the needs of over 200 students from preschool through eighth grade. Sacred Heart has an average of 20 students per class. Approximately 60% of these students are Catholics who attend Sacred Heart Parish and the neighboring parishes of St. Joseph's in Jacksonville, Our Lady of the Mountain in Ashland, and Shepherd of the Valley in Central Point. The remaining 40% of students comprise a diverse religious background including several Protestant denominations, Hindu, and Bahai Faith. To assist our many working families, Sacred Heart Catholic School provides extended after school care for students of all grades.

Sacred Heart Catholic School staff and faculty provide a loving, nurturing environment for their students. Each staff member brings a high level of dedication and a variety of experience and knowledge. Each student is recognized as a gift from God with unique talents and abilities. The school atmosphere and culture exude care, concern, and dedication to excellence. The faculty is actively involved in staff development through in-services, workshops, and ongoing classes. The administration and faculty are committed to the school's core values of Catholic Identity, Educational Excellence, Community, Stewardship, and the Dignity of All.

Sacred Heart Catholic School graduates attend a variety of local high schools. Many of our eighth graders continue Catholic education at our sister school, St. Mary's. A high percentage of notable Rogue Valley citizens are Sacred Heart alumni. A significant number of our staff members are graduates of Sacred Heart Catholic School and/or St. Mary's High School.

In short, Sacred Heart Catholic School has a long and rich history of Catholic education in the Rogue Valley. This tradition of excellence is continued and supported by a committed staff of teachers and faculty, strong leadership of the pastor and principal, partnership with the parents and parish, and dedication of our students. The parish and school communities are proud of Sacred Heart Catholic School, its history, tradition, and bright future.

## **Mission Statement**

“The mission of Sacred Heart Catholic School is to provide our students with a Christ-centered education committed to academic excellence in a nurturing environment.”

## **Philosophy Statement**

“As educators we seek to serve the families of Sacred Heart Catholic School by providing an excellent Catholic education. In collaboration with parents, we prepare students to be Lifelong Learners, Responsible Citizens, and Christian Role Models guided by the light of Christ. Our curriculum is designed for the education of the whole child, drawing upon their unique gifts as children of God.

## **School Wide Learning Expectations:**

As a school community, we strive to foster positive values and virtues across the curriculum; our school-wide learning expectations guide us in all that we do, and represent the core of our graduate outcomes:

### **A Sacred Heart Catholic School Student is a:**

#### **Christian Role Model** who

- Shows love and reverence to God
- Knows the teachings of the Catholic faith and acts as a follower of Christ
- Prays and participates in community worship

#### **Responsible Citizen** who

- Accepts responsibility for his/her actions
- Communicates effectively and works collaboratively with others
- Works for peace and justice by serving others

#### **Life Long Learner** who

- Strives for academic excellence in all classes
- Applies knowledge, Catholic values, and critical thinking skills to create solutions
- Uses technology creatively and responsibly

## **Personnel**

### **Archbishop**

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools. Archbishop Alexander K. Sample, J.C.L., D.D., was appointed as the eleventh Archbishop of Portland in Oregon on January 29, 2013, and brief biography is available at <http://www.archdpx.org/absample>.

### **Department of Catholic Schools**

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools, Dr. Jeannie Ray-Timothy, heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and

guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines.

In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

### Pastor

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or nonrenewal of the principal's employment agreement. Our pastor at Sacred Heart Parish is Rev. Ken Sampson.

### Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic values and an atmosphere for learning that will nurture the growth and development of each member of the school community. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The principal is responsible for implementing school policies. He/she may amend the handbook as needed.

### Faculty

The faculty, together with the students, form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

### Secretary

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office.

### Other Support Staff

Other staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

## List of Parish/School Personnel

### PARISH STAFF

Fr. Ken Sampson	Pastor
Fr. James Ladd	Vicar
Ron Filardi	Deacon

Dennis Macey

Brenda Woodburn

Ann Brophy

Carrie Jantzer

Bernice Gutierrez

Deacon

Director of Administration

Pastoral Associate

Director of Religious Education

Office Manager

## SCHOOL STAFF

### Faculty

Preschool Teacher/Daycare

Connie Fowler

*Early Childhood Chair/Daycare Manager*

Preschool Aide

Mariana Zaragoza

Pre-Kindergarten Teacher/Daycare

Shari Lloyd

Pre-Kindergarten Aide

Kayla Hadley\*

Kindergarten Teacher

Patti Byrd\*

Kindergarten Aide

Savanah Coronado

Grade 1 Teacher

Katie Jantzer\*

Grade 2 Teacher

Christina Baker

Grade 3 Teacher

Kelsey Dennis

Grade 3 Teacher

April Goin

Grade 4 Teacher

Kacey Kanahale

5<sup>th</sup> -6<sup>th</sup> Homeroom/ Math/Social Studies

Mitch Fessler

7<sup>th</sup> Homeroom/Math/Science

Ann Fuller

8<sup>th</sup> Homeroom/Math/ MS ELA

Sam Winchell

### Specialists

Music

Sara Cosmann

Art

Hillary Spector

Media Specialist

Rick Byrd

Physical Education/Health

Karl Kemper

Reading Specialist

Mary Jo Anderson *Title I Specialist*

Spanish

Kati Jo Matthews

**Administration**

Pastor	Fr. Ken Sampson
Principal	Curt D. Shenk
Business Manager	Terry Fry
Front Office Secretary	Chris Sinclair
Athletic Director	Karl Kemper
Events Coordinator	Katie DeVry
Marketing	Yasmin Reed
Academic Advocate	Jennie Shanti

CUSTODIAL

Custodial/Maintenance	Jesus Alvarez
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AFTER SCHOOL CARE

Sacred Heart After School Care	Connie Fowler
	Mariana Zaragoza
	Deborah Baur
	Danielle Wheeler
	Kayla Hadley
	Emily Bowdoin*
	Gisselle Acevedo Garcia

*\* Sacred Heart School Alumni*

SCHOOL ADVISORY COUNCIL

Father Ken Sampson  
Principal Curt D. Shenk  
Adrian Snyder  
Earl Parrish  
Marybeth Munroe  
Norm Hetzel  
Silvia Jiminez  
Maria Lee  
Amanda Willems  
Crystal Guyette  
Esmeralda Angulo  
Leslie Mayers

## II. Academic Information and Standardized Testing

### Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying, or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension or expulsion.

### Conferences

#### Scheduled by School

Parent/Teacher Conferences are held during the fall and spring. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

#### Requested by Parent

Parents desiring longer conferences than those scheduled by the school, or parents who wish to meet with the teacher at times throughout the year are encouraged to call the classroom teacher to arrange an appointment.

#### Guidelines

- Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request an appointment with the teacher privately.
- If a problem arises, please try to be open to both sides of the story. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.
- Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

### Curriculum

The curriculum of Sacred Heart School follows the standards and guidelines of the Archdiocese of Portland in Oregon. The school offers a rigorous academic preparation program, which includes the disciplines of Religion, Language Arts, Mathematics, Science, Social Studies, Music, Spanish, Art, Physical Education, and Technology. The amount of the school day devoted to each discipline is in accordance with norms of child development and Archdiocesan policy.

### General Expectations

#### Assignments

All assignments are to be neatly written and completed in a timely fashion. Each assignment, unless otherwise noted, will have a proper heading at the top, left hand side of the paper that includes the student's full name, date, and class. Additional information may be required by the classroom teacher. Teachers will decide necessary actions for assignments that are turned in late.



## Physical Education

All students are required to wear tennis shoes for PE. All 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders are required to wear a red, blue or white t-shirt and school appropriate length shorts to change into during PE.

## School Masses

Sacred Heart students attend Mass weekly (**Wednesday**) except for school religion events. Please refer to the calendar for detailed information. Classes will take turns preparing these liturgies. We invite you to come and worship with us on these occasions! Mass begins at 8:30 AM in the church. The church grounds are walking distance from the school and considered “school grounds,” on Mass days. **All students are to wear white polo shirts during Mass days.** Middle School Students must wear blazers, **Hooded pullover sweaters (hoodies) and shorts are not acceptable attire on Mass days.**

## Electronic Information/Communications

The mission of Sacred Heart Catholic School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research considering Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church’s mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration are critically important for learning.

## One to One/Technology Contract and Agreement

*The rules and guidelines that govern the use of Sacred Heart Catholic School’s technology and network access are outlined below.*

*For purposes of this policy, the term “technology” or “network” includes, but is not limited to: hardware (any computers, Google applications, Chromebooks, cell phones, media players, printers, document and other cameras, projectors, interactive smart boards, network, iPads, and all related tools and material), software, and internet-based programs (Sacred Heart Catholic School and teacher websites, email system, and any other school-owned or school-based internet programs.)*

## Sacred Heart Catholic School's Network Etiquette and Acceptable Use Guidelines

Sacred Heart Catholic School's One to One/ technology agreement and contract extends to the electronic world. Technology should not be used in any way that is contrary to our mission and philosophy. This includes but is not limited to:

- harassing or bullying
- stealing, borrowing, or plagiarizing the work of others
- accessing or storing inappropriate materials
- sending out "chain" or unsolicited communications and/or surveys that have not been approved by faculty or staff.
- “multitasking” during class time (emailing, chatting, gaming, doing homework for other classes, etc.)
- using technology to take a photo, video, or audio of any student or staff member, without their knowledge and consent.
- expression of profanity and vulgarities
- sharing personal information about yourself or any student or school personnel to anyone via the Internet
- any use that endangers your safety or the safety of students or staff members
- any use that interferes with the ability of a teacher to teach and other students to learn, focus, and concentrate.

### **Sacred Heart Catholic School's acceptable use policies**

1. Sacred Heart Catholic School's technology is to be used for educational purposes first and foremost and should be handled with care and consideration. Using electronics and technology for personal purposes (Playing games, online chatting, watching unrelated videos, unrelated web browsing, etc.) is not allowed during class or instruction time unless associated with a class and/or permission from a staff member is explicitly given.
2. Any storage on Google or a Sacred Heart Catholic School owned device or service is for school-related files only. These resources should not be used to store or download personal music, videos, games, files, or photos.
3. Sacred Heart Catholic School's electronic resources may not be used to engage in any illegal activity at any time (i.e. breaking copyright law, using unlicensed software or pirating audio or visual materials). Accessing “pirated” materials is not only a violation of this policy; it may also be a criminal act punishable by law.
4. Do not use electronic resources to plagiarize. While covered in the guidelines above, this bears repeating. Using the work of others without giving them credit, even if they say it is okay, is plagiarizing. This includes asking others for their homework so that you can copy it or cutting and pasting from the web without a full citation or sharing a document for them to edit and use as their own work.
5. Sacred Heart Catholic School students are assigned unique login credentials to protect their personal information. All users are to respect the need for this security and confidentiality and not share their password with any other students.
6. Do not access or use other people’s accounts, computers, iPads or folders, nor borrow computers or computer accessories.
7. If a student suspects that his/her password has been discovered that student must immediately report this concern to a faculty member once the incident has occurred.
8. Students are responsible for all actions taken under one’s username and password. If you are logged in, you are responsible for all activity that occurs on the computer. Remember to log off.

Do not share or leave your computer anywhere unless expressed consent is given for a group project.

9. Students should always use their Sacred Heart Catholic School email address or username when utilizing online resources for digital storage or collaboration.
10. Students should not attempt to bypass the technological blocks that have been placed on computers to filter content that the school has classified as objectionable. Teachers may request to unblock a website if the website is appropriate and relevant to school activities.
11. The Sacred Heart Catholic School staff and students may only use Sacred Heart Catholic School printers for school related materials and not in excess. Students must ask permission to print at school. **Think before you hit print!**
12. Students may not use technology as an excuse. *If your computer/device fails, do your work on paper or in some other way.* The use of Google Drive for backup is required.
13. Students are to take responsibility for checking their Sacred Heart Catholic School accounts daily (6th, 7th, & 8th grade only).
14. Electronic devices, personal or otherwise, should not be used to record, store, manipulate or transmit any type of image, sound, or video except for approved projects and with consent from any participants.
15. Publishing photographs, videos, or audio recordings of school personnel on or off campus without the express written consent of the individual is strictly prohibited. In addition, publishing photographs, videos, or audio recordings of students on campus without the consent of the individual is strictly prohibited.

## Social Networking and Electronic Communication

The use of technology to connect and interact with others is amazing and powerful. It also comes with responsibilities. Remember that by its nature, social networking is a public language. Remember too that our private communication can have public consequences. When using electronics and technology remember to communicate only in ways that are truthful and respectful of others, on and off campus.

*In other words: **THINK** before you post or send ask yourself, is it.....*

True

Helpful

Inspiring

Necessary

Kind

While Sacred Heart Catholic School does not actively pursue or routinely view personal networking sites or devices, when objectionable or disrespectful material is brought to the administration's attention, the school reserves the right to address the content and conduct if it creates a hostile, disrespectful, or disruptive environment. The school does encourage parents to routinely view and monitor their child's technology usage to ensure that information and content shared does not place any student at risk.

Sacred Heart Catholic School reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences.

Inappropriate use includes, but is not limited to, harassment, use of school name, logo, or mascot, remarks directed to or about administrators, teachers, staff, coaches, volunteers, or other students, offensive communication, and safety threats.

These rules apply to any use of Sacred Heart Catholic School's network resources, whether this access occurs while on or off campus. Regardless of the specific wording of the Acceptable Use Policy, network users are always expected to use network resources in the spirit of cooperation and in accordance with school policies and our mission.

Persons who believe that they have been harassed or threatened by any of these methods of communication should immediately report their concern to the principal. Any student who accesses inappropriate material on the internet or who receives harassing, threatening or inappropriate materials via email or on the internet must immediately report the concern to the faculty member who is supervising the activity or to school administration so that the situation can be investigated and appropriately addressed.

### **"Non-Use" Times and Locations**

The following times and areas are considered "Non-Use". The use or access of technology in these places and times is **forbidden** unless express permission of the school administration is given in advance:

- *The chapel, any adoration, prayer service, mass, liturgical events, etc.*
- *Retreats (both on-campus and off-campus).*
- *School assemblies and gatherings*
- *Bathrooms*
- *Drama/Musicals/Performances department dressing rooms (including any school space used as a dressing room for any activity)*

### **Personal Devices**

All personal electronic devices (*cell phones, tablets, laptops, digital media storage devices, personal computers, media players, handheld video game devices, cameras, personal iPads, any "smart" devices incl. watches and wearables, or any other device that Sacred Heart Catholic School staff deems a "personal electronic devices*) are to be **OFF and IN YOUR LOCKER** during school hours. Personal devices **ARE NOT** to be used or accessed in any way during instructional time or during school sponsored activities held during school hours. Sacred Heart Catholic School staff members may confiscate any device they suspect is being used in an *inappropriate* manner, time, or place. Exceptions to this policy may only come from Sacred Heart Catholic School staff in the form of explicit verbal permission, with a purpose and time that the device is to be used for.

Sacred Heart Catholic School owns and operates the equipment and software that comprise our network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of Sacred Heart Catholic School's network resources is subject to the rules stated in this policy as well as within the student-parent handbook. Sacred Heart Catholic School may monitor the network while you are using it, and you should never assume that anything you do on Sacred Heart Catholic School's network resources is private. Additionally, the school reserves the right to search

or confiscate student's' personal electronic devices (cell phones, laptops, etc.) when they are brought onto the campus should the school determine there is a reasonable need to do so.

## Disclaimer about Network Resources

Currently Sacred Heart Catholic School utilizes an internet filtering system. Providing a filter generally can significantly reduce access to offensive and pornographic materials. Unfortunately, no filtering system is foolproof. While Sacred Heart Catholic School's intent is to make internet access available for educational goals and objectives, students may have the ability to access other materials. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. We expect students to obey the Acceptable Use Guidelines when using the internet and all network resources.

## 1-to-1 Chromebook management

Our Chromebook management program offers extensive features lets you filter inappropriate content, monitor student usage, track device location, and track individual student usage to better understand their study habits and even monitor a user directly in real-time with screen-sharing abilities. Our 1-to-1 device management software also allows staff to set individual bypass passwords for the Chromebook filters to grant specific users access to blacklisted content for a defined period.

## Instructional Directions

This policy serves as a foundation while at Sacred Heart Catholic School. Students are expected to abide by all technological expectations and limitations given by an instructor. The following language and instructions are to serve as a general guideline and students are expected to follow them when issued by a staff member.

***Eyes on me:*** Stop what you are doing and give full attention to the instructor.

***Covers closed:*** Close the cover and leave flat on desk, ready to follow the next set of instructions.

***Log Off:*** students need to log off and leave the computers in the classroom to attend an assembly or take a break and will return to the Chromebooks in the same classroom.

***Chromebooks Away:*** This means that the Chromebooks are not to be seen at all. It should either be in your backpack or a centralized location in the classroom. This means that you will likely NOT be using the Chromebook at all during class and that there is no reason for it to be out or in use.

## Violations

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved. In general, the following consequences may be applied:

**1st Offense** – Verbal Warning and Behavior Log Entry.

**2nd Offense**- After school detention - The device will be confiscated and turned in to the office until the end of the school day. Parent/ guardian is notified via email.

**3rd Offense** – Required parent/guardian conference. The student may lose the use of the Chromebook or any electronic devices (personal or school-issued) on school grounds for a period determined by administration. Teachers will be notified when a student is subject to loss of use of technology and faculties are not required to grant academic credit for incomplete assignments. Other disciplinary measures may follow in accordance with the behavioral guidelines set forth in the Student Handbook.

## Notes

1. **Students (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> graders) are responsible for their individual Chromebook assigned to them.**
2. **If the Chromebook is damaged/lost/stolen, the student is responsible to pay the school the replacement amount (*roughly \$300*).**
3. **The student may take the Chromebook home with the permission of the teacher. In doing so, the student and parent(s) continue to take responsibility for the proper usage and care of the Chromebook.**
4. **The Chromebook will be checked back into the school during the summer months.**

## Intranet

Sacred Heart uses **FACTS** as a school communication resource. Parents will receive detailed account login information during the first week of school. Features include all school and group calendars, group and individual emailing capacity, dynamic homework assignment and progress reporting, attendance monitoring, class and school wide announcements, news and newsletters, and more. FACTS is accessible at [Elevating the Education Experience - FACTS Management \(factsmgt.com\)](http://Elevating the Education Experience - FACTS Management (factsmgt.com)), via internet browser, and is mobile-device friendly, as well.

## Grading and Related Topics

### Grade Equivalent

Grades K-3 use performance indicators E (excellent); S (satisfactory); and N (needs improvement). Grades 4-8 use traditional letter grades A (excellent); B (good); C (satisfactory); D (needs improvement); and F (failing).

### Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. It is valuable for pupil training and mental discipline while reinforcing study habits. Here's how you can support your child as s/he does homework:

- Provide a study area.... Good lighting, sufficient space and adequate materials.
- Provide a specific time period...a regularly scheduled time period needs to be established.
- Establish rules concerning distractions to good work habits and environment.
- Think positively! Encourage your child to understand the value of homework. Any accomplishment requires work, practice and consistency.
- Give assistance but remember homework is your child's opportunity to learn.

Sacred Heart School assigns homework using the following time guide for the AVERAGE student:

<i>Grade</i>	<i>Approximate Daily Assigned Minutes</i>
Kindergarten	Up to 10 Minutes
Grade 1	Up to 20 Minutes
Grade 2	Up to 30 Minutes
Grade 3	Up to 40 Minutes
Grade 4	Up to 50 Minutes
Grade 5	Up to 60 Minutes
Grade 6	Up to 80 Minutes
Grade 7	Up to 80 Minutes
Grade 8	Up to 80 Minutes

### Progress Reports/Report Cards

#### Progress Reports

Reports are sent home electronically at mid trimester. In this way, parents will be alerted to the successes or areas of improvement for their child. Through FACTS parents are able to monitor progress on a regular basis.

#### Report Cards

Reports cards are electronically distributed at the end of each trimester. Kindergarten - 8<sup>th</sup> grade teacher comments will come home with the first, second and third trimester report cards. Contact the teacher if there are any questions or concerns that you, as parents, need to have clarified.

### Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extracurricular activities and privileges.

### Supplies

At Sacred Heart, tuition/registration fees include provision for school supplies; thus, most needed materials and supplies are furnished by the school. However, children are expected to have a backpack and lunchbox PS-eighth grade. Fifth through eighth grade students are also expected to have a 3-ring binder.

### Textbooks

The Department of Catholic Schools determines the list of approved textbooks from which the school may select for each subject of the curriculum.

### School Library

Sacred Heart School library contains hardbound and paperback books as well as magazines, books on tape/CD, videos, and tape cassettes/CDs.

**The following policies concerning library have been established:**

1. Materials are due back from 1-13 days from the date they are checked out based on grade.
2. Students may not check out materials if they have overdue, damaged or missing items.
3. Reminders for overdue materials are sent home often. Students who have materials unaccounted for will be asked to return or pay for materials.
4. Replacement cost plus \$2.00 will be charged for lost or damaged items.
5. Reference materials may not be checked out of the library.
6. Due to the processing and ordering of library materials, refunds will not be given for materials that are found later. Please make every effort to locate lost and overdue materials before paying library fines.

## Graduation

### Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. While these exercises should be scheduled so as not to conflict with high school graduation dates, ordinarily the eighth-grade graduation should not be scheduled before the last weekend of the closing week of school.

### Graduation Attire

Appropriate attire must be worn for the occasion: dress shirts, dress pants, dress shoes, for boys; dress attire and dress shoes for girls is to be modest. (ex: school dress code is in effect: no halter dresses, no spaghetti strap dresses, 2-inch heels or less.)

## Promotion and Retention

### Promotion

A student satisfactorily completing each grade's work will be promoted to the next grade.

### Guidelines for Retention of Students

Recommendations for retention of students are made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such a decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the decision for retention rests with the principal.

## Standardized Testing

Schools participate in the Archdiocesan standardized testing program in the fall. Results of these tests are shared with families. We request that families avoid student absences during the standardized testing period. Make up of missed standardized tests will be made at the discretion of the classroom teacher. Questions concerning STAR test performance can be directed to the principal. Parents may request other types of tests, such as academic or psychological testing, from the local public-school district. The principal can help you make this appointment.



### III. Admissions and Withdrawal

While open and welcoming to practitioners of diverse faiths and beliefs, a primary mission of Sacred Heart Catholic School is to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The school assists families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

#### Application Process

Registration for all students is taken during the spring months for the upcoming school year. The annual registration fees are payable **at the time of registration** (re-registration). The application fee is non-refundable; registration fees are non-refundable after May 1.

**Acknowledgment Statement:** Each year, parents and guardians are asked to sign and return a completed Tuition Contract with their child(ren)'s re-registration fee by the deadline date set by the school administration to continue in the educational process at Sacred Heart School.

#### Entrance Requirements

**All Families:** The parent or guardian must fill out a Registration Contract. These forms must be turned in to the office along with all applicable fees listed in the registration Agreement.

**New Families:** In addition to the above requirements, for new children enrolling in the school the parent or guardian must also provide: the child's last report card; copies of prior testing; IEPs; a birth record; a baptismal record (if applicable); and a record of state required immunizations. The immunization form can be obtained at the school office.

**Subsidized (Parish Contributor) Catholic Families:** To qualify for parish subsidized tuition, families should complete a subsidy request form and turn it to the parish where they are registered. Subsidy requests are granted by each parish based upon:

- Record of Catholic baptism
- Registration with a Catholic parish
- A verifiable history of attendance through consistent contributions via check or parish envelope
- Participation in ministry at the church

The subsidy form, which is available at the school, is required annually.

**Non-Subsidized Families:** Non-subsidized families pay regular tuition but may be eligible for other financial aid. Eligibility is determined via application through FACTS, an online service. Please visit the business manager/registrar's office for details and assistance.

Current families and siblings of current students will have their first opportunities for enrollment.

#### Completion of Contract

All tuition contracts are to be completed; registration and book fees paid, and copies of current immunizations received before the first day of school, for students wanting to be admitted to class.

**Children entering Early Childhood\Fowler and Early Childhood\Lloyd must be three (3) – four (4) years of age and completely potty trained.**

## **Children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup>.**

### Student Placement

Sacred Heart may group students within a class, or among several classes at the same level, or among several grade levels wherever such groupings will place the individual student in the best learning situation.

### Transfer Student Process and Requirements

Besides entrance, requirements and records at entrance listed above, the parent or guardian will be asked to sign a Transfer of Records request for children entering grades 1 through 8 for the first time. This will allow the school to transfer all student records from their prior school.

All transferring students may be required to interview with the principal prior to admission.

### Nondiscrimination Policy

The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. They do not discriminate because of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs. All students are accepted on a probationary period of 90 days.

### Withdrawal Process

By May 31<sup>st</sup> of each academic year, staffing, resource and financial decisions are made for the next year, based upon the number of registered students. The Sacred Heart Advisory Council has established the following policy on cancellation of the enrollment contract. A family who wishes to be refunded tuition or stop tuition payments must notify the school in writing of their intent to withdraw.

Although we understand that withdrawal during the school year may be required, many costs have already been incurred. Families withdrawing children between the first day of school and November 30 will be assessed a charge of 50% of the year's tuition total. Families withdrawing between December 1 and February 28 will be assessed a charge of 75% of the year's tuition. After March 1, families are responsible to pay 100% of the year's tuition.

For families paying tuition in full at the beginning of the year, refunds will be offered according to the above scale.

All textbooks, athletic uniforms and equipment, and library books are to be returned to the school upon withdrawal. A charge will be assessed for these items not returned upon withdrawal.

## **IV. Attendance**

Regular attendance is required of all students in order to support the academic climate of the school.

### Reporting Process

Please notify the school by 8:00 AM if your child will be absent from the school on the day, they are absent.

## Excused Absences

The following reasons are considered excused absences: 1) student illness, 2) illness at home requiring the student's assistance, 3) family emergency, 4) court appearance, 5) funeral, 6) medical need, 7) other reasons with prearranged administrative approval. When a student returns to school after being **absent, a written excuse of absence** from the parent/guardian **is required to be sent to the student's teacher**. This is to include the dates of absence, reason for absence and adult signature.

**If a student was absent due to illness, the student must be fever free for 24 hours.**

### Doctor or Dental Appointments

Parents are requested to schedule doctor/dental appointments outside regular school hours, if at all possible.

### Homework during Absence

To pick up your child's missed work, ask for homework when calling in an absence. Please arrange pickup of your student's work from the school office by the end of the school day requested.

Classroom instruction is an integral part of the learning process. New concepts and subject content are introduced daily. Experience has indicated that students find it difficult to perform schoolwork for which they have missed instruction.

**A family vacation taken during school days should be evaluated as to the benefits of the trip in comparison to the instruction that will be missed. Only if it is feasible will teachers provide schoolwork ahead of time for students leaving on trips during the academic year. It is advisable that parents contact all teachers involved in writing two weeks prior to leaving on a trip and after returning to discuss the child's academic progress, written and oral work as well as missed exams and assessments. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.**

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

## Tardy

A student who is not in homeroom by 8:00 AM is considered tardy. Students arriving late for class must first go to the school office for an admittance slip. Children arriving late from prescheduled appointments will not be considered tardy. Documentation is required. We strongly discourage students' tardiness by a progressive detention for accumulated tardies. Excessive tardiness will require a meeting with the principal for further discussion and consequence.

**Excused Tardies are considered as the following:**

- personal illness of the student
- serious injury or illness in the family
- medical appointment with verification by the medical professional
- school sponsored activity
- family emergency as determined by a school administrator.

## Late Pickup

Students left at the school after 3:20 PM on M, Tu, Th, and Fri, and 2:20 on Wednesday and 12:20 PM on early dismissal days, will be taken to the After-School Care and charged for services.

## Oregon Attendance Law

Regular school attendance promotes school success and is required by Oregon Law (ORS339.065). Frequent tardiness and absences can contribute to difficulties in learning and create emotional strain for students. Only during emergencies and ill health should children be absent. Parents of students with chronic absences and/or tardies will be referred to the principal and/or appropriate law enforcement officials.

Eight one-half day absences in any four-week period during which the school is in session may be considered irregular attendance. (ORS339.065) Students with this pattern of attendance are considered to be truant. In addition, the Federal No Child Left Behind Act identifies a 92% attendance rate as meeting standards.

A person commits the offense of failing to supervise a child if the person is the parent, lawful guardian or other person lawfully charged with the care or custody of a child under 15 years of age and the child fails to attend school as required. Failing to supervise a child is a Class A violation. (ORS163.577)

## v. Discipline

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance.

Families are expected to honor and support the privacy and confidentiality of all individuals concerning matters relating to student disciplinary issues and actions.

## Discipline Policies

### STUDENT CODE OF CONDUCT

Parents are recognized as the child's primary educator and as such are asked to enter into partnership with the school to instill the Christian value of respect for each individual and the recognition that all God's creatures are to be treated with reverence. Within this basic belief, the discipline guidelines at Sacred Heart are designed to promote the acceptance of Christian behavior that is based on gospel values which, when lived, become self-directed and lifelong.

### Bullying Type Behavior

Sacred Heart Catholic School expressly forbids bullying and hazing type behavior. This type of behavior is contrary to our Catholic Identity and our Christian way of life. Bullying-type behavior includes intimidation, threats, exclusion, gossiping, perpetuating rumors, name-calling, and physical violence. Students are subject to discipline, up to and including expulsion.

### Hazing Policy

We do not tolerate hazing or sexual harassment in locker rooms and bathrooms; Any student who participates in this type of behavior either as the aggressor or as a condoning bystander, will be subject to discipline including suspension or removal from the athletic team, suspension from school, or expulsion.

## Sexual Harassment Policy

This school will maintain an educational environment that is free from any form of sexual harassment. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students by other students, staff, or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in school business, such as employees of businesses or organizations participating in cooperative work programs, intra-district or inter-district athletic competitions, or other school events and activities.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or sexually motivated physical contact or other conduct or communication of a sexual nature when:

Examples of sexual harassment may include, but not be limited to, physical touching, graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the building principal, who then may report to his/her supervisor. A student may also report concerns to a teacher or counselor who will promptly notify the principal. The student and the student's parents or staff member who initiated the complaint shall be notified of the findings of the investigation.

No employee will use the authority of his/her position to subject any student to sexual harassment as defined above. Administrators are responsible for their own conduct and for the conduct of the employees they supervise and will take affirmative steps to stop sexual harassment by subordinates when it is brought to their attention, including warning or disciplining the offending employee.

It is the intent of Sacred Heart Catholic School that appropriate corrective action will be taken by the school to stop the sexual harassment, prevent its recurrence and address negative consequences.

1. Students in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action.
2. Employees in violation of this policy shall be subject to discipline, up to and including dismissal.
3. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the principal.
4. In addition to the above, the school may report individuals in violation of this policy to law enforcement officials.

Licensed staff and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.

The principal will establish a process by which students or employees experiencing or aware of sexual harassment are to inform appropriate people and to seek review of the response or action taken. There will be no retaliation by any person against any person who in good faith reports, files a complaint, or otherwise participates in an investigation or inquiry of sexual harassment. The initiation of a complaint in good faith

about behavior that may violate this policy shall not adversely affect the educational environment of a student complainant.

The principal shall ensure appropriate periodic sexual harassment awareness training or see that adequate information is provided to all supervisors, staff and students. This policy, as well as the complaint procedure, will be made available to all students, parents of students and staff.

## Sexual Harassment Complaint Procedure

Building principal has the responsibility for investigations concerning sexual harassment.

Step I: Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II: The principal receiving the information or complaint shall promptly initiate an investigation. he/she will arrange such meetings as may be necessary to discuss the issue with all concerned parties as soon as possible after receipt of the information or complaint. The date and details of the written report, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

The principal shall report the name of any person holding a teaching license or participating in a practicum under OAR 584-015-0070 or 584-016-0075 when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to the Teacher Standards and Practices Commission within 30 days of such a finding. Reports of sexual contact with a student shall be given to law enforcement representatives or Oregon Department of Human Services, Community Human Services, representatives as possible child abuse.

## School Uniform / Dress Code

The purpose of having a uniform policy at SHCS is to develop and maintain a sense of school identity and unity among our students.

SHCS students wear uniforms daily. Uniforms are a positive way of identifying with the school community and they emphasize cooperation instead of competition regarding clothing.

The faculty and staff of SHCS believe that the way students dress for school affects their attitude and performance as much as the way students dress for athletics, dramatic and musical productions, and social events. We recognize that it is a parent's responsibility to see that their children respect authority and rules of the community. We therefore ask parents to see that their children are dressed according to the uniform code of Sacred Heart School. Parents' cooperation will eliminate teachers using valuable learning time within the classroom reminding students of the uniform code.

Sacred Heart Catholic School's uniform identifies students as members of the Sacred Heart School community; neatness and appropriateness of appearance reflects not only on the individual but on our whole school community.

- The uniform must be clean.
- The uniform is to be free of rips or tears.

- The uniform is to fit properly. Excessively tight or excessively baggy pants and shirts are not acceptable. Pants that are too long, and all short pants, are to be hemmed.

### Uniform Specifics

While families may purchase uniforms from the supplier of their choice, the articles must conform in both color and style. We encourage all families to add the SHCS Shield Logo to the uniform. We feel that adding the SHCS logo will promote unity within our school community. The following are possible sources:

Lands' End, Tommy Hilfiger carries our logo. We recommend having our logo placed on shirts, sweaters, and blazers, however this is optional.

Lands' End Uniform Catalog. [www.landsend.com](http://www.landsend.com) Preferred Number: 9000-6562-4

Tommy Hilfiger Uniform Catalog <https://www.globalschoolwear.com> School Code

If you wish to have the SHCS Shield Logo added to your uniforms, you may also contact Deep Woods Embroidery in Medford. SHCS has a special rate established with the company. In addition, if you or someone you know could embroider, the school can share the Shield Logo file with you.

### Shirts:

- Interlock knit or mesh polo can be long or short sleeved, are to be solid white or navy blue, with no logos other than SHCS. **Students in grades 5<sup>th</sup> through 8<sup>th</sup> must wear white shirts.**
- Turtleneck or mock turtleneck in solid white or navy blue can be worn under uniform shirts.
- Solid white oxford, button-front, dress shirt with short or long sleeves. No logos other than SHCS.
- Undershirts should not be visible below the hem of the shirt. An undershirt may only be white.
- **Navy blue ties for boys and cross ties for girls are recommended.**

**Pants:** Twill or cotton material pleated or flat front pants in solid khaki. Girls may also wear capri style pants in khaki. No Jogger or jean style pants. Pants must be proper length, not cuffed or rolled up at the bottom. **Legging style pants are not acceptable uniform pants.**

**Skirts/skorts/jumpers:** In addition, girls may wear skirts/skorts/jumpers in twill or cotton in khaki, no shorter than 3 inches above the knee. Wearing shorts underneath is appropriate. **A red and blue plaid skirt, skort, or jumper may now be purchased from Tommy Hilfiger or Land's End School Uniforms. This is the *only* plaid we have approved and may *only* be purchased through this company.**

**Shorts:** Pleated front or plain front shorts in khaki, no shorter than 3 inches above the knee. Shorts are not acceptable on days we have Mass.

No jeans or jean shorts, skirts, skorts, jumpers. No sweatpants, leggings, knit pants, cargo or clothing with nylon, parachute or stretch fabric.

**Sweaters/sweatshirts:** Solid navy-blue cardigans or navy pullover sweater vests may be worn over a collared top. **Solid navy blazers are encouraged to be worn inside the building.** These are the only options permitted to be worn in the classroom/school. The only sweatshirts permitted are **Sacred Heart spirit sweatshirts and may only be worn outside the building, however, they may be worn inside on spirit days.**

**Outerwear:** Outerwear, (e.g., jackets, coats, vests, zipper sweatshirts etc.) may be any color or style, as long as free of inappropriate logos, text or references. These items may be worn on the playground and to and from events but must be taken off indoors during regular class time.

**Hosiery:** Tights, knee highs and short socks must be solid navy or white. **Leggings may not be worn in place of tights.**

**Belts:** Belts must be black or brown only.

**Shoes:** Acceptable shoe wear includes tennis shoes, loafers, oxfords, closed toe sandals with heel support, topsiders, at ankle or below boots, etc. No shoes without heel support, boots above the ankle, heels above 2 inches, or shoes with wheels. No Crocs, snow boots or Ugg style boots. Rain boots are only acceptable on the playground on rainy days, they are not to be worn in the building/classrooms.

**Jewelry:** For health, safety and uniformity, there will be no dangling earrings permitted. Hoop earrings are classified as dangling. Only small post earrings may be worn (1 per ear) **girls only. Boys are not permitted to wear any earrings.** Ear cuffs, anklets, nose rings, body piercing, bandanas, and pocket chains are all unacceptable. Baseball caps or other hats are not part of the school uniform and are not to be worn in the building.

**Hair Styles:** Natural hair color in a conventional haircut is required. Severe or extreme styles are unacceptable. Boy's hair must be no longer than their shirt collar or past their eyebrows. Boys are not permitted to have facial hair.

**Makeup:** Make up is not permitted at school. This includes mascara, eyeshadow, lipstick and blush. Tattoos of any kind are unacceptable. No writing is allowed on one's body.

**Nail Polish:** Nail polish that is of a light pastel color may be worn and must be maintained. Black or dark colors, artificial, gel, acrylic, press-on fingernails and nail art/designs are not acceptable.

**Proper dress is the responsibility of the parent and student and will be enforced by school staff on a daily and consistent basis. Dress violations are taken seriously.**

The following procedure will be followed for all SHCS students:

- Uniform Communication for first infraction. Any subsequent violation will cause for detention.
- A K-5 uniform change will be required after the 1st written warning. For students in grades 5-8, a uniform change is a necessity for every infraction. If a parent cannot bring a change of uniform in a timely manner, then appropriate clean uniform pieces will be lent, if available, from the uniform exchange closet.
- The administration and faculty will be the final judgement of any questionable attire or appearance not explicitly covered in the uniform guidelines.



## FREE DRESS

Occasionally we will organize some “free dress” days for school spirit during the school year. Proper attire for free dress days needs to be appropriate length, follow the SHCS dress code guidelines, and style for a Christian educational environment. Clothing may not advertise alcohol, tobacco or rock bands or contain any inappropriate slogan or logo including weapons or violent depictions. Students may not wear sandals without heel straps, tops or dresses with spaghetti straps, no bare midriffs. Jeans are an acceptable pants on free dress days. Jeans cannot be faded/washed out, too baggy/too tight, and must be hemmed. As part of our uniform policy leggings are not an acceptable form of pants on free dress days.

## SPIRIT DAYS

On SHCS Spirit Days students may wear the red SHCS school spirit shirt or a regular red uniform shirt with jeans or a uniform bottom. Students who do not wish to participate in Spirit Days need to wear the regular daily uniform. During Free Dress or Spirit Days please remember to follow the uniform guidelines. Jeans cannot be faded/washed out, too baggy/too tight, and must be hemmed. As part of our uniform policy leggings are not an acceptable form of pants on spirit days.

**Good Rule:** If you think you shouldn't wear it, you shouldn't.

**ATHLETIC DRESS-** refer to Athletic Policies.

**MASS DRESS ATTIRE:** uniform dress slacks, capri pants, or skirts are required; Students are to wear the White polo on mass days. NO shorts or sweatshirts are to be worn inside the church on Mass days.

**REDS, BLACKS and WHITES** On special occasions such as ensemble performance days, some field trips/service visits, and game days for athletic teams, middle school students are to wear more formal attire: white button-up shirts or blouses, black pants or skirts, black socks, and shoes.

## Hall Conduct

Students must always walk in the building. Proper respect must be shown to others who are using the building. This means that voices are to be kept down while in the building and especially when transitioning through elementary school. Students are asked to walk on the right-hand side of the hallways and stairway (both up and down) to provide adequate space for others to pass. Failure to respect the learning environment may result in discipline.

## Illegal Substances

**The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various type of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.**

## Leaving School Grounds during School Day

No student may leave the school grounds during school hours without the permission of the principal (or designee) and written authorization of parents or guardian. Failure to comply will result in disciplinary action up to and including suspension or expulsion.

## Lunch Off Campus

Parents may take their child to lunch off campus during the regular school lunch period. Selective lunch invitations to friends or other students are discouraged. This practice causes hurt feelings. Taking students other than your own child off campus requires written permission from the child's parent/guardian. All students must be signed out from the front office prior to leaving the school campus.

## Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order, to prevent a student from harming him/herself, other students and/or school/staff property. Such a necessity may arise, in the school or classroom, or at a school activity or event, whether or not it is held on school property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary in such circumstances.

## Search and Seizure

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

## Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or school property.

## Materials & Books

While textbook fees are assessed each year, this does not give ownership to individual students or families. Each student accepts responsibility for the care and proper treatment of all materials used at school. We ask parents to MARK with PROPER IDENTIFICATION ALL PERSONAL ITEMS A CHILD BRINGS TO SCHOOL INCLUDING ITEMS OF CLOTHING. Books are to be treated with respect at all times. Drawing or writing in books is not permitted. If a book is lost or destroyed, the family will assume financial responsibility for full replacement cost, including shipping. If a student marks on or destroys property, the family will be responsible for repairing or replacement costs of damaged items at the discretion of the school administration. Items in the Lost and Found at the close of the school year will be donated or disposed of by the school.

## Personal Property

Any personal property belonging to a student that is deemed unnecessary and distracting to their academic life may be confiscated. These items can include, but are not limited to:

- Headphones/radios
- I-pods/I-pads
- Cell phones
- Games or toys

Personal property of this nature may be brought to school and used before or after school; its use during school hours, which includes any recess or break times, is prohibited. Any personal property of this kind or others that are of a distracting nature may be confiscated by the staff and returned to the student at the end of the school year. Permission for use at school sponsored events (i.e., play, sports, practices, field trips, and dances) is at staff discretion. **The school is not responsible for any damaged, lost or stolen personal property belonging to the student.**

## Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Unclaimed items placed in the Lost and Found are donated to charity at regular intervals.**

## Off-Campus Conduct

The administration of Sacred Heart Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior may include, but is not limited to, cyber-bullying.

## Gum

Gum chewing is not allowed at school or during school sponsored events.

## Energy-Caffeinated Drinks

These drinks are not acceptable at school. Students will not be allowed to drink them at school and will be asked to take them home.

## Discipline Stages

### Verbal Warnings

Students will discuss handbook rules as a class to assure awareness and understanding of all expectations. Many small offenses will carry an additional verbal warning stage as the student adapts to the rules.

### Teacher Communication Home

Teacher communication home may be in the form of a phone call, a written Teacher Communication Form, an informal note, an email, or a communication via FACTS. Teacher communications home of a disciplinary nature generally ask for formal parent acknowledgement of receipt (e.g., a note back; a signed Teacher Communication Form; an email read receipt, or FACTS acknowledgement. \*

### Misbehavior Citations

A misbehavior citation can be written to a student by any school employee for violation of a school rule or policy. They may also be written after other steps have been taken regarding an issue. A misbehavior citation generally indicates a pattern discipline/behavior concern; multiple citations can lead to a principal citation and more serious disciplinary consequences. Misbehavior citations require a parent signature. \*

### Principal Citations

This citation is issued by the principal concerning student behavior that is repetitive in nature or other student behavior that carries the need for immediate parent intervention. The citation will give brief details of the incident and will require a parent conference before the student will be allowed back in school.

Ongoing or serious discipline concerns will result in suspension from school, and ultimate expulsion/removal.

\*In some instances, a Behavioral Contract will be issued to the student and parents, in hopes of creating a successful pathway for the student.

*\* Unsigned citations, students go to the office and principal, or designee will assist student in making a phone call home.*

Infractions:

Examples of infractions that may result in discipline include:

- Uniform
- Class/Playground disruption
- Disrespect of another person or property
- Bullying behavior
- Inappropriate language
- Electronic devices
- Breaking a school rule

Major Infractions:

Actions which may result in immediate suspension or expulsion include:

- Physical violence
- Extremely inappropriate or threatening language
- Sexual harassment/bullying
- Severe disrespect

Class Exclusion

Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of a class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

Detention

Detention after school hours is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. The detention ordinarily will not exceed one hour. **Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.**

Suspension

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal.

Suspension may be invoked for a sufficient reason and ordinarily will be limited to a maximum of 5 school days.

*As an alternative to out-of-school suspension, in-school suspension may be assigned. Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for by the suspended student's parents.*

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension, nor be allowed to participate in any school-sponsored activities. Students must complete all classwork and tests from the days of suspension but failing grades may be recorded for this work.

Expulsion

Expulsion is the permanent removal and exclusion of a student from the school.

Full credit will be given for all work accomplished by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body.
- Prolonged and open disregard for school authority
- Illegal acts. The school may take disciplinary action regardless of whether or not criminal charges are brought.
- Students whose parents have violated the Parents Code of Conduct in this handbook may also be excluded from Sacred Heart Catholic School.

### Bullying and Cyberbullying

Sacred Heart Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face disciplinary action including suspension, and/or expulsion.

### Security

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

### Vandalism

Computer vandalism is the intentional harming or destroying of the school's computer hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

### Services

Sacred Heart Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Sacred Heart Catholic School will not be responsible for any damages suffered while on this system. This damage may include but is not limited to loss of data as a result of delays, non-deliveries, incorrect deliveries, or service interruptions caused by the system or staff and student errors or omissions. Use of any information obtained via the information system is at the staff and student's own risk. Sacred Heart Catholic School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

### Portable Devices

Technology devices are not permitted by anyone on the school network except by permission.

### Emergency Information

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

## Emergency Information Card

The school has a file containing current emergency care information for each student. Each parent is responsible to update the following information as needed and/or annually:

- The name of the student, his/her home address, telephone and birth date.
- The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded.
- The date of the latest tetanus immunization/booster.
- The name of the family physician and dentist, office addresses and telephone numbers.
- Name of medical insurance company and identification number.
- Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication.
- The parents' approval to send the student to a medical facility for emergency treatment should this be deemed necessary.
- The names of the persons to whom the student may be released.
- The signature of responsible parent(s) or legal guardian.

These items may be completed electronically as a convenience via FACTS.

## School Lockdown

In some situations, it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Doors will be locked.
- Drapes and/or blinds will be closed.
- No one will be permitted to enter or leave the building.
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel.

## VI. Extended Care/Day Care

Please contact the Daycare Director at 772-4105 x 106 or 973-6330 for information and registration requirements for the daycare.

Daycare hours are from 7:30 AM- 6:00 PM. Monday-Friday. A list of holidays and closed days is available.

## VII. Financial

### Insurance

Student Accident Insurance coverage is optional, although encouraged. A form is sent home at the beginning of the school year and is available throughout the school year from the school office. Prices are listed on the form.

### Tuition

The tuition fee schedule is set on the recommendation of the Sacred Heart Advisory Council and Finance Committee in the spring of each year before registration. Each family will receive a tuition fee schedule at the time of registration for the upcoming school year.

## Book/Material & Supply Fees

Kindergarten through eighth grade families are to pay the scheduled fees per with tuition. Fees are non-refundable. Book fees go into a yearly fund to augment our rotation schedule of purchasing new textbooks. Paying book fees does not allow you ownership of textbooks.

## Tuition Assistance

Financial aid is available based on need. Before financial aid is considered, the registration forms for the upcoming school year must be completed and the registration fee must be paid in full.

Those families receiving financial aid must reapply yearly.

## Tuition/Fees - Non-Payment

All parents will sign a contract at the time of registration agreeing to a regular schedule of tuition payments.

- All tuition must be completely current at the end of each quarter of school (Including late fees)
- Should this payment not occur, continued enrollment is placed at risk.
- A family may not register for the upcoming school year unless their tuition is current.
- A family that leaves Sacred Heart School with an unpaid balance and has failed to cooperate with the principal in keeping to payment arrangements will have their account turned over to a collection agency.

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

- Deny a student enrollment for the following semester.
- Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.
- Employ the services of a collection agency.

## VIII. Medical

### Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles. **Students who have a COMMUNICABLE disease or conditions must be excluded from school.**

### Immunizations

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

### Medication

The school recognizes that administering of medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication to school, on a temporary or regular basis under school supervision.

The parents shall, in writing, make all requests for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will not be deemed sufficient to meet the requirements for written prescription.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, the administration of such medication is not feasible.

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

### Medication Dispensation Guidelines

#### Prescription Medication

The following is required for: *"...any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician."*

- 1) Written instructions from the doctor which include:
  - a) Name of student
  - b) Name of medication
  - c) Dosage
  - d) Time and/or frequency of administration
  - e) Method of administration (e.g., mouth, nose, ear, etc.)
- 2) It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on the prescription label or in separate written directions from the physician. "Take as directed" or "as needed" cannot be taken as specific direction.
- 3) The authorization form must be signed and filled out completely by the parent or guardian.
- 4) All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by the druggist in two separate bottles.)
- 5) Unused medications must be picked up by parents when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

#### Prescription Medication (Injectables)

The following is required for: *"...any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated."*

- 1) Written instructions from the doctor which include:
  - a) Name of student
  - b) Name of medication
  - c) Dosage
  - d) Time and/or frequency of administration
  - e) Method of administration (e.g., mouth, nose, ear, etc.)
- 2) The parent shall make the request in writing for the school to administer, as necessary, injectable medication (medication administered by the intramuscular route) to the student.
- 3) The request must include written instructions from the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instructions).



- 4) Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physical or a nurse practitioner, parents/guardians cannot train the designated school personnel in the use of injectables.

#### Non-Prescription Medication

The following is required for “...*only commercially prepared, non-alcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids.*”

- 1) Written instructions from the parent which include:
  - a) Name of student
  - b) Name of medication
  - c) Dosage
  - d) Time and/or frequency of administration
  - e) Method of administration (e.g., mouth, nose, ear, etc.)
- 2) All non-prescription medication must be in an original container or packaging.
- 3) Unused medications must be picked up by parents when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

#### Medication Dispensation Authorization Form

Ask at the Front Office.

#### Parent to School Notification

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

## IX. Parents

Parents are recognized as our partners in the educational process. Parents are invited to become involved as classroom volunteers, fundraiser chairs, School Advisory Council members, and members of a variety of school committees. New families are welcomed and oriented by the Parent-Teacher League (PTL). Each new family is encouraged to become an active participant in the school community, thus benefiting the learning environment for all students and faculty.

#### Parental Witness Statement

The Church through the ages has consistently called parents to understand and appreciate their special dignity as God's instruments of love to their children. The Church in recent years in official teaching has given even greater prominence to the importance of this truth. The Second Vatican Council in its "Decree to the Apostolate of the Laity" stressed the importance of the parents providing the first experience of their faith to their children.

***"They (Christian husbands and wives) are the first to communicate the faith to their children and to educate them; by work and example they train their offspring for the Christian and apostolic life"***

Paragraph #11, November 18, 1965

The Council Fathers even more emphatically expressed the irreplaceable role of the parents in communicating the Faith to their children in the *Declaration on Christian Education*.

***"Since parents have conferred life on their children, they have a most solemn obligation to educate their***

***offspring. Hence, parents must be acknowledged as the first and foremost educators of their children."***

Paragraph #3, October 28, 1965

## Parents' Prayer of Enrollment

*It is with complete awareness of the Catholic Church's vision of my vocation as parent, that I enroll my child in Sacred Heart Catholic School. In taking this step, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my child. I understand the Catholic school is the way in which the Church seeks to share and assist me in my vocation. However, I know no matter how clearly words are spoken, until my child sees these values and beliefs make a difference in my life, they will have little effect. Faith will only be part of my child's life if it can be seen to mold and shape the way we live as a family. I believe that the Catholic school can help deepen, enrich, and reinforce a faith that my child experiences at home. I accept my own witness as essential to the religious development and growth of my child.*

## Classroom Interruptions

During the school day, visitors are asked to take care not to disrupt the classroom learning. Visits to classrooms are welcomed at Sacred Heart. Please make arrangements with the classroom teachers at least 24 hours prior to the visit.

## Complaint/Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

## PARENTAL CODES OF CONDUCT

Adults within the Sacred Heart School community are responsible role models whose actions are consistent with Christian values and must support the mission, vision, and philosophy of Sacred Heart Catholic School. Our goal is to create and maintain a positive, cooperative atmosphere within the school community. This Code of Conduct applies to all Sacred Heart community members.

### *CODE OF CONDUCT:*

- Sacred Heart adults should be committed to the education of the children.
- Sacred Heart adults should be cooperative and committed to school goals.
- Sacred Heart adults should be respectful and self-disciplined.
- Sacred Heart adults should separate personal desires from what is in the best interest of the school community.
- Sacred Heart adults should treat one another honestly and politely, respecting the diversity of persons and opinions within our community.
- Sacred Heart adults should seek peaceful resolution of disputes.

If resolution of the conflict fails, adults within the school community are bound by the decisions of the Archdiocese, the pastor and the principal.

## Family Cooperation/Removal of Students Resulting from Parental Attitude

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive

attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

## Messages to Students

It is not always possible to reach your child quickly with a message. Please plan ahead to minimize the messages that need to be delivered.

## Community Builders: Events, Fundraisers, and Volunteering

There are several community building activities throughout the year. We encourage families to join and develop social bonds in our school community.

- Back to School Dinner
- Back to School Night
- Jog-a-thon/Maze-a-thon
- Drive the Mission Annual Fund
- Christmas Program
- Auction
- Middle School Musical/Play Production
- Spring Sing
- Coffee and Donuts at Mass

## Fundraisers / Fundraising Obligation

There are several fundraising opportunities (including some of the community events above) for family participation to support Sacred Heart School throughout the year. Sacred Heart School expects all families to participate in all fundraising events. Fundraising allows the school to meet yearly budget objectives and brings the school community together, while keeping tuition affordable for all.

**All development and fundraising activities MUST go through the school office. Use of the Sacred Heart School name or logo is prohibited without the expressed written consent of the principal or pastor.**

### General Fundraising Obligation

Each family will be required to bring in \$300 net, between the Jog-a-thon , Gift Card Program and/or the Annual Fund Drive (Drive the Mission) or elect to pay the difference to the school by June 1<sup>st</sup>.

### School Gift Card Program (Scrip)

The school gift card/scrip program comes in the form of gift cards for many local and national businesses, which can be purchased for face value at the school. By arrangement with the vendor, the school receives a percentage ranging from one to twenty-five percent.

## Volunteer Hours Guidelines

Each K-8 family completes and logs a minimum “fair share” of 20 volunteer hours annually.

Every Early Childhood family must complete and log a minimum “fair share” of 10 volunteer hours annually.

Hours must be formally logged: you are responsible for recording your hours in the logbook in the front office. Volunteer opportunities are publicized throughout the year via the newsletter, the school website, and by individual teachers and staff members. Examples of volunteer hours include:

- Working as staff on a fundraiser (e.g., golf tournament, auction, jog-a-thon, annual fund, etc.)
- Volunteering and assisting in a classroom.
- Helping with teacher prep work, i.e., bulletin board, classroom preparation
- Assisting in the library

Please note that volunteer hours do *not* include class parties or field trips (except when acting in the capacity of an official chaperone at the request of the teacher/organizer). Recording of volunteer hours is based on the honor system. Invoicing for outstanding hours will be done by the school administration at a rate of \$25 per hour not served.

**Volunteers working with students must have a background check and attend a “Call to Protect” class.**

## Parties

### In school

There will be three major parties within the school classrooms: Halloween, Christmas, and Valentines. These will be planned in conjunction with volunteer room parents.

Individual birthdays may be celebrated provided that the classroom teacher has approved each in advance. If items are not individually wrapped, gloves must be worn when distributed to the children.

### Out of School Party Invitations

Unless everyone in the class is invited to a party, invitations are not to be brought to and/or distributed at school.

### End of the Year Party

School sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties, nor does it endorse or allow fundraising for non-school sponsored celebrations.

## Releasing Students during the School Day

Students are not permitted to leave the school grounds during the hours of school operation without *written* parental permission and approval of the classroom teacher/school administration.

Students will be released only to a custodial parent/guardian or an individual authorized (via a written note) by the custodial parent/guardian. Additionally, the student must be signed out at the front office.

**NO CHILD may be released by a TELEPHONE MESSAGE.** Should a parent need to contact the school by email/fax; please notify the school by phone that a message has been sent. Anyone coming for a child during the school day must come directly to the school office. The secretary will send the child from the classroom. **UNDER NO CIRCUMSTANCES** may the teacher **release a child** from class **without the authorization of the school office.**

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

## Dismissal and Pick-Up Procedures

See “*To and From School*” under *Safety*, below.

## After School Events

With the exception of middle schoolers attending middle school dances, students may not attend an after-school event without parent supervision. We encourage student support and attendance at after school events, but they need to be under the supervision of a parent. This includes the time from school dismissal until the start time of the event.

## School Advisory Council (SAC)

The School Advisory Council, comprised of members from the parish and school community, works with the school administration and pastor to improve the quality of the school and ensure growth and fiscal responsibility. The Advisory Council and its subcommittees of marketing, finance, facilities, and engagement/development help prepare, evaluate, and modify the school's five-year strategic plan. The outcome of this process is a working document that guides the school administration to accommodate growth and serve the needs of the school and parish community while honoring and adhering to our core values.

In the Archdiocese of Portland, all school councils are advisory in nature. A school advisory council participates in decision-making by formulating and recommending, but never enacting policy. Thus, the purpose of Sacred Heart School Advisory Council is to advise the pastor and principal in making policy for Sacred Heart School programs.

### Reasons for a School Advisory Council:

- To promote participation in the ministry of Catholic Education
- To develop ownership and stability for the future
- To offer financial advice
- To develop and defend policy
- To serve as a good public relations source
- To enable the principal to spend adequate time as an educational leader
- To provide parents/guardians with a voice in their children's education
- To encourage strategic planning

### Functions of the SAC

- Planning
- Policy formulation
- Finances
- Selection of the principal
- Development, including public relations and marketing
- Evaluation of School Advisory Council goals

### What a council does not do:

- Discipline
- Develop school programs
- Approve materials
- Hire or terminate staff
- Tell the principal how to do things
- Act as a grievance board
- Send out questionnaires without authorization

The Sacred Heart Advisory Council meets the first Tuesday of each month with the exception of July. Generally, meetings are at 5:30pm in the Conference Room at the school. With the exception of the executive session, the meetings are open to members of the school community when approved by the school principal.

## Communications

### Intranet: FACTS

During the 2015-16 school year, Sacred Heart launched a robust and comprehensive password-protected communications intranet called FACTS. The login link appears on the front page of our school website or can be accessed directly at [Elevating the Education Experience - FACTS Management \(factsmgt.com\)](http://Elevating the Education Experience - FACTS Management (factsmgt.com)). Parents will receive accounts, passwords, and login information during the first week of school. Our FACTS portal will be your “one-stop shop” for communication, and will deliver to your web browser or mobile device:

- Updated calendar and event information, custom-tailored to reflect the groups (classes, sports teams, activities etc.) your family is part of
- School and class news and announcements
- Teacher communications portal-individual and group email
- School directory
- Volunteer opportunities
- Homework, grade, and progress reporting

### School Website

Our school website contains information intended for a broad external audience—our school family, but also prospective families and the general public. You are encouraged to explore, bookmark, and share! Our web address is [www.shcs.org](http://www.shcs.org).

### Facebook

Sacred Heart maintains a growing social media presence on Facebook. Our official Facebook page is located at [www.facebook.com/shcs.medford](http://www.facebook.com/shcs.medford). Please like and share.

### School News

Every week our school newsletter will be sent home to each family. The newsletter is distributed electronically via FACTS. Any individual or group wishing news to be included in the newsletter must send their announcement to the school. All materials for the packet must be reviewed and approved by the school administration before distribution.

### Communication

Members within the school community are encouraged to express themselves verbally, in writing or by assembly in such a way that they do not violate the rights of other individuals or groups, the mission of Sacred Heart School and/or the doctrines and values of the Catholic Church.

### Publications

School publications, productions or displays which are or may fairly be characterized as school sponsored or part of the school’s educational program, whether they occur in the traditional classroom setting, are subject to review and evaluation by the school administration. The final decision about the suitability of

any material in question shall rest with the principal, after review and consultation with the teacher/advisor prior to publication, production or display.

### School Directory

School directory information is available to school groups within FACTS. Be sure to indicate the information you will allow to be shared as you update your profile.

### Service Programs

Sacred Heart School will be involved in a number of service projects. Your participation in these programs is very valuable.

### Verification of Compliance

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook.

## x. Safety

### Emergency Drills

An emergency drill for fire, earthquake, or other crisis is planned once a month with students and staff. For more information on emergency drills please contact the school office.

### Laser Pointers

Students are not allowed to have or use laser pointers at Sacred Heart School.

### School Closure

#### Emergency Notices/Hazardous Weather

- If the Medford Public Schools are closed, Sacred Heart School will also be closed.
- Since Sacred Heart School draws students from the entire metropolitan Medford area, the school may be closed or open late independently.
- When weather conditions are questionable check the intranet, listen to public TV, radio, school website, email, and social media for Sacred Heart's announcements.
- School Closures outside of our control (such as snow days, COVID quarantines, etc.) do not require SHCS to issue refunds for any tuition fees in Preschool through Eighth Grade.

### Skates and Skateboards

Skates and Skateboards are not allowed at Sacred Heart School.

### To and from School

#### Street Crossing

Students are asked to cross the street using the crosswalks. We ask your cooperation in instructing your children to cross only at crosswalks.

## Car/Parking

Parents and other authorized drivers bringing students to and picking them up from Sacred Heart School are requested to follow the procedure outlined below to ensure the safety of our children. Please show respect for our residential neighbors surrounding our school, by not blocking driveways or walkways.

### Before School

All students in Early Childhood may be walked to their class. From Kindergarten through 4<sup>th</sup> grade are to be dropped off in the morning on Holly Street near the ramp. Middle School students are to be dropped off to the south of the playground on 12<sup>th</sup> Street near the gate entrance. The gate is next to the large trash bin.

### After School

Students will be brought out to the playground after 3:00 dismissal (2:15 on Wednesday and Noon on Early Dismissal days). An automobile pick-up line will form, starting behind the gym and following Holly Street and enters the playground under the direction of the school stop sign monitor. It is imperative that all drivers, while in this line, stay in their vehicle. Faculty/staff will walk your child to your vehicle. Please do not cut in front of other vehicles in the pick-up line. Please continue to move your vehicle forward as vehicles exit the pick-up line. Please do not use cell phones while driving in the pick-up line. If you would like to leave your car, please use the parking lot across from the south exit gate. Remind your child(ren) to watch for your car. It is our *top* priority to ensure your child's safety, following the above procedures help ensure that safety. None of the students are permitted to play on the playground equipment during pick up.

## Visitors

The only entrance open during the school day will be the main entrance. All visitors (including parents volunteering in classrooms or in the library) are asked to report to the main office upon entry and check-in; this practice helps ensure a safe environment for our students and school personnel. *Visitor's tags are issued to all visitors.* Please return the tags when you leave the school and check-out. It is not necessary to procure a visitor tag to pick up your child, or to buy school gift cards/scrip.

Only Registered Students of Sacred Heart School can attend the school day.

## Animals

Before any animals are brought into the school or on school grounds **prior** permission must be obtained from the principal. This procedure also includes the presence of animals during arrival and pick up of students.

## Weapons Policy

Ordinarily, any student in possession of a weapon will face disciplinary consequences up to and including expulsion from school.

Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument (other than an ordinary pocketknife –which school rules ordinarily forbid), mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.



## XI. Student Activities

### Altar Servers

Sacred Heart Church trains altar servers two times each year. Catholic students in grades 5-8 are allowed to participate if they and their parents wish. A permission slip is sent home to eligible students at the beginning of the school year.

### Athletics

Sacred Heart Catholic School participates in the Southern Oregon Middle School Athletic Commission (Small School Division) athletics program and follows Archdiocesan guidelines, policies, and rules in its after school athletic programs. Parent volunteers may be needed to help coach Sacred Heart teams. When student participation is allowed, we offer boys' cross-country, basketball and track; and girls' cross-country, volleyball, basketball, and track. *All students must follow the SHCS athletic dress code.*

There is currently a \$75 pay to play fee per sport (with a family maximum fee of \$300/year). A sports physical is required; forms are available in the office. Sports physicals are generally valid for two years, but the form needs to be updated annually. While we make every attempt to provide transportation to sporting events, is not guaranteed by the school. When available we will inform the coach and parents.

### Middle School Dances

Middle school dances are a privilege and students must follow the same campus rules and free-dress codes that apply during the regular school day. A student must attend school on the day of the dance in order to participate in the dance.

### Field Trips

Field trips are for the purpose of introducing and supplementing classroom learning experiences. Each teacher plans and organizes class field trips during the year. When a trip is planned, a description of the trip will be sent home. Written parent permission is necessary for a student to leave school grounds even on school related field trips. Each driving field trip requires a separate permission slip. Parents volunteering as chaperones are asked not to bring along siblings if they are responsible for classroom children. While some costs of transportation will be paid by the school, some field trips may require an additional fee. In these cases, it will be the responsibility of the family to provide the fee.

- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
- A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with their parents and will be marked absent for the day.

- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are **non-refundable**.
- **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

## School Sponsored Event Collection of Money

A money collection protocol is in place per Archdiocese of Portland policy. Please see the school business manager for details.

## Student Council

A candidate for the Student Council must have a 3.0 GPA: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> trimesters and demonstrate leadership ability and positive school attitude and spirit. A candidate must have no more than five tardies and two disciplinary actions, each quarter of school, for eligibility.

## National Junior Honor Society

We participate in the National Junior Honor Society for our students in grades six through eight. Criteria for being admitted will be promulgated to the students in those grades. Applications will be reviewed by a selection committee, and those meeting the standards will be inducted into the NJHS on an annual basis.

To be eligible, you must maintain a 3.0 cumulative average in all three years. This means that if you get a C, you must have an A to balance it out in your cumulative GPA for the trimester. Beyond that, you'll need to demonstrate participation in community service and leadership. Students who maintain this grade point average and continue service to the school community as well as the outside community will receive a gold chord at graduation and this national membership will be in their record as they move on to High School.

## Service Projects

Our students are involved in several service projects throughout the year. Your participation in these projects is very valuable.

## XII. Student Awards

### Virtue Awards

Sacred Heart believes in the importance of acknowledging our students' achievements. Throughout the academic year we recognize a student of the month for preschool/pre-k, kindergarten-2nd, 3rd -5th, and 6th-8th grades.

### Review of Student Education Records

Parents of students currently in attendance at Sacred Heart Catholic School may review the student's education records. Parents wishing to review student records should make a written request to the principal to do so at least 48 hours in advance. A charge may be assessed for copying records. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

## Directory Information

Sacred Heart Catholic School has designated the following as directory information which the school may disclose without specific consent: the student's name, address, telephone listing, participation in officially recognized activities and sports.

A parent may elect not to have any or all these items included in a school-related directory. Notice from a parent that he or she does not want any or all of these types of information included must be made in writing to the principal of Sacred Heart School within two weeks after the first day of school.

## Emergency Disclosure of Information

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## Media Permission

To celebrate our community and "shine our light," Sacred Heart regularly publishes pictures and accounts of the activities and accomplishments of our students in a variety of ways—through our internal and external publications, our website, social media sites, news releases, and, at times, on television. We would like to be able to include your child in our media coverage, but we also want to be sensitive to our students' privacy. Please notify the school office, if you would like to **exclude** your child's name or picture in our publications.

Please be advised that through the course of conducting daily school business your child's name and photo may appear in internal publications for distribution only within the school community, for example the yearbook or newsletter. If your child participates in sports, his or her name and photo can be used in local media coverage over which we have no control. Your child may be pictured in a large group photo, especially as a sports or theatre participant (without his/her name), in any of the above media. Also, please be aware that from time to time, media companies and individuals over whom we have no control take pictures of the school and our students. The school cannot be liable for the use or misuse of any pictures so taken.

## Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare the necessary information and settle accounts.

## XIII. Student Services

### Lunch Services

Hot lunch is offered each day of the school year. Parents and students may purchase credit for a hot lunch in the cafeteria. Prices will be set at the beginning of the school year and are subject to change. Hot lunch is provided by Sodexo, and we participate in the National School Hot Lunch Program which includes free and reduced lunches for those who qualify. Students may also choose to bring their own lunch. Microwaves are available for warming/reheating food but are limited.

Morning Snack: All snacks are provided by the parents. All morning snack food should be nutritional: such as fruit, bagels, yogurt, vegetables, cheese and crackers, etc. NO candy, soda or energy drinks. Water is always great compared to other options available.

## Milk Program

Milk is available for purchase at the same location as hot lunches. Prices are set at the beginning of the school year and are subject to change. Please purchase account credit in the morning before the start of school.

## Telephone

The school telephone is not for student use. In case of emergency, the student may request permission to use the school telephone, from their teacher, before coming to the office. Students are expected to come to school prepared, calls for homework, lunch, etc. are not normal practice.

## XIV. Volunteers

### Volunteers

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. Volunteers are encouraged to be a part of our school community. We appreciate the services they provide. All volunteers are asked to sign in at the school office, and to sign out when leaving the facility. The school newsletter will inform all parents of all volunteer opportunities. All volunteers are asked to read the *Sacred Heart School Volunteer Handbook* and fill out the appropriate background check information sheets before volunteering for their services, and also attend a “Called to Protect” class.

### Volunteer Background Checks/Annual Call to Protect

The school reserves the right to require volunteers in any school program or activity to undergo a background check and complete the Archdiocese “Call to Protect” program and annual updates online. Ordinarily any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of any volunteer.

### Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and committees, Parent-Teacher League, Annual Auction Committee, classroom assistance to teachers, cafeteria/ hot lunch program, Room Parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministry.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources. All volunteers must comply with the confidentiality standards established by the Archdiocese of Portland.

## XV. Teen Dating Violence and Domestic Violence

### **Pursuant to ORS 339.366 and 339.368**

Teen dating violence is unacceptable and prohibited at Sacred Heart Catholic School. Each student has the right to a safe learning environment. Sacred Heart Catholic School will comply with all current requirements (including those in Oregon law) for education of its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds, at school-sponsored activities, and on school-provided transportation.

#### Education and Training

Students in grades 7 through 12 will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at Sacred Heart Catholic School annually.

#### **Resources Currently in place for the Archdiocese of Portland:**

##### Committee for Children Second Step

Grade 7 and Grade 8

- Unit 2: Recognizing Bullying and Harassment
- Unit 4: Managing Relationships & Social Conflict

Virtus Online

Grade 7 and Grade 8

- Lesson 2: Safe Adults, Safe Touches, and Special Safe Adults
- Lesson 3: Boundaries. You Have Rights

School faculty and staff, including agents, contractors, and volunteers at Sacred Heart Catholic School will receive training on the topic of teen dating violence and domestic violence annually.

Sacred Heart Catholic School will provide training for all faculty, staff, agents, contractors, and volunteers in the school through the mandatory C.A.S.E. (Creating A Safe Environment).

Sacred Heart Catholic School will adopt a poster that contains information, in both English and Spanish, regarding domestic violence, including at least one toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posting of posters must be in clearly visible locations on the school campus.

### Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.

Procedures for reporting incidents of teen dating violence that takes place on school grounds, at school-sponsored activities, on school-provided transportation includes:

The principal has responsibility for investigations concerning incidents of teen dating violence.

### Notification of Policies

At a minimum, Sacred Heart Catholic School shall make the policy:

- Annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at Sacred Heart Catholic School office and on the school website.

The school principal at Sacred Heart Catholic School is responsible for ensuring the policy is implemented.

### Definitions

**“Dating”** or **“dating relationship”** means an ongoing social relationship of a romantic or intimate nature between two people. **“Dating”** or **“dating relationship”** does not include a causal relationship or ordinary fraternization between two persons in a business or social context.

**“Domestic violence”** means abuse as defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735) between family and household members, as those terms are defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735).

**“Teen dating violence”** means a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

Stop Domestic Violence Flyer

Responding to Red Flag Behaviors

## RIGHT TO AMEND

The principal and administrative staff have final recourse in all discipline matters and all matters of policy. This staff also has the right to add to and amend the handbook as deemed necessary. Changes to the handbook occurring during the academic year will also be published and distributed via FACTS.

### Sacred Heart Catholic School Student/Parent 1:1 Chromebook and Technology Agreement

Please print:

Student name (first & last) \_\_\_\_\_ Chromebook # \_\_\_\_\_

Parent/Guardian name (first & last) \_\_\_\_\_

#### Terms of Agreement

*In this agreement, “you” and “your” means the parent/guardian and the student enrolled at Sacred Heart Catholic School Catholic School. The “equipment” is a Chromebook and power cord/charger.*

Terms:	You will be issued a Sacred Heart Catholic School Chromebook, battery and power cord/charger. You will comply with the Sacred Heart Catholic School's One-to-One/Technology Contract and Agreement at all times.
Title:	Legal title to the equipment belongs to the school and shall at all times remain with the school. Your right to possess and use the equipment is limited to and conditioned upon your full compliance with this Agreement. Your possession of the equipment terminates on the collection date set by the school unless terminated earlier by the district or upon withdrawal from the school.

Lost, Stolen, or Damaged Equipment:	You must report any lost, stolen, or damaged equipment to the school immediately. For stolen equipment, you must also file a police report. If the equipment is lost or damaged, either intentionally or due to negligence, the student may be subject to discipline and you will be responsible for the cost of repair or replacement.
Sanctions for Violations:	Any activity that violates Sacred Heart Catholic School's One-to-One/Technology Contract and Agreement should be reported to a school administrator. Disciplinary action, if any, for the students and other users shall be consistent with Sacred Heart Catholic School's standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to Sacred Heart Catholic School Catholic School's electronic resources, other school disciplinary action, and/or other appropriate legal or criminal action including restitution, if appropriate.

### Acceptance of Terms

*By signing this form, you confirm that you understand the information in this agreement. You also confirm that you have read, understand, and accept the terms of Sacred Heart Catholic School's Student/Parent Handbook Technology and One to One Policy.*

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Initial: \_\_\_\_\_ I understand that my student will have a school login (through Google) under the domain shcs.org. I understand that the Chromebook issued to my child is my responsibility and the case of damage, loss, or stolen, I must replace the Sacred Heart Catholic School Chromebook (roughly \$250).