

**Sacred Heart of Jesus Academy**

**FAMILY HANDBOOK**

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## **I. MISSION AND BELIEFS**

Sacred Heart of Jesus Academy is a Catholic School that prepares students to meet the challenges of the future through collaboration with parents and through a challenging curriculum that fosters effective communication in an environment permeated with Catholic values.

- We believe that each child is a gift, unique in God's eyes and called to be a disciple of Christ.
- We believe that every student should have the opportunity to develop their God-given talents in a safe and nurturing environment.
- We believe that collaboration among teachers, parents, and students is essential for the success of each student.
- We believe that students learn in different ways, should be provided with a variety of instructional approaches, and learn best when they are actively engaged in the learning process.

## **II. ADMISSION AND REGISTRATION**

Sacred Heart of Jesus Academy exists to provide a quality Catholic education to children of families who are registered members of Sacred Heart of Jesus Parish. Admission and re-admission will be on an annual school year basis. Non-parishioners and non-Catholics will be considered for admissions if space and financial considerations permit.

Admission to Sacred Heart of Jesus Academy is normally through formal registration in January of each year. At that time, evidence of active parish membership, baptismal and birth certificates, immunization records, and other records as may be required by the administration must be submitted. Legal documents concerning child custody are also required.

Children entering the 3-year-old program must be 3 by September 30<sup>th</sup>. Children entering the 4-year-old program must be 4 by September 30<sup>th</sup>. Children entering Kindergarten must be 5 years of age by September 30<sup>th</sup>. Children who are 6 years of age by September 30<sup>th</sup> and who have evidence of successfully completing kindergarten in an accredited school are eligible to enter first grade.

No student will be refused admission because of race, sex, or national origin.

### **A. ADMISSION PRIORITY**

Students will be considered for admission to Sacred Heart of Jesus Academy on the basis of academic ability, achievement, and conduct, according to the following priorities:

- All children of registered parishioners, (i.e., registered families who attend Sacred Heart of Jesus Parish and support the church through their Sunday offering) who qualify by reason of academic ability, achievement and conduct are eligible for admission to Sacred Heart of Jesus Academy.
- Qualified Catholic children who are not members of the parish and who have the written permission of the pastor of their home parish.
- Qualified non-Catholic children whose parents desire a Catholic education for their children may also be admitted if space and financial considerations permit.

## **B. REGISTRATION**

Enrollment in the school is renewed each year in January. Acceptance is contingent upon all financial requirements being met, and evidence of acceptable effort and conduct in accord with school policies and the Code of Conduct that is included in this handbook.

Transfer students must present report cards from their previous school and participate in an interview with the administration to discuss previous academic and behavioral progress. New kindergarten students will be registered for the coming school year in February. A priority registration will be held for those students who have siblings currently enrolled in Sacred Heart of Jesus Academy (1-8) and for those children who attend the preschool programs at Sacred Heart of Jesus Academy. Registration in the kindergarten will not be considered final until completion of the Early Prevention of School Failure (EPSF) screening.

## **III. PARENT INVOLVEMENT**

The Sacred Heart of Jesus Academy experience is one for the entire family as that is the strength of our community. We believe it is essential to the success of the education process that parents contribute their time and expertise as advisors to the various boards and as organizers of the many school events each year. This collaboration creates the Sacred Heart of Jesus Academy Family which sets our school apart.

The primary responsibility for the education of children belongs to their parents. This responsibility is shared with the school as a matter of practical necessity. The greatest single factor in a child's development is the example provided by parents. Participation in school programs, events, and activities communicates to children the value of their education and of the school that they attend.

**A. School Advisory Board** – The School Advisory Board assists the pastor and principal in reviewing and developing policies to govern the operation of the school. The board helps in planning, development, and promotion of the school. The board operates under the authority of the pastor. It is comprised of seven voting members and two “ex officio” members, the pastor and the principal. Board meetings are open to the public.

**B. Parent Teacher Committee** - Participation in the Parent-Teacher Committee (PTC) is strongly encouraged. The purpose of the PTC is to develop, promote, and carry out activities to support and enhance the school experience and the non-academic programs of the school. The primary function of the PTC is service. It publishes a school directory, enlists room parents, and sponsors school fundraisers, the proceeds of which are used for various projects in the school. Monthly meetings are open to all parents of Sacred Heart of Jesus Academy children. A yearly membership fee is assessed per family.

**C. Athletic Club** - The purpose of the Sacred Heart of Jesus Academy Athletic Club is to promote the ideals of community and family and to support student participation in the athletic programs of Sacred Heart of Jesus Academy, particularly in CYO (Catholic Youth Organization) activities. In achieving this purpose, the focus will be on the child and his/her emotional, spiritual, and physical development.

## **IV. ATTENDANCE**

Regular attendance is a serious parental obligation. Children between the ages of 6 and 18 are required by law to attend school punctually and regularly. Parents must notify the school the morning of the day of a student's absence. Parents who do not call in a child's absence by 8:30 A.M. will be called by the school and if the family cannot be reached by 2:30 P.M. then the police will be notified in accordance with the Missing Child Act.

Acceptable reasons for absence include personal illness, medical and dental appointments, and family emergencies. These are recorded as excused absences. If at all possible, appointments with doctors and dentists should be made outside school hours. When students return, they are required to present to their teachers a written note indicating the reason for the absence. A phone call does not replace the note. An unexcused absence is recorded when the school has not been informed of the reason for not attending school. Vacations also constitute unexcused absences. Vacations during school time are strongly discouraged.

When your child is absent, and you would like to request missed schoolwork, please make this request at the time the absence call is placed. This will allow a reasonable amount of time for the teacher to gather books and assignments. Students are responsible for making up work missed because of absence. Teachers will be glad to give help if needed, but it is the duty of the student to seek it. Individual teachers will communicate to the parent the policy of the grade level for completion of missed assignments in their stated classroom policies at the beginning of the school year.

In the event of a prolonged student absence, it is the responsibility of the parents to contact the individual teachers on a weekly basis, at minimum, to discuss the progress of the child. A note from the doctor advising the amount of time the student will be absent and what type of activity the student is allowed to do will be necessary in the case of any prolonged illness. When a student is absent for an excessive amount of time in one marking period it may be decided not to issue a report card for that marking period.

### **A. TARDINESS**

Tardiness interferes with the progress of children in school and disrupts classroom teaching. Parents are asked to see that their children cultivate the habit of punctuality.

Students who report to the classroom after 8:15 A.M. will be considered tardy. Children who are tardy must report to the office for a "late slip." Repeated tardiness will be called to the attention of the parents by the homeroom teacher. Students who are tardy three times in a grading period will receive a student discipline notice consistent with the conduct policy of the school.

### **B. EARLY DISMISSAL**

In case of illness or an accident, or other need, and if a child needs to be sent home:

1. Parents will be notified and should come to school to pick up the student within ½ hour. If the parent cannot come, he/she is to send a representative and inform the school office of the adult representative who will be responsible for the student.
2. The Emergency Medical Authorization form must indicate the names of the persons for the school to contact should it be impossible to reach the parent. It is the responsibility of the parent/guardian to inform the school office of any changes that need to be made to this form.

3. A student will be released from school only to his/her parents or to another adult authorized by the parents.
4. A release form must be signed at the school attendance office when a student is taken home.

No student may leave the school grounds during the day without the written permission of his/her parents and notification of the office staff. Both are necessary. Failure to do so will constitute an unexcused absence.

Medical and dental appointments during the school day should be kept at a minimum. A note from the parent should be presented at school before the day of the actual appointment. Parents are asked to come to the school attendance office to pick up children.

### **C. WITHDRAWALS**

If a student is to be withdrawn from the roster of Sacred Heart of Jesus Academy, the principal should be contacted at least one week before the withdrawal. The parent needs to come to the school office to sign a consent form for the release of records. The principal will then contact the Credit Union to authorize the return of paid tuition. The amount of tuition returned will be pro-rated according to the amount of time remaining in the school year.

### **D. EMERGENCY CLOSING PROCEDURES**

If the South Euclid-Lyndhurst City Schools close, Sacred Heart of Jesus Academy is also closed. Please listen to the radio or TV for this announcement. Do not call the parish office.

If there is an emergency affecting Sacred Heart of Jesus Academy only, parents will be notified by room parents, and Sacred Heart of Jesus Academy will be announced by name through the media.

## **V. SCHOOL HOURS**

The school building is open at 8:00 A.M. Please do not send children before this time. Children must be in their classrooms by 8:15 A.M. Students are considered tardy after 8:15 A.M. The dismissal bell rings at 2:35 P.M. All children are to leave the building and school grounds by 2:45 P.M. unless under adult supervision.

### **A. OFFICE HOURS**

The school office is open from 7:30 A.M. to 3:30 P.M. Teachers are not interrupted to accept phone calls or to meet with parents while they are in class with the students. Should you wish to contact your child's teacher, please call the school office or send a note with your child. The teacher will return your call during the day or after school. Parents and other visitors to the school must sign in at the school office upon entering the building.

## VI. CHILD CUSTODY

In two-parent families it is assumed that both parents are living at the same address unless the school has been notified otherwise. Sacred Heart of Jesus Academy personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by the parents. This information includes but is not limited to conference appointment, report cards, mid-quarter discussions with school personnel, and tuition payments.

In families experiencing separation of parents or pending divorce, information will be sent home with the child to whichever parent holds responsibility for the care of the child. It is assumed that this information is then shared between the parents.

In cases of a divorce decree involving custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, the pages referring to the custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree requires otherwise, school communication will be sent home to the custodial parent.

Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right of access to records, the non-custodial parent has the right to the same access as the custodial parent. We will, unless instructed by a court order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. They do not include daily classwork and papers, or routine communications sent through the children to the home or residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent.

Unless restricted by a court order, a non-custodial parent has the right to attend school activities such as sports activities and class programs. Parents should keep each other informed of these activities.

In cases of joint custody (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

## VII. HOME-SCHOOL COMMUNICATION

**A. PUBLIC ADDRESS ANNOUNCEMENTS-** Announcements on the public address system are made at 8:15 A.M. Any messages to be announced should be in the office before that time. Student prayer leaders begin our school day with prayer, then announcements pertaining to school and athletic activities are made.

**B. EMERGENCY MESSAGES DURING SCHOOL HOURS-** Parents are asked not to call a child from the classroom. If it is necessary to deliver something to the student, please report to the school office first to determine how this will be done. Please do not call the school office to communicate changes in transportation arrangements unless absolutely necessary.

**C. SACRED HEART OF JESUS ACADEMY NEWSLETTER-** The weekly school newsletter is sent home each Monday via the youngest child in the family. Please ask for it. A monthly activity calendar and cafeteria menu will accompany the newsletter at the beginning of every month. Some information for parents is also sent via email using the email address provided to the school for Edline.

**D. OTHER COMMUNICATIONS-** Personal communications, permission slips for field trips or events, and other announcements will be sent home with the child. Legal or highly confidential information will be sent home through the U.S. Mail. Please send incoming mail with your child in an envelope clearly marked for the intended individual.

**E. WEEKLY PARISH BULLETIN-** News pertaining to school activities and programs is published in the weekly parish bulletin as these events occur. The bulletin is distributed at all Sacred Heart of Jesus Parish weekend liturgies.

**F. SACRED HEART OF JESUS ACADEMY WEBSITE-** [www.sacredheartofjesusacademy.org](http://www.sacredheartofjesusacademy.org)  
The Sacred Heart of Jesus Academy website is a valuable source of news and information concerning the school and includes links directly to the school administration and faculty. Forms, calendars, schedules, directories, and contact information are included in this increasingly important website. Links to classroom sites are included as well. Make this website your first stop for accurate and up-to-date school information

**G. EDLINE-** [www.edline.com](http://www.edline.com)  
Edline is a gated online community in which parents can retrieve information concerning their child's academic progress and monitor their grades in each subject..

## VIII. FINANCES

### A. Tuition and Fees

Tuition is determined yearly by the pastor and administration. Sacred Heart of Jesus active parishioners pay a percentage of the per pupil cost. Non-parishioners pay the entire per pupil cost. To be considered as an ACTIVE PARISHIONER and thereby assessed the applicable tuition for a parishioner at Sacred Heart of Jesus Academy, each family is asked to commit the following:

- Faithful attendance at the Sunday or Saturday Vigil Mass. Attendance to be tracked through weekly collection envelopes. Parishioners are expected to place a minimum of \$10.00 a week in the basket to remain in good standing, although all parishioners have been encouraged to tithe. If you have any questions as to what this means or how to accomplish it please contact the rectory.
- Sell the allotted value of raffle tickets for the Summer Festival or pay the additional amount in tuition for the next school year. In addition to the sale of raffle tickets, school families are expected to support the efforts of the festival by volunteering at the festival.
- Participation in the school certificate program and Market Day.
- Each family is expected to purchase a ticket for the Auction. Parents are also encouraged to volunteer and to donate to the Chinese Raffle baskets at their children's grade level.

To complete the registration process, a registration fee, in addition to school tuition, is required from each family. Class lists for the coming school year will be compiled from the names of registered students only.

A tuition loan program is in effect for payment of school tuition. For the upcoming school year, tuition must be pre-paid in full by June 1<sup>st</sup>. Parents have the option of either securing a guaranteed loan through the school's designated financial institution and paying that loan in ten equal installments as described in the loan agreement or making a single lump sum prepayment for the entire tuition amount.

## **B. Non-Payment Policy**

Report cards will not be issued during the school year if payments on a tuition loan are more than one month tardy. In addition, registration and re-registration to the school will not be accepted for the next school year until all financial obligations are current. Delinquent charges are added to the registration fees and tuition payments that are not paid by the designated date.

## **C. NSF Checks**

Payments made to Sacred Heart of Jesus Academy that are returned by the financial institution for any reason will require reimbursement for the outstanding balance due to the school and applicable charges made by the financial institution.

## **D. Parishioner Financial Assistance**

Financial Aid is available to those families desiring a Catholic education for their children but who are unable to pay all of the required tuition, provided they meet the criteria below:

- Children in Kindergarten through 8<sup>th</sup> grade only. No aid will be awarded for children attending our pre-school programs.
- Applicants for tuition assistance must meet the eligibility criteria as written in the Sacred Heart of Jesus Academy Tuition Policy.
- Eligibility for financial aid will be based on information contained in the Private School Aid Services Application (PSAS) which is to be completed by each family applying for aid. A Private School Aid Service application also serves as an application for Diocesan Tuition Assistance. Please note that Sacred Heart of Jesus Academy Tuition Assistance and Diocesan Tuition Assistance have separate deadlines. The completed form is to be mailed directly to PSAS as directed by the form.
- New applications must be submitted each school year by the published date.
- The assistance awarded by Sacred Heart of Jesus Parish, plus any Diocesan Aid approved by the Diocesan Catholic Education Endowment Fund, cannot exceed the full cost of tuition.
- Applications for tuition assistance for the upcoming school year are obtained from the school office. Availability of the forms and the due dates for completed forms will be published in the school newsletter. Notification of scholarship assistance granted from the Diocesan Endowment Fund is sent directly from the diocese to the applicant's home. Notification of tuition assistance granted from Sacred Heart of Jesus Parish is sent separately to the applicant's home.
- Applications should be submitted on time according to the published dates. Late applications will be considered for approval ONLY if the family is transferring into the parish, or experiencing unforeseen financial difficulty.
- Private School Aid Services sends a report to the parish with suggested awards for each family that applied for aid. The suggested rewards are reviewed by the pastor and the parish business manager, and the total amount of awards is approved by the parish Finance Council. Parents will be notified of a financial award by the parish business manager.

### **E. Lost or Damaged Property**

Students are responsible for reasonable care of books and other school property. Parents are liable for the costs of replacing lost or damaged school property.

## **IX. SACRED HEART OF JESUS ACADEMY ENDOWMENT**

The Sacred Heart of Jesus Academy Endowment has been established as a means of securing the financial future of the school by providing added revenue to help defray the increasing costs of education. This fund can support scholarships, capital improvements, repairs and operations, all of which are vital in maintaining Sacred Heart of Jesus Academy as a National School of Excellence.

The endowment fund is perpetual. Income generated by the fund is directed to specific purposes according to the policy of the fund. This ensures your gift will be there for years to come, supporting the excellence in Catholic education that has long been the commitment of Sacred Heart of Jesus Academy, its staff, and benefactors. By designating a gift to this fund, you will help ensure that this tradition continues long into the future.

A gift to the endowment can acknowledge the influence of a mentor in our lives, or perhaps serve as a lasting memorial for a loved one. Special occasions, birthdays, weddings, and anniversaries can also be remembered and honored in this way.

Gifts to the endowment can be made at any time and in any amount using cash, stocks, bonds, real estate, insurance benefits, etc. A specified asset can also be allocated to the endowment when estate planning. Any time a donor makes a contribution in excess of \$5,000.00, the donor may direct how the contribution, including the principal amount and the income, may be disbursed and the purpose for which it may be disbursed.

In giving to the endowment, you become a large part of the legacy and tradition that is Sacred Heart of Jesus Academy. It is through your gifts and in your name that the mission of this school and the quality of Catholic education it offers will continue to thrive in the future.

## **X. CURRICULUM**

### ***RELIGION***

### ***ACADEMICS***

### ***CO-CURRICULARS***

What your child learns is based upon three integrated programs: religious education; academic instruction; and co-curricular activities.

### **A. RELIGION**

The cornerstone of Sacred Heart of Jesus Academy is its faith in Jesus Christ and His Church. Our relationship with God and to each other and the application of Christian values to our daily lives are topics that are emphasized in all classes and grades.

Our religious education program is intended to help students understand and live out the teachings and traditions of the Roman Catholic faith. We accomplish this by providing the following for our children:

- Daily prayer in classrooms
- Daily religion classes
- Weekly school Masses
- Priest involvement in religious curriculum
- Sacramental formation
- Outreach programs

## **B. ACADEMICS**

Academic instruction in all grades follows the curriculum of the Diocese of Cleveland, and is fully aligned with the Ohio Academic Standards. Our students are prepared for the most demanding requirements of area high schools.

**1. LANGUAGE ARTS** are based on a strong foundation in phonics and grammar, and are supported by an emphasis on excellent literature and writing across the curriculum.

**2. MATHEMATICS** instruction features sequential, rapid-paced skill development in all grades along with a unique program of cyclical reinforcement of skills. Algebra is taught in grades seven and eight.

**3. SCIENCE** is taught as a process of inquiry. A fully equipped science lab supports hands-on work in science at all grade levels. Science is a departmental subject in grades four through eight.

**4. TECHNOLOGY** is integrated in all classes and is supported by a full-time technology coordinator. Resources include a networked computer lab, a wireless network linking computers in all classrooms, and Smart Board technology at all grade levels.

**5. SOCIAL STUDIES** are taught at all grade levels, and are a departmental subject in grades four through eight. Lessons are extended through team projects, research projects, and field trips.

**6. SPANISH LANGUAGE** is taught in grades six through eight.

**7. ART** classes and a student art club are provided in a fully equipped art studio.

**8. MUSIC** instruction includes band, choir, and bell choir, with many opportunities for concert performances.

**9. PHYSICAL EDUCATION** is provided to all grades in a large, modern gym facility.

**10. REMEDIAL AND DIAGNOSTIC SERVICES** are provided by auxiliary service specialists.

**11. ASSESSMENTS** include the Cognitive Abilities Tests in grades 1, 3, 5, and 7, and the Iowa Test of Basic Skills in grades 1 through 7. The Early Prevention of School Failure Program is designed to prevent school failure through early identification and remediation of developmental obstacles to learning. The assessment identifies the student's learning strengths and weaknesses, allowing the teacher to plan accordingly for each student's needs.

## **XI. CO-CURRICULAR ACTIVITIES**

**CO-CURRICULAR** programs let your child pursue interests in service, athletics, and the arts. These programs include:

- Drama Club
- Student Council
- Student Newspaper
- Art Club
- Chess Club
- Band
- Ski Club
- Yearbook
- CYO Athletics – Football, Volleyball, Basketball, Track & Field, Baseball and Softball, and Wrestling

## **XII. PRESCHOOL**

Sacred Heart of Jesus Academy Preschool offers an excellent preparation for a child's elementary school experience. Programs for 3-year-olds, 4-year-olds, and children ready for the challenge of a pre-kindergarten are offered.

The mission and goals of our preschool are consistent with those of Sacred Heart of Jesus Academy, including a commitment to faith formation. Our pre-kindergarten curriculum has been approved by the Diocese of Cleveland and is aligned with state standards and guidelines.

Our preschool children develop important social skills as they engage in developmentally appropriate lessons in language arts, mathematics, science and social studies. Our teachers help to build children's self-confidence within a safe and nurturing setting. They are a source of support for our parents as well as for our children.

## **XIII. EDUCATIONAL RESOURCES**

### **A. PSYCHOLOGICAL TESTING AND COUNSELING**

Psychological testing and counseling services are available. A referral to the school's Intervention Assistance Team may be made by a teacher or parent.

### **B. REMEDIAL AND SUPPORTIVE INSTRUCTION**

Individual and small group instruction in reading and math for children with special needs is given in the Modular Instructional Unit by a certified teacher. Referrals for this service are made through the Intervention Assistance Team.

### **C. SPEECH AND LANGUAGE THERAPY**

A speech and language pathologist identifies children who may have communication disorders. All students in kindergarten, in grade one, and students who are new to the school are screened in areas of speech, language, voice, fluency and hearing. Teachers and parents may also refer children on any grade level for evaluation in these areas. Additional diagnostic evaluations are administered to each child whose screening indicates a possible problem. The nature of the problem and the plans for remediation are discussed with parents prior to initiating therapy. Therapy begins in the fall and continues until late in the school year. Parents are involved in helping the child use new speech and language behaviors in the home environment.

## **XIV. TECHNOLOGY**

We believe that technology is a vital means to assist those who carry out the educational ministry of Sacred Heart of Jesus Academy. We are pleased to offer students of Sacred Heart of Jesus Academy access to our computer network, including access to the Internet. To gain access to the Internet, all students must have the permission of their parents. The signed acceptance of this handbook constitutes that permission. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while communicating with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end Sacred Heart of Jesus Academy supports and respects each family's right to decide whether or not to grant permission for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students may have e-mail access for curriculum-related activities and communications under their teacher's direct supervision using a classroom account. The network is provided for students to conduct research and communications with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Access entails responsibility. Individual users of Sacred Heart of Jesus Academy's computer network are responsible for their actions. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on any server or computer would be private. During school, teachers of younger students will guide them towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Users have no privacy rights to any data received or disseminated on the network and by utilizing these Sacred Heart of Jesus Academy systems they consent to Sacred Heart of Jesus Academy's right to audit all communications, files and documents. If a user acts inappropriately through the communications systems, Sacred Heart of Jesus Academy reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

The following are examples of inappropriate use and activity:

- Sending or displaying offensive messages or pictures
- Using violent, aggressive or obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or other unlawful activities
- Violating copyright laws
- Downloading information and files not relevant to curriculum-related activities
- Accessing inappropriate web sites that have escaped Internet filtering
- Attempting to or overriding Internet filtering system
- Violating privacy issues by:
  - posting personal contact information about you or other people
  - using another's password
  - trespassing in another's folder, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing personal email accounts during school hours
- Using email inappropriately to pass along chain or other communications not related to classroom activities

The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations WILL result in a loss of access as well as other applicable disciplinary or legal actions. Students shall be made aware of designated school personnel to inform when reporting inappropriate activity or use of the computer network or Internet. Proper school procedures will be followed for enforcement of policy and determining ramifications of infractions of this acceptable use policy.

## **XV. STUDENT BEHAVIOR CODE OF CONDUCT**

The philosophy of Sacred Heart of Jesus Academy holds that our students will be educated in a Christ-centered environment. This setting is one that promotes mutual respect and is conducive to growth and learning. It affirms, supports, and witnesses to a loving faith community. Therefore, the child's behavior should demonstrate a sense of self worth and respect for others.

We expect our students to treat others as they themselves would like to be treated. This means treating each other as Christ would treat each of us.

We expect our students to respect the viewpoints of others. We expect students to help each other. Each student has unique attributes that he or she brings to the classroom. We expect our students to work to bring out the best in each other.

We expect our students to practice their faith. We expect students to act with honesty in speech and in deed, and to participate in the school community by developing and sharing their talents.

We expect our older students to help and guide our younger students. We expect them to maintain a high standard in all aspects of student life as an example for the younger students.

We expect our students to try. We expect them to complete their class assignments and homework consistently. We hope that each of our students will find that special part of learning that allows them to soar to their academic potential and beyond.

It is our goal always to cause our students to aspire to the highest standards of behavior, and to teach and support those high standards. At the same time we must set forth the minimum standards below which a student's behavior must not fall. Those minimum standards are contained in the following rules:

1. Show obedient, courteous, and respectful behavior toward teachers and all adults.
2. Use appropriate language.
3. Speak kindly and respectfully to and about others.
4. Complete class assignments correctly and participate in class.
5. Wear the full school uniform correctly at all required times.
6. Respect school property and the property of others.
7. Eat only in designated areas. Food, gum, candy, and pop are not permitted in class or on school grounds without permission.
8. Refrain from deliberate disruption in the classroom or on school property.
9. Practice good manners and cleanliness in the cafeteria.
10. Play in the assigned playground areas and abide by good sportsmanship.
11. Refrain from bringing to school the following items: Dangerous objects, real or toy knives, real or toy guns, matches, lighters, skateboards, water pistols, electronic devices, cameras, tape recorders, portable music players, and video games. Cell phones are permitted but must be turned off and put away during school hours.

These rules apply during school, at all school events, and as students travel to and from school. We expect this code of conduct to be adhered to both on and off of school grounds.

Teachers and other staff members may choose to respond to misbehavior with corrective action that is appropriate for their class, grade level or activity. Teachers may assign their own classroom detentions by arrangement with the student's parents. A student referral slip may be issued by a staff member in response to behavior violations. The referral slip will include a description of the misconduct and the action taken by the school administration. Consequences for a student referral for less serious offenses may include, but are not limited to the following:

1. Student conference
2. After-school detention
3. Parent phone call
4. Parent conference
5. Loss of playground/cafeteria privileges
6. Loss of out-of-uniform day

All referrals are to be signed by parents and returned the following day.

The following acts of student misconduct on school premises, or at any time the student is under the authority of the school, shall constitute sufficient cause for disciplinary action by school administrators.

1. Chronic tardiness
2. Leaving the school building or school grounds without permission
3. Repeated disregard for school work and assignments
4. Cheating
5. Bringing to school or possessing weapons or look-alike weapons
6. Conducting games that involve gambling or betting
7. Possessing or using tobacco, alcohol, or drugs
8. Using vulgarity, profanity, and abusive language
9. Failing to comply with the directives of members of the faculty and staff
10. Disrupting a class or school activity
11. Vandalism, stealing or damaging property

12. Acts of disrespect
13. Verbal or written harassment
14. Fighting
15. Acts which put the health or safety of another in jeopardy
16. Threatening to harm a person or intimidating a person by creating fear for their safety

Corrective action in cases of serious offenses is generally selected from the following:

1. Parent conference
2. Detention
3. In-school suspension/loss of school privileges
4. Out-of-school suspension
5. Expulsion

A written notice is provided to a student when detention is assigned. The notice must be signed by a parent before the detention can be served.

Parents are informed by telephone and in writing when an out-of-school suspension is issued. A written notice of suspension becomes a part of the student's school record. A suspension may be issued for misconduct or in order to facilitate an investigation or to access needed services for a student.

Parents may be held financially responsible for damage to property due to Student Behavior Code of Conduct violations.

Expulsion of a student is used only as a last resort, or in response to a very serious offense. The principal issues a written notice to the parents and advises the pastor of the impending expulsion. The principal contacts the parents to arrange a conference with them. The parents may request a conference with the pastor to request reconsideration of the decision to expel the student. After this appeal, the expulsion will be confirmed or modified. In the event of expulsion, there will be no tuition refund.

#### **A. ELASTIC CLAUSE**

Because it is impossible to foresee all circumstances that may arise, this clause empowers the school administration to take disciplinary action for behavior that violates the spirit and philosophy of Sacred Heart of Jesus Academy even if such behavior is not specified in this Student Behavior Code of Conduct.

The rules and regulations of this Student Behavior Code of Conduct are subject to change. These rules and regulations are not all inclusive. The principal, in consultation with the pastor, will determine the school's response to incidents that may not be specifically stated in these pages.

## **XVI. PERSONAL PROPERTY**

Any personal property that a student brings on the school premises is brought on the premises at the risk of the student and his or her parents. The school is not responsible for the theft, damage or loss of such property. Students are strongly urged not to bring valuable or expensive property to school.

## XVII. DRESS CODE

Parents are informed of the dress code in the spring and again in the fall of the new school year. Personal appearance is vital to a child's educational outlook. Grooming and dress reflect attitudes which have a direct relationship to learning.

### A. GIRLS

**Grades K – 4:** Watchplaid uniform jumper

**Grades 5 – 8:** Skirt and Vest – Watchplaid skirt (box pleat or kilt) and burgundy polyester vest for grade 5; navy blue polyester vest for grades 6-8. Girls in the upper grades will transition to a burgundy Schoolbelles vest, replacing the navy blue vest. **For this coming year, only girls in grade five will need to wear the new color.**

Hemlines must be within 2 inches of the knee. PARENTS SHOULD CONSIDER GROWTH SPURTS, ESPECIALLY IN GRADES 6-8 WHEN PURCHASING UNIFORM SKIRTS. Girls may also wear the Schoolbelles tailored navy blue pants with Schoolbelles logo, instead of the jumper or skirt. Sacred Heart of Jesus Academy sweatshirt or plain knit solid-colored sweater must be worn with these pants.

Blouse – Tailored white blouses with pointed button-down or Peter Pan collar. Blouses may not have ruffles, puffed sleeves, lace or turtlenecks. Turtlenecks or other shirts may not be worn under the blouse.

### **BOYS Grades K-8**

**Shirts** – Collared solid light blue or white dress shirts which button down the front. Shirts are to be tucked inside the trousers. Kindergarten boys may wear solid light blue or white polo shirts (no logos) long or short sleeve.

**Tie** – In grades 4-8, properly tied solid-color ties, including clip-ons, neatly fitted against the top button of the shirt are to be worn at all times.

**Trousers** – Solid color navy or black dress pants with a black or dark brown belt. “Dress pants” means a fuller cut and the absence of ornamentation, rivets and obvious top-stitching or double stitching. No corduroy pants are permitted.

### **GIRLS AND BOYS**

**Socks/Girls** – Only knee socks, bobbie sox, or traditional tights may be worn. Tights must be solid colors with no designs or patterns. Permitted colors include maroon, white, navy blue, black or dark green. All socks must be above the ankle. No quarter-cuff or no-show socks are allowed.

**Socks/Boys** – Only black, navy blue or white socks are permitted. All socks must be above the ankle. No quarter-cuff or no-show socks are allowed.

**Shoes** – Leather or suede shoes are acceptable in solid color black or dark brown (not tan) without ornamentation and with heels that do not exceed one inch. Shoe styles should be appropriate for school wear, such as oxford-style tie, or penny loafers. Shoes should NOT have the appearance of athletic shoes. Athletic shoes in any color or material, sandals, boots, high-tops, light ups, work shoes, “Heelies”, “Vans”, clogs, sling-backs or corduroy shoes are NOT acceptable. In kindergarten, do not purchase tie shoes unless the child can tie his/her own shoes. Avoid rawhide laces as they do not stay tied throughout the day.

**Sweatshirts/Sweaters** – Plain knit, solid color cardigans, crew neck or V-necks are permitted. Sweaters should not be bulky, oversized or crops. No ornamentation or puffy sleeves. The Sacred Heart of Jesus Academy burgundy logo sweatshirt is allowed. *Hooded sweatshirts, including the Spirit wear hooded sweatshirt are considered outer wear and are NOT part of the uniform.*

**Hair** – Hair should be clean and combed. Styles of trendy haircuts, such as shaved insignias, lines, tails, and colors etc. neither are permitted. No dyed or highlighted hair. (Boys’ hair must be above the ears, off the collar and out of the eyes)

**Accessories** – A watch may be worn. No other accessories should be worn with the uniform such as jewelry, necklaces, bracelets, scarves or pins etc. Dangling or multi-pierced earrings are not permitted. No earrings for boys. Headbands and ponytail ties must match the uniform colors.

*Make-up and nail polish are NOT permitted.*

**Kindergarten** – In August, September, May and June, kindergartners may opt to wear Schoolbelles navy blue tailored shorts. (must have Schoolbelles logo.) The shorts must be worn with a plain brown or blue belt, and a Schoolbelles white polo shirt or blouse. School shoes must be worn with solid colored socks.

### **GYM UNIFORM**

All students must purchase and wear ONLY St. Gregory or Sacred Heart of Jesus Academy logo gym uniform clothing. The uniform consists of shorts or sweatpants and the T-shirt or non-hooded sweatshirt. No Spirit wear is to be worn for gym class including tear-aways. Traditional athletic gym shoes that tie or are Velcro are required. No “heelies”, “Vans”, light-ups or other “fad” shoes permitted for gym.

### **DRESS DOWN DAY DRESS CODE**

Occasionally students are permitted to “dress down”. These days will be announced in advance. Students are expected to dress appropriately for school, even if in a more casual setting. All clothing should fit properly, be clean and free of holes. No flip flops. No short-shorts. Shorts should be at least finger-tip length. Inappropriate logos or sayings on clothing are not permitted. No tank tops, spaghetti straps, halter tops or midriff-baring tops are permitted.

The administration reserves the right to rule on all questions relating to the area of dress and grooming not covered by the code until such time as this code may be amended or revised.

## **XVIII. HEALTH PROCEDURES**

Sacred Heart of Jesus Academy Clinic is staffed five days each week by a health aide who administers first-aid in cases of injury or illness. A registered nurse is available by phone as needed. The school furnishes an emergency authorization card that directs the school’s course of action in each individual case. It is essential that parents notify the school of changes of address, phone number, or employment throughout the school year so that this information is always up-to-date. When a child is taken home, the parent must sign a permit to leave for him/her to leave the building.

### **A. HEALTH SERVICES**

1. Screenings for vision are conducted in Gr. K, 1, 3, 5, 7
2. Hearing screenings are conducted in Gr. K, 1, 2, 3, 5, 7
3. Screening for scoliosis is conducted in Gr. 7-8.
4. Speech and language services are also available.

5. All new students and students referred by teachers or parents will be re-screened.

## **B. ADMINISTRATION OF MEDICATION**

Sacred Heart of Jesus Academy follows the policy of South Euclid-Lyndhurst Board of Education and the guidelines of PSI Associates for giving medications. The health aide and nurse administer medications only when a specific procedure is followed. Forms may be obtained from the school clinic to be signed by the parent and physician requesting that medication be given. Medication must be delivered by the parent to the school in a properly labeled container from the pharmacy. Parents should not send in medications with the child to be administered by the clinic. Non-prescription drugs such as aspirin, Tylenol, ointments, and lotions may be administered by health aide or nurse only when medication forms are properly filled out and signed by doctor and parent. One form for each medication must be filled out for each child. No child will be permitted to keep any prescription medication on his/her person, or in a desk or locker. Students may carry inhalers if parents submit the appropriate documents to the clinic.

## **C. IMMUNIZATION**

According to Section 3313.671, on the 15<sup>th</sup> day after school entrance, it will be necessary to exclude all pupils from school who do not meet the immunization requirements.

Medical authorities and school educators urge that every child have a complete medical examination before entering school.

Since the health aide and nurse are required to check the records of all new entrants for compliance with immunization requirements, your physician should complete the School Entrance Medical Record, and it is to be returned to school as soon as possible.

## **D. CONTAGIOUS DISEASES**

Parents are asked to contact the school office when their child has been diagnosed as having a contagious condition. This includes strep throat and head lice. When your child has been home with an illness, it is recommended that he/she not return to school until his/her temperature has been normal for 24 hours. In case of contagious diseases, consult with your doctor as to when it is permissible for the child to return to school. If a contagious outbreak occurs in the classroom, you will be notified by a letter.

## **E. ILLNESS**

Students who give evidence of sore throat, fever, nausea, vomiting, rash, swollen glands, abdominal pain, watering eyes, etc. should be kept home. Please do not request permission for a student to stay inside at recess or noontime due to illness. If the student is too sick to go outside for these periods, he/she is too sick to be in school.

## **XIX. REPORTING CHILD ABUSE/NEGLECT**

Ohio Revised code, Section 2151.421 requires certain persons, including school personnel, to report all cases of suspected child abuse or neglect. The law also grants these persons immunity from criminal or civil liability as a result of such reports. The Children's Services Board of the Department of Human Services is the investigating agency for child abuse/neglect. Sacred Heart of Jesus Academy follows the law and cooperates with the Department of Human Services.

## **XX. THREATS AND INTIMIDATION**

Student threats to inflict harm to self or others will be taken seriously. The principal in consultation with appropriate staff members will assess the nature and severity of such incidents and take appropriate action. The principal will consider each case individually and may choose from, but will not be limited to the following actions:

- Notification of parent/guardian of the student who has made the threat
- Notification of parent/guardian of any threatened students
- Notification of human services or law enforcement agencies
- Emergency removal and suspension of student from school
- Required professional services, including psychiatric evaluations and clinical counseling
- Disciplinary action, including suspension and expulsion

## **XXI. SUBSTANCE ABUSE**

Unless prescribed by a physician, the possession or use of drugs on church or school property, on school buses or at any church or school related activity (sport practices, games, school or church performances, etc.) is prohibited. Possession or use of alcoholic beverages is also prohibited.

The principal will notify the parents immediately upon learning of a violation of this regulation. The penalty for a violation may include suspension or expulsion. The severity of the punishment will be determined by all of the circumstances.

The entire professional staff has the responsibility to become involved in our effort to assist students found to be using and/or possessing unauthorized drugs, and to control the involvement of additional students.

In cases where a student is suspected of using an unauthorized drug or narcotic:

1. Any staff member having information related to narcotics or questioning the condition of a student in school, should notify the principal, pastor or associate. The parents will be notified immediately.
2. After discussing the situation with the staff member involved, the principal will decide the action to be taken. In cases of suspected overdoses, the parents will be requested to come to the office where a recommendation will be made to obtain medical assistance. The student will be sent home in the custody of his or her parents or legal guardian or other person designated on the emergency authorization form on file in the school office.

3. When the student returns to school with his or her parents or legal guardian, a conference will be held and the appropriate action taken based on the facts available.
4. The school reserves the right to notify legal authorities depending upon the facts and circumstances.

#### **A. SMOKING**

Sacred Heart of Jesus Academy is a smoke-free environment. Smoking is prohibited in school and parish buildings at all times. Students are prohibited from using tobacco products at all times.

## **XXII. SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

Sacred Heart of Jesus Academy is firmly committed to providing a safe, positive learning and working environment. For this reason, and in keeping with the goals and objectives of a Catholic education, Sacred Heart of Jesus Academy prohibits sexual harassment and sexual violence in the school environment. This policy emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for each other.

#### **A. SEXUAL HARASSMENT**

For the purposes of this policy, sexual harassment will include the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures, Internet, e-mails or other literature, or having such material in one's possession in the school, on school grounds or at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds; continuing and unwanted written, oral or electronic communication directed to another of a sexual nature; spreading sexual rumors/innuendos; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the Student Behavior Code of Conduct.

Allegations of sexual harassment as defined above should be reported to the teacher and principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. In addition, every effort will be made to protect the individual at all times from reprisal and/or retaliation. If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by the individual, and the circumstances in which the harassment occurred.

Possible disciplinary actions may include, but are not limited to any of the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/principal/conference
- Written warning/reprimand and parent notification, entered in the student's file
- Detention or removal from selected school activities and/or extracurricular activities

- Behavior/probation contracts, possibly requiring professional intervention
- Suspension
- Expulsion

Unless any disciplinary action is taken against the offender, information concerning any sexual harassment allegation will be maintained in a separate, confidential file and will not be made part of the alleged offender's nor the victim's permanent school record. If disciplinary action is taken against the offender, then this will be documented in the student's file as would any other disciplinary action.

## **B. SEXUAL VIOLENCE**

If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident immediately. (O.R.C.2151.421). Children and Family Services or the police should be contacted immediately if there is any knowledge or suspicion (O.R.C. 2151.421) that sexual abuse, sexual conduct, sexual contact or sexual violence has occurred involving a child less than eighteen years of age.

## **C. SEXUAL HARASSMENT INVESTIGATION PROCEDURE**

Upon receiving a complaint from a student, parent or school employee, the principal will discuss the allegations with the complainant/victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, names of witnesses). All complaints will be taken seriously. The principal will investigate promptly and impartially all claims of sexual harassment and take appropriate and equitable action.

Parties will be given an opportunity to present witnesses or other evidence during the investigation.

Information regarding an investigation of sexual harassment shall be kept confidential to the extent possible, and those individuals who are involved in the investigations shall not discuss the information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a sexual harassment complaint, assisted or participated in a sexual harassment charge or because they opposed language or conduct that violates this policy. Retaliation will result in discipline.

If the investigator is the alleged harasser or witness to the incident, the principal or pastor will designate an alternate investigator.

When a crime has been committed, the principal will immediately notify the local police department.

If it has been determined that harassment has occurred, appropriate disciplinary actions will be taken, and the appropriate efforts will be taken to prevent reoccurrence.

## **XXIII. WEAPONS**

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale or discharge of any weapons or explosive devices in the school, on school grounds or at school-sponsored activities. This policy will apply to all students, teachers, administrators and other personnel of Sacred Heart of Jesus Academy.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, look alike weapon or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. The prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department before confronting the individual. If it is determined that this policy has been violated, the parents of the offender will be contacted immediately and must cooperate with the disciplinary process.

Disciplinary action may include immediate in-school or out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program after recommended consultation with the legal counsel and the area assistant superintendent.

## **XXIV. GANGS**

Youth gangs and gang related activity are prohibited. A gang is defined as any non-school sponsored group, possibly secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others or substantially disrupts the orderly operation of the school. Gang activity can include:

- Recruitment
- Initiation
- Fighting, assault, hazing
- Extortion
- Establishing turf
- Possession of weapons or explosive materials
- Possession of alcohol, drugs, drug paraphernalia
- Attendance at functions sponsored by a gang or known gang members
- Helping a known gang member commit a crime
- Any other illegal action or action in violation of this Student Behavior Code of Conduct and directly resulting from membership or interest in a gang

### **A. CONSEQUENCES**

If a student violates the above policies related to youth gangs and gang related activity the following may apply:

1. Parents/guardians will be contacted immediately, and appropriate intervention initiated.
2. A behavior contract may be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family.)
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when uses of drugs and/or alcohol are involved.
6. Students may be referred to a Task Force on Violent Crime.

7. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as already outlined in the school discipline policies.
9. Parents/students will be held liable and financially responsible for all forms of vandalism.

The school will consult legal authorities, school officials and law enforcement as appropriate, based upon the facts and circumstances.

## **XXV. SEARCHES**

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing, computers or electronic devices that are left unattended on school property.

The search of student's person or handbag currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for the purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia or other item, the possession of which is prohibited by law or school policy.

### **A. Conducting the Search of Student's Person or Handbag Currently Being Carried:**

- If a weapon or other dangerous ordinance is suspected, the school will contact the local police department and will not attempt to disarm the individual.
- If a weapon or illegal drug is actually seized, the school authority will contact the police department to report the incident and secure the contraband until the police arrive.

## **XXVI. AIDS POLICY FOR STUDENTS**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 8 will be permitted to attend school or parish religious education programs in a regular classroom setting provided:

- The health of the child, as documented by his/her physician, allows participation in regular academic school activities.
- The child behaves acceptably in a manner that would not cause spread of the disease or in any way put others at risk.
- The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of body secretions.
- There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

The pastor and principal will confer with the appropriate persons and consult with the Regional Superintendent before the pastor makes the final decision on each case in the school.

Parents and guardians have the obligation to report to the school principal when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome); ARC (AIDS related complex) or other illness caused by HIV (Human Immune Deficiency Virus, the virus that causes AIDS, also known as HTLVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the principal, after consultation with proper authorities may limit the child's participation in school activities. A student with AIDS who is excluded from the school will be provided with an alternative means of catechetical instruction.

## **XXVII. INTERPRETATION AND ADMENDMENTS**

The administration of Sacred Heart of Jesus Academy reserves the right to amend this Family Handbook at any given time and will promptly notify parents in writing if changes are made.

Implementation and interpretation of the provisions in this handbook rests with the principal. The principal's interpretation of the provisions in this handbook shall be the final and authoritative interpretation.

No tuition will be refunded as a result of a student suspension, expulsion or withdrawal as a result of or related to a violation of the Student Behavior Code of Conduct.

The rules and regulations of this Student Behavior Code of Conduct are subject to change. These rules and regulations are not all inclusive. It is the right of the principal, in consultation with the pastor, to make the final decisions about any issue/incident that may not be specifically stated in these pages.

**PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE**

I have read the Sacred Heart of Jesus Academy Family Handbook, revised August 2010. I will work with my children to meet the student expectations as set forth in the Student Behavior Code of Conduct that is contained in the Handbook. I agree to support the Sacred Heart of Jesus Academy administration, faculty, and staff in adhering to and enforcing the policies stated therein.

I authorize the use of photographs taken of my children during their enrollment at Sacred Heart of Jesus Academy for school purposes, including the school's website and media coverage of school events.

I grant permission for my children to access networked computer services such as the Internet and I agree to be bound by the provisions for use contained in the handbook. I understand that individuals and families may be liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use-setting and conveying standards for my children to follow when selecting, sharing or exploring information and media.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Date