

MOUNT SACRED HEART SCHOOL

Tradition of Excellence since 1929



PARENT-STUDENT HANDBOOK 2017-2018

Montessori Early Childhood Program
Elementary/Middle School PK4 – Eighth Grade

Mount Sacred Heart is accredited by the Texas Catholic Conference Education Department (TCCED), an accrediting agency established by the Bishops of Texas, which has been formally recognized by the Texas Education Agency (TEA). Mount Sacred Heart adheres to the accreditation standards and procedures of the Texas Catholic Conference Education Department, the official accrediting agency of the school

The Board of Directors reserves the right to change or modify policies and procedures outlined in this handbook. The school administration implements and notifies the school community of policy changes that have been adopted by the Board of Directors.

*Parent and Student Handbook
Revised 2017*

TABLE OF CONTENTS

ABOUT MOUNT SACRED HEART	6
SPONSORSHIP	6
HISTORY	6
MOUNT SACRED HEART SCHOOL CORE VALUES	7
MISSION STATEMENT	7
VISION STATEMENT	7
PHILOSOPHY STATEMENT	7
NON-DISCRIMINATION STATEMENT	7
GOALS	8
INSTRUCTIONAL GOALS	8
INSTRUCTIONAL OBJECTIVES	9
SCHOOL ORGANIZATION	9
ADMINISTRATION	10
PRINCIPAL'S ADVISORY COUNCIL	10
GENERAL INFORMATION	10
ACADEMIC INFORMATION	11
CURRICULUM	11
MONTESSORI PROGRAM	11
ELEMENTARY PROGRAM (PK4-8 th GRADE)	11
HOMEWORK	11
MAKE-UP ASSIGNMENTS	12
GRADING SYSTEM	12
ACADEMIC INTERVENTION PLANS	13
PROGRESS REPORTS	13
REPORT CARDS	13
CRITERIA FOR HONOR ROLL	14
PROMOTION	14
GRADUATION	14
TESTING	15
SCHOLARSHIP OPPORTUNITIES	15
PARENT-TEACHER CONFERENCES	15
STUDENT SERVICE HOURS	16
PHYSICAL EDUCATION, DANCE, TUMBLING	16
LIBRARY	16
FIELD TRIPS	16
ADMISSION REQUIREMENTS	17
ADMISSION OF STUDENTS WITH SPECIAL NEEDS	17
DUAL ENROLLMENT WITH NON-ACCREDITED SCHOOLS	17
AGE REQUIREMENTS	17
DOCUMENTATION REQUIREMENTS	18
ATTENDANCE GUIDELINES	18
ARRIVAL AND DISMISSAL	18
STUDENT ATTENDANCE	19
TARDINESS	20
STUDENT EARLY DEPARTURE	20
RELEASING STUDENTS DURING SCHOOL HOURS	20
EARLY DISMISSAL DAYS	21
CLINIC/NURSE	21
ALLERGIES	21
HEALTH FILE	21
ILLNESS	21
MEDICATION	21
CONDUCT/DISCIPLINE	22

MSH PHILOSOPHY OF DISCIPLINE -----	22
MSH CODE OF CONDUCT-----	22
BEHAVIOR STANDARDS-----	23
DETENTION, SUSPENSION AND EXPULSION-----	25
SERIOUS INAPPROPRIATE BEHAVIORS -----	26
SEARCH AND SEIZURE-----	26
SUBSTANCE ABUSE-----	27
ELECTRONIC COMMUNICATION -----	27
ATHLETIC CODE OF CONDUCT -----	27
MORAL CONDUCT-----	28
COUNSELING/GUIDANCE PROGRAM-----	29
DRESS CODE -----	29
GROOMING -----	32
EXTENDED DAY PROGRAM -----	33
FINANCIAL OBLIGATION -----	33
REGISTRATION FEE -----	33
TUITION AND FEES-----	33
GRIEVANCE PROCEDURE -----	34
PARENT ORGANIZATIONS-----	36
PARENT-TEACHER CLUB (PTC) -----	36
ROOM PARENTS-----	36
CATHOLIC YOUTH ORGANIZATION (CYO)-----	36
SCHOOL POLICIES AND MISCELLANEOUS INFORMATION -----	36
PARENT VISITS TO SCHOOL-----	36
SCHOOL LUNCH PROGRAM -----	37
DELIVERIES-----	37
EMERGENCY INFORMATION FORMS-----	37
SAFETY AND SECURITY -----	37
STUDENT ACCIDENT INSURANCE -----	38
STUDENT USE OF TELEPHONE -----	38
TEXTBOOKS -----	38
PARENT COMMUNICATIONS-----	38
COPYRIGHT-----	38
INTERNET -----	38
STUDENT PHOTOGRAPHS/INTERVIEWS -----	39
MEDIA -----	39
STUDENT TRANSPORTATION-----	39
WELLNESS AND NUTRITION-----	39
INCLEMENT WEATHER -----	40
ASBESTOS-----	40
FIRE AND EMERGENCY DRILLS -----	40
COLLECTION OF MONEY-----	40
PARTIES-----	40
LOST AND FOUND -----	41
CHILD ABUSE POLICY-----	41
WEAPONS-FREE ZONE -----	41
HARASSMENT-FREE ENVIRONMENT -----	41
SEXUAL HARASSMENT -----	41
RIGHTS AND RESPONSIBILITIES-----	42
COMPLAINT FILING-----	42
USE OF SCHOOL FACILITIES -----	43
STUDENT ACTIVITES-----	44
NATIONAL JUNIOR HONOR SOCIETY -----	44
SAFETY PATROLS -----	44
OTHER STUDENT ACTIVITIES -----	45

AIAL ATHLETIC PROGRAM-----	45
ELIGIBILITY REQUIREMENTS -----	47
STUDENT RECORDS-----	48
EMERGENCY INFORMATION CARDS FOR STUDENTS -----	48
PERMANENT RECORD-----	48
RELEASE OF RECORDS-----	48
ACCESS TO RECORDS -----	48
PUBLICATION OF ADDRESSES -----	48
NON-CUSTODIAL PARENTS -----	48
TRANSFER OF RECORDS -----	49
TRANSFERS WITHIN THE ARCHDIOCESE-----	49
TRANSFERS FROM FOREIGN SCHOOLS -----	49
TRANSFERS FROM PUBLIC, OTHER NON-PUBLIC, AND HOME SCHOOLS-----	49
TRANSFER OF GRADES -----	49
MONTESSORI PRIMARY PROGRAM -----	50
Appendix A MSH Bullying Policy-----	60
Appendix B MSH Student Acceptable Use Policy-----	61
Appendix C MSH Student Social Media Policy-----	64
Appendix D MSH School Internet/Video/Photo Consent, Waiver and Release-----	65
Appendix E MSH Handbook Acknowledgement-----	66



ABOUT MOUNT SACRED HEART

SPONSORSHIP

Mount Sacred Heart School is a sponsored ministry of the Sisters of the Sacred Heart of Jesus. The Board of Directors of Mount Sacred Heart is the school's policy-making body. The principal is an ex-officio member of the Board of Directors. The Board is accountable to the Members of the Corporation, who are the members of the Provincial Leadership Team known as the Provincial Council of the Sisters of the Sacred Heart of Jesus in the United States/Mexico.

HISTORY

The Sisters of the Sacred Heart of Jesus are an international congregation originated in France. In 1903, the first group of French Sisters arrived in San Antonio, Texas. The Sisters worked closely with the Oblate Fathers of Mary Immaculate during their early years in Texas. In 1928, they built their first convent on the property at the corner of Mount Sacred Heart Road and Madonna Street.

The Sisters of the Sacred Heart of Jesus began a little school for boys and girls in their newly built convent in 1929 at the request of parents from the surrounding area who were seeking a school that would be nearby. As enrollment grew, the need for a school building became evident. In 1940, the Sisters, with the support of parents, decided to build a school. The current building was constructed and opened as a boys' military school for boarding and day students. Fifteen years later, at the request of parents, the Sisters opened a school for girls in 1955 at the corner of Mount Sacred Heart Road and Blanco Road. In order to accommodate families with very young children, a Montessori pre-school was begun in 1973. In 1986, the girls' school building was closed and the original boys' school building was remodeled to accommodate a co-educational facility. Once again, Mount Sacred Heart returned to its original foundation as a co-educational school.

Today, Mount Sacred Heart serves a broad and diverse student population from the greater San Antonio area. The school has expanded to 4 classrooms in the Montessori Primary Program, PreK4 and Kindergarten classrooms and classrooms of 1st through 8th grades. The school is a three-level facility that houses a chapel, 22 classrooms, computer lab, library, piano studio, dining rooms, cafeteria, adjoining science building, a modular building of 2 classrooms, and a gymnasium equipped with dressing rooms, dance studio, and stage. The school sits on a spaciouly secluded campus with a full-size playground, athletic fields, football stadium and a grotto of our Blessed Mother.

Mount Sacred Heart is a very unique institution rich in tradition and reputation. It is known for its strong academic environment, parental involvement, caring ambience, and qualified dedicated staff. MSH is one of the few private Catholic elementary schools within the Archdiocese of San Antonio. MSH is fully accredited by the Texas Catholic Conference Education Department. In 2004, the National Catholic Education Department chose Mount Sacred Heart's Montessori Primary Program as one of 10 model programs in the country to be part of SPICE (Selected Programs to Improve Catholic Education).

Mount Sacred Heart is known for its vibrant community spirit cultivated through a mutual partnership between parents and the school for the development of the whole person through its Catholic faith formation and academic excellence. MSH strives to provide experiences that heighten an awareness of God's love and empower students to integrate the core values of **community, compassion, integrity, and service**.

The official school colors of Mount Sacred Heart School are maroon and white.

MOUNT SACRED HEART SCHOOL CORE VALUES

"All Through the Sacred Heart of Jesus"

The Community of Mount Sacred Heart generates a spirit of belonging. It welcomes all and invites all members of the community to share their gifts so that Christ may be known and His love may be experienced, expressed, and shared.

Compassion is an attitude of the heart which accepts each individual with unconditional love and empathy. It generates a willingness to be near others in their brokenness and to be present to them in challenges. It moves us to take risks to insure human dignity.

Integrity is seen in the authenticity of our day to day living. We strive to be who we say we are, matching our actions to our Christian values.

Service is an extension of our compassion, understanding that all we have received is not ours alone. Service reaches out to bring about wholeness in others.

MISSION STATEMENT

The central purpose and role of Mount Sacred Heart School is defined as follows:

"Mount Sacred Heart School is a private Catholic school operated in the spirit and tradition of the Sisters of the Sacred Heart of Jesus who are called to witness the tenderness and compassion of the Heart of Christ. We seek the full development of a student's spiritual and academic potential, fostering hearts capable of leadership and service".

VISION STATEMENT

The vision of Mount Sacred Heart School is:

"Mount Sacred Heart will provide programs and activities for the spiritual, intellectual, academic, social, and aesthetic formation of the child for compassionate leadership and service. The academic curriculum will be challenging and will promote individual academic excellence. Assessment of student achievement will be an important component of the school program. Technology will be integrated into every aspect of school life. The diverse student population will grow to 500. The school facilities will be renovated and remodeled to be functional, safe, and to provide an inspiring and creative environment. An adequate endowment will be established to support capital improvements, teacher salaries, and tuition assistance. The development office will operate to further the mission of the school through obtaining grants, marketing, public relations, and establishing an alumni association."

PHILOSOPHY STATEMENT

Mount Sacred Heart believes that parents are the primary educators of their children. We believe cooperative partnership between parents and the school fosters a communal vision that integrates Catholic educational excellence and the Gospel values of community, compassion, integrity, and service. The belief in the dignity of each person calls us to cultivate the minds and hearts of students to develop spiritual, intellectual, personal, social, and physical endowments through an enriched program that fosters leadership and service. We believe the message of God's love and tenderness for humanity empowers students to be compassionate learners within a global society.

NON-DISCRIMINATION STATEMENT

The schools of the Archdiocese admit students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided to students without regard to race, national origin, or gender.

GOALS

Guided by a commitment to academic excellence and faith formation, it is our intent that each student educated in the spirit and tradition of Mount Sacred Heart School will:

1. Represent the school's legacy of strong **community** that sets the foundation for academic excellence and faith formation based on Catholic teachings and Gospel values.
2. Develop the qualities of self-confidence, discipline, **integrity**, pride, responsibility, cooperation, self-esteem, and respect for others.
3. Reflect the love of the Sacred Heart of Jesus in all relationships, and share the spirit of Jesus through Christian acts of **service** and worship.
4. Attain the fulfillment of one's spiritual, moral, intellectual, personal, social, and physical endowments.
5. Demonstrate competence to pursue higher studies and enhance aesthetic abilities and athletic attributes.
6. Exercise leadership that promotes **compassionate** Christian values, the dignity of the human person in a highly technological and ever-changing world, and advocates responsible stewardship, **integrity**, and citizenship in a global community.

In order to achieve these goals, Mount Sacred Heart School makes a conscious effort to provide the following elements of an effective school:

1. Strong administrative and instructional leadership
2. Clear instructional focus
3. Emphasis on the acquisition of basic skills over other school activities
4. High expectations that ensure that each student's potential is cultivated to the fullest
5. A school climate that is positive, orderly, and conducive to learning
6. Frequent monitoring of pupil progress.

INSTRUCTIONAL GOALS

RELIGIOUS, SPIRITUAL AND MORAL DEVELOPMENT

Within a faith community atmosphere at Mount Sacred Heart School, students experience growth through participation in:

- Daily prayer throughout the school day
- Daily religious formation in Catholic faith
- Eucharistic liturgies and prayer services
- Sacramental life catechesis
- Catechesis in human sexuality and sexual morality
- Community service programs
- Class retreats and faith sharing

ACADEMIC DEVELOPMENT

Through the practice of basic cognitive skills, aesthetic education, and experiential learning, students build a solid, well-rounded academic foundation, achieved by:

- An enriched and challenging curriculum: Math, Sciences, Technology, English Language Arts, Social Studies, Spanish, Music, and the Arts
- Affirmative teaching/learning methodology
- Critical, logical, and creative thinking experiences
- A positive attitude that fosters creative learning
- A developmental health/physical education and dance program
- Communication skills

SOCIAL / HUMAN DEVELOPMENT

Through involvement in school community activities, students develop valuable interpersonal-social skills for a positive future. Through a caring and supportive approach to education, **the learning environment fosters the development of the whole person by promoting:**

- Positive interpersonal relationships among peers and cross-age students
- Self-respect, love of neighbor, mutual sharing and personal responsibility
- Multicultural experiences/global awareness
- Apostolic service projects and solidarity with the poor
- School spirit and team building through sports and extracurricular activities
- Health awareness education and health screening
- Student input and involvement
- Opportunities to exercise leadership, team-building, creativity, and resourcefulness
- Safety through the Archdiocesan Child Lures Program

INSTRUCTIONAL OBJECTIVES

The distinct purpose of Catholic Schools is to proclaim the Gospel message, to build community, and to educate. Faculty, staff, parents and students experience together what it means to live a life of prayer, community, personal responsibility and freedom, while manifesting the Gospel values of peace, justice, community, love, patience, reconciliation, and respect.

To achieve this purpose, the Catholic School organizes its curriculum, its staff, and its physical facilities:

- To make known to all students the person and message of Christ and to help students develop a spirit of prayer and worship
- To assist the students in developing an understanding of the Catholic Church and its teachings, its community growth and its world dimensions.
- To assist students in developing an appreciation of the history of the Sisters of the Sacred Heart of Jesus of St. Jacut, their mission and the role it plays in the school, the church, and the world.
- To develop in all students a respect for the rights of others, as individuals and as groups with moral and spiritual values, ethical standards of conduct, and basic integrity.
- To provide for all students' educational opportunities and experiences related to their heritage, and their responsibilities to family, local community, and the larger society.
- To enable students to acquire basic skills in the art of communication, in quantitative and qualitative thinking, as well as in the sciences.
- To help students develop the power to think constructively, solve problems, reason independently, and accept responsibility for self-evaluation and self-instruction.
- To ensure that all students have opportunities to develop a sense of wonder and appreciation for beauty and culture as their knowledge of human development expands.
- To help students develop and foster physical and mental health and deal constructively with the psychological tensions inherent in change and adaptation.

SCHOOL ORGANIZATION

The Board of Directors is the policy-making body of the school. With the exception of the Principal, Directors may not be members of the faculty or staff of Mount Sacred Heart School, Inc., nor parents of existing students attending Mount Sacred Heart School, Inc. The Principal serves only as an ex-officio member of the Board of Directors.

ADMINISTRATION

The Principal is the chief administrator and spiritual leader of Mount Sacred Heart School and is responsible for:

- The total instructional program and curriculum development
- Administering policies set by the Archdiocese Catholic Schools Office, and the school's Board of Directors
- Professional staff development
- Creating an atmosphere conducive to spiritual growth and human development
- Administering finances and approved school budget
- Maintaining good public relations with the school community and local community
- Addressing issues concerning Faculty, Staff, parents, and students

PRINCIPAL'S ADVISORY COUNCIL

The Principal's Advisory Council is made up of staff members who advise the Principal in specialized areas of the total school program. The advisory committee may include, but is not limited to:

- Vice Principal
- Director of Faith Formation/Religion Coordinator
- Development Director
- Montessori Director
- Director of Student Programs
- Elementary Level Leader
- Middle School Level Leader
- Specials Department Leader

GENERAL INFORMATION

CATHOLIC SCHOOL STUDENTS

A Catholic school exists primarily for Catholic students. In schools where room and facilities permit, students of other faiths or traditions may be admitted. Catholic Schools of the Archdiocese are open to all students regardless of race or ethnic background, but preference is given to students of the Catholic faith.

ACADEMIC INFORMATION

CURRICULUM

Mount Sacred Heart School is committed to providing the best possible education for its students. Realizing that each child is an individual with great potential for achievement, the curriculum is designed to meet the needs of the students according to the guidelines of the Texas Catholic Conference Education Department (TCCED) and the Archdiocese of San Antonio.

MONTESSORI PROGRAM

Mount Sacred Heart offers a Montessori Primary Program for children ages three through Kindergarten. For academic information regarding the Montessori program, please refer to the Montessori Primary Program section of this handbook.

ELEMENTARY PROGRAM (PK4-8th GRADE)

The curriculum areas for the primary grades (PK4-3), intermediate (4-5), and the Middle School (6-8) levels include:

- Religious education and faith formation
- Language Arts, Mathematics, Social Studies, Science, Physical Education, Tumbling, Health, Art, Music, Library, Dance*, Technology*,
- Honors Math and Science in grades 6th-8th, Honors ELA in grades 7th-8th
- Spanish program that includes music and dance, poetry, and cultural studies of Spanish-speaking countries
- Electives for 6th through 8th grade students
- Academic Support Services* for students recommended by their teachers
- Small group activities and learning centers that are developmentally appropriate in the primary grades
- Global awareness activities
- Program of education in family living, human sexuality and sexual morality that is age appropriate.

*For students in K-8th grade only.

HOMEWORK

Homework is an important part of the student's educational experience. Assignments are to be completed neatly and turned in on time. Homework is based on material that has been taught and may include daily assignments, class projects, or study/preparation for a class test. Teachers will make every effort to limit major tests to no more than two on any given day. This will assist students with test preparation, and increase the potential for higher academic achievement.

Although the amount of time spent on assignments varies depending on the individual student, the following are suggested guidelines for homework allotment by grade level, excluding unfinished or make-up assignments:

- Kindergarten – 30 minutes or less
- 1st and 2nd - 30 minutes
- 3rd and 4th – 45 minutes
- 5th and 6th – 60 minutes
- 7th and 8th – 90 minutes

Guidelines and Standards:

- All work must be neat, legible and properly headed.
- Cursive writing is required from grades 3rd-8th.
- All work for students in 5th-8th grade must be in ink, except math.
- Torn out paper and crossed out work is unacceptable.
- Correct parts of speech in all oral and written work must be applied.
- Spelling must be correct in all lessons, not just in spelling class.
- All work must be turned in on due date/time.
- Electronic submission of homework and/or classwork may be required. All policies and procedures apply.
- Homework, except for long-term projects and assignments, is not generally assigned on Fridays.

Consequences Regarding Late or Missing Homework

Assignments should be turned in on the due date/time. **All late work will be penalized by 10 points per day with a maximum of five school days.** All teachers retain the right to refuse messy, inadequate, or incomplete assignments. Students in grades 5th through 8th may be assigned to afterschool or lunch study hall for late or missing work. Parents will be notified. **Starting 2nd semester of 8th grade, no late work is accepted.**

Students who participate in Athletics or other extra-curricular activities must first report to assigned tutoring or study hall. Consequences for late arrival to practices may be given by the coaches or activity sponsors.

MAKE-UP ASSIGNMENTS

It is the responsibility of the student and the parent to find out what was missed during an absence and to arrange with the teacher the time and place for make-up work. School work and tests missed during excused absences must be completed within the allotted time, which is one (1) school day for each day of excused absence.

The rules stated above for late or missing work apply to students who do not make up class work missed during an absence in the allotted time, or who have not made other arrangements with the respective teachers.

In the event of a planned long-term absence, parents must meet with the Principal prior to the absence. Failure to do so may render the student ineligible for an excused absence and thus prevent (penalize) the student from receiving credit for make-up assignments. During the excused absence, work will be collected and given to the student upon their return.

Work may be provided in advance at the discretion of the teacher and the Administration.

Work missed during an unexcused absence may be made up with a maximum grade of 70%.

GRADING SYSTEM

PreK – 1st Grade

Academic Courses: Reading, Mathematics, English, Religion, Spelling, Social Studies, Science, PE/Dance, Health, Spanish, Art, Music, Handwriting, and Technology.

E = Exceptional Progress	94-100
V = Very Good Progress	85-93
G = Good Progress	70-84
L = Limited Progress/ Failure to Master Material	0-69

Personal/Social Development and Conduct: Christian Growth, Work Study Skills, and Conduct

O = Outstanding Effort	94-100
S = Satisfactory Effort	85-93
I – Improvement Needed	70-84
U = Unsatisfactory Effort	0-69
N – Not Observed	-----

2nd – 5th Grade

Academic Courses:

Core Courses considered for Honor Roll include: Reading, Mathematics, English, Religion, Spelling, Social Studies, Science.

Performance in Fine Arts, Music, Technology, Health, PE/Dance, and Spanish classes is also considered for Honor Roll status.

Academic Numeric Grading:

A = Exceptional Achievement	94-100
B = High Achievement	85-93
C = Average Achievement	75-84
D = Low Achievement	70-74
F = Failure to Master Material	0-69

Personal, Social Development and Conduct:

O = Outstanding Effort	94-100
S = Satisfactory Effort	85-93
I = Improvement Needed	70-84
U = Unsatisfactory Effort	0-69
N = Not Observed	---

6th – 8th Grade

Academic Courses:

Core courses considered for Honor Roll include: English Language Arts, Mathematics, Religion, Social Studies, Science, and Spanish.

Performance in Music, Technology, Health, PE/Dance, and elective classes is also considered for Honor Roll status.

Academic Numeric Grading:

A = Exceptional Achievement	94-100
B = High Achievement	85-93
C = Average Achievement	75-84
D = Low Achievement	70-74
F = Failure to Master Material	0-69

Conduct:

O = Outstanding Effort	94-100
S = Satisfactory Effort	85-93
I = Improvement Needed	70-84
U = Unsatisfactory Effort	0-60
N = Not Observed	---

ACADEMIC INTERVENTION PLANS

Students who are experiencing difficulty meeting academic standards may be referred to the Vice Principal for additional support. An academic intervention plan may be initiated for such students in collaboration with the students, teachers, academic support staff, and parents.

PROGRESS REPORTS

Progress reports are emailed at the midpoint of each quarter for students in K-8th grade. A failing grade on a progress report should be considered a serious matter.

REPORT CARDS

A mandatory parent/teacher conference is scheduled at the end of the first quarter grading period (nine weeks).

Report cards are posted on Renweb for the remaining nine week quarters for PK4-8th grades.

Report cards will not be issued to students with outstanding financial responsibilities, and report cards will not be accessible through Renweb for parents with outstanding financial responsibilities.

CRITERIA FOR HONOR ROLL

Students in grades 3rd-8th are eligible to receive Honor Roll awards. To earn such awards, students must meet the following criteria:

Gold Honor Roll: High Honors – Each core course grade must be 94 to 100 with no grade below 85% in any subject. Conduct grades of I or U will disqualify a student from Honor Roll status.

Silver Honor Roll: Honors –All core course grades must be 85% and above and no grade below 70% in any subject. Conduct grades of I or U will disqualify a student from Honor Roll status.

Violations of the Code of Conduct that result in disciplinary action given during a nine-week grading period will disqualify a student from Honor Roll for that nine-week grading period.

PROMOTION

Social promotions are prohibited in the schools in the Archdiocese. Students are promoted to the next grade level based on their academic achievement. The following are the specific regulations for promotion for the various grade levels:

PK3-PK4

Promotion at this level is determined by the teacher and principal in consultation with the parent/guardian.

K-1st grade

A student must have at least a “G” final average in the core courses of Reading and Mathematics.

2nd-5th grade

A student must have at least a “70” final average in Religion, Reading, English, and Mathematics. A student who fails Reading and Mathematics is not promoted.

6th-8th grade

A student must have at least a “70” final average in the Core Courses of Religion, English Language Arts, Mathematics, Science, Social Studies and Spanish. A student who fails more than two core subjects is not promoted.

A student who scores below “70” in a core subject may be required to correct the deficiency in a summer school program approved by the Principal. Documentation of approved Summer School is due to the Administration by August 1st.

GRADUATION

Graduating students from Catholic Schools in the Archdiocese shall meet minimum TCCED graduation requirements in order to receive a diploma.

The school is responsible for the Montessori, Kinder, and 8th grade graduation ceremony and reception. A graduation fee payable at registration is required.

8th Grade students wear their Mass uniforms for graduation.

Montessori and Kindergarten students wear their Sunday best for graduation. (No strapless, spaghetti straps, or halter dresses or tops.)

PreK has a completion ceremony at the end of the school year. Dress code for the ceremony is “Sunday best”.

Students whose accounts are not cleared with the school will not be allowed to participate in the graduation exercises.

TESTING

Mount Sacred Heart School follows the San Antonio Archdiocesan testing program as follows:

- Iowa Assessment - Montessori Kinder–8th grades
- Cognitive Ability Test (CogAt) - 2nd and 6th grades
- Religion Assessment Testing (ACRE) – 5th and 8th grades
- PSAT 8/9 - 8th grade

Testing also includes classroom testing (weekly or periodically) and benchmark testing to assess student performance and evaluate mastery of objectives.

Testing accommodations may be available for students with academic intervention plans.

SCHOLARSHIP OPPORTUNITIES

PTC Scholarship

The objective of the Mount Sacred Heart School Scholarship Fund, sponsored by the PTC, is to provide students with assistance in continuing their education in a Catholic environment.

Two students will be selected from the graduating 8th grade class to receive a five hundred dollar (\$500.00) scholarship to attend a Catholic High School of their choice.

To be eligible and/or qualify for this scholarship, a student:

- Must have attended the 6th, 7th and 8th grades at Mount Sacred Heart School
- Maintain a combined scholastic average of eighty-five (85) or above throughout 6th, 7th, and 8th grades.
- Show initiative in the satisfactory use of talents and leadership qualities by participation in at least three Mount Sacred Heart School activities, scholastic or otherwise.
- Show true school spirit by voluntary active participation in school projects designed to better school facilities.

A student who has accepted a scholarship from another source will not be eligible for this scholarship. Any student awarded a scholarship may refuse or return it to accept another one of greater value.

SSCJ Scholarship

The SSCJ Scholarship is awarded each year to an 8th grade student. Students must have attended Mount Sacred Heart School for at least 6th, 7th, and 8th grades. Selection is made by the Sisters of the Sacred Heart.

PARENT-TEACHER CONFERENCES

Parents are encouraged to schedule conferences with the teacher throughout the school year during the individual teacher's planning period or after 4:00 p.m. Parents must request the conference in advance. Teachers are not available to conference with parents during class time either in person, by telephone, or internet, as they must devote their attention to the supervision and instruction of students. Individual teacher's email is available through the school directory for messages.

8th Grade students are required to have completed 20 service hours. (40 service hours total if they are members of NJHS.)

Note: The core courses are used to calculate the end of year Grade Point Average for the 8th grade Valedictorian and Salutatorian.

STUDENT SERVICE HOURS

Middle School students are required to complete service hours as follows:

- 6th Grade: 10 service hours
- 7th grade: 15 service hours (25 if NJHS member)
- 8th grade: 20 service hours (40 if NJHS member)

PHYSICAL EDUCATION, DANCE, TUMBLING

All students are required to participate in physical education classes.

Mount Sacred Heart School offers all students the opportunity to participate in its dance program twice weekly at the regularly scheduled P.E. periods.

Girls who choose not to participate in dance class must submit a letter from their parents to the P.E. Coach, Dance Teacher, and Vice Principal. Boys who choose to participate in dance should do likewise. **These changes must be made within the first week of school and will remain in effect for the remainder of the year.** An annual dance recital takes place in the Spring.

All dance students are required to purchase a costume and perform in the annual dance recital. A dance recital fee is assessed and due at registration.

Tumbling is offered on a designated day, on a limited basis, to students in lieu of PE. Additional fees are charged to students who participate in Tumbling. Requests for participation in Tumbling must be made by the first week of school and will remain in effect for the remainder of the school year.

Students who choose not to participate in the tumbling or dance classes must attend daily P.E. classes for the duration of the school year. For a student to be excused from physical education activities, he/she must have a note from his/her guardian. If the excuse is for more than 2 days, a statement from a medical doctor is required. Students who cannot participate in PE will also sit out during recess. Attitude, effort and dressing in the designated physical education uniform are reflected in the P.E./Dance/Tumbling grade. All students must wear the designated attire for P.E. and dance classes.

In some cases, a student may be required to participate in an academic support class in lieu of P.E. / Dance. Notice of such will be given to the parent by the school Administration.

LIBRARY

Students regularly visit the library under the supervision of the librarian and/or teacher. Students may check out books for a period of time to be determined by the librarian. Books borrowed from the library may be taken home. Students are financially responsible for lost or damaged books. Fines are assessed for overdue books. Students may not bring books/magazines from home or another library unless approved by the student's teacher.

FIELD TRIPS

Field trips must relate to the curriculum and mission of the school. Such trips are permissible when advance planning, location, and the experience ensure a successful and appropriate learning opportunity. All field trips are planned by the teacher with final approval by the Principal before any arrangements can be finalized. The school makes arrangements for adequate transportation and supervision. Because field trips are a privilege, 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. All financial obligations must be met with the business office. The school or anyone connected with the activity is not responsible if any misfortune should occur.

The student must have a signed and dated Field Trip Permission form from the parents in order to participate in the activity. **Permission over the telephone will not be accepted.** Full Mass uniform will be worn unless otherwise indicated on the permission slip.

The number of chaperones will be determined by the Teacher in consultation with Administration.

In accordance with the Archdiocesan policy, in order to participate in field trips, **adult volunteers are required to have a criminal background check on file in the school office.**

Field Trip fees must be paid in advance, by the designated deadline. If a child is absent on the day of the Field Trip, the fees will not be refunded.

ADMISSION REQUIREMENTS

ADMISSION OF STUDENTS WITH SPECIAL NEEDS

Schools, if able, will provide students with special needs an opportunity for admission. However, if students with special needs apply to a school that is not capable of offering the necessary programs and facilities, they will be referred to other schools and programs that have the ability to effectively serve their needs.

Catholic schools strive to provide the accommodations and/or modifications within the scope of their school's resources for students who are identified as having special learning needs. Catholic schools will collaborate with parent(s), the public school, and appropriate agencies and/or professionals when providing school services for the child.

DUAL ENROLLMENT WITH NON-ACCREDITED SCHOOLS

The Catholic schools of the Archdiocese may not enter into dual enrollment arrangements with non-accredited schools for any portion of the day. This position is taken because of the commitment to operating accredited schools.

Parents who seek a Catholic education for their child enter into an agreement between the parent/student and the school. All students are expected to adhere to the rules of the school governing all areas of the student's development as stated in the school's philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both the parent/student. Explicit rules and regulations are included in the parent/student handbook and various school communications.

AGE REQUIREMENTS

PK

A student must be four years of age on or before September 1 to be admitted into the PK4 program.

K

A student must be five years of age on or before September 1 to be admitted to Kindergarten.

1st grade

A student must be six years of age on or before September 1 to be admitted into the first grade. Exceptions may be made in the case of a student who has completed Kindergarten in a different state where the entering age is lower, provided there is also a written statement from the Kindergarten teacher that the student is ready for first grade.

DOCUMENTATION REQUIREMENTS

Before a student is granted an official admission, the following documents/forms are required:

- Completed application and fees
- Official Birth Certificate
- Baptismal Certificate (when applicable)
- Emergency Card
- Immunization Data
- Health Questionnaire
- Most recent report card and test scores or any other official documents
- A personal interview with the Principal or other Administrator

ATTENDANCE GUIDELINES

ARRIVAL AND DISMISSAL

Arrival

Carline morning drop-off begins at 7:30 a.m. under faculty supervision.

Students in PK4- 8th grades must be dropped off at the gym, in the supervised carline. **After 7:55 a.m. All students must be walked into the building.** Dropping students off at unsupervised areas (East gate, Football field area, etc.) is not permitted.

Montessori students are dropped off in the front car line in the mornings and picked up in the afternoons at the gym circular entrance.

All students who arrive between 7:55-8:05 in the morning, must be walked in to the school.

Any student arriving after 8:05 a.m. must be escorted to the Attendance Office by a parent or guardian or be in possession of a signed parent note, in order to receive a Tardy Slip.

Tardies

The school day begins at 7:55 a.m. Opening exercises begin at 8:05 a.m.

After 8:05 a.m., students are marked tardy. Students may be subject to fines for excessive tardies.

Arrival after 10:00 a.m. is recorded as a half-day absence.

Dismissal

Half-day Montessori students will be dismissed from the front circular entrance between 11:15 a.m. and 11:30 a.m.

Montessori students are picked up at 3:00 p.m. at the gym circular entrance. At 3:15 p.m. the Montessori students are taken to After School Care.

Students in PK4 are dismissed at 3:15 p.m. in the front circular drive. At 3:30 p.m. the PreK students are taken to After School Care.

Students in K-8th are dismissed at 3:30 p.m. from carline in the back of the school. Any student who has not been picked up by the end of carline dismissal at 3:55 p.m. or is found on the school campus outside of a supervised area will be placed in the extended day program and fees will be applied. Parents will be billed for this service.

All students must go to their designated dismissal location. **For safety reasons, parents are not allowed to wait for their children in the hallways or outside classroom doors.**

Please do not stop teachers as they are supervising students.

A student will not be released to any person other than the legal guardian or an authorized person listed on the student emergency information card. Appropriate identification and a written authorization from the legal guardian shall be required before a student is released to any party not listed on the student emergency information card.

Students participating in approved after-school activities (sports, clubs, extended day program, tutoring), must report to the designated gathering area to be picked up by the appropriate staff for proper supervision. No student may be left unsupervised on the school grounds either before or after school.

Pick up for students participating in extracurricular activities or after school tutoring is in the designated car line. Parents should not enter the building and wait due to safety reasons.

For safety and security reasons, students are not allowed to play or wait around the front of the school, on the playground, the gymnasium, or any other surrounding areas.

All parents and students must abide by school regulations in order to maintain a safe school environment around school premises.

STUDENT ATTENDANCE

Attendance at school is a state law. State law and Mount Sacred Heart Catholic School require that a **student must attend 90% of the 180 teaching days** per school year or the student may be required to repeat the grade. Therefore, eighteen (18) unexcused absences constitute a loss of credit and the student may have to repeat the grade or attend summer school to make up for the number of excessive absences. Accordingly, students are to attend school unless there are valid reasons for absence. Valid reasons, such as illness, are considered excused. Invalid reasons such as extra vacation are considered unlawful detention by the parents and are unexcused and not tolerated. Parents should petition the school when unusual circumstances require foreseen absences. In all cases, absences must be explained in writing by the parent upon the student's return to school. In all cases, students are responsible for all work missed and are subject to the discretionary authority of the Principal for determination of whether absences are excessive.

The Principal's discretion shall determine when absence or tardiness is to be excused. An excused absence does not mean a student will not be marked absent. A student not physically present at school, excused or unexcused, is marked absent.

On early dismissal days, if a student leaves school any time before 12:00 p.m., it is recorded as a half day absence.

If a student is absent **three or more consecutive days, the parent must notify the school nurse, and a doctor's note is required when the student returns to school.** After a student's 10th absence, a doctor's note will be required for every absence thereafter. Parents are responsible for keeping and providing doctor's notes.

After the 10th absence, Saturday School may be assigned. A \$50 fee for Saturday School will be assessed and students must wear their full Mass Uniform.

Saturday School

Saturday School for all students is from 8:00 a.m. – 12:00 p.m. with a \$50 fee per student. Lunch is not provided. Checks should be made payable to MSH.

If a student does not attend a scheduled Saturday School or Detention the parent is responsible for payment of the full fee and the Saturday School or Detention will be rescheduled and another fee incurred.

If a student is absent more than 18 days he/she may be retained at the discretion of the school Promotion/Retention Committee.

If an athlete, or student who participates in any extracurricular activity or who is a member of a competition or an AIAL school team, is absent on a game/contest day, he/she is ineligible to participate in any practices, games, or contests that day.

TARDINESS

The Tardy bell rings at 8:05 a.m.

Parents are asked to help students learn to value education and to understand the importance of responsibility and punctuality by arriving at school on time, ready to learn. If a student is not in the classroom by the time the tardy bell rings at 8:05 a.m., he/she is tardy and must report to the school office for a tardy slip. Tardiness is disruptive to students and the teacher, and interrupts class instruction time.

After the 5th tardy, a \$25 fee will be assessed for every five tardies, up to 15 tardies. After 15 tardies a student will be assigned Detention for every five subsequent tardies. A Detention fee of \$35 per student will be applied.

The school administrator has the final authority to determine when a tardy is excused or unexcused. Extenuating circumstances will be reviewed by the school administration.

All students must be punctual to each class period at all times during the school day or must have a corridor pass/tardy slip if reporting late to class.

STUDENT EARLY DEPARTURE

Medical/dental appointments must be scheduled outside school hours as much as possible. Advance written notification from the parent is required when a student is to be released during school hours for medical appointments. This request should be presented to the office at the beginning of the day. Upon returning to school, either the same day or the following, the student must present a medical note verifying a doctor's visit in order to be granted an excused absence.

In order to maintain an environment that is conducive to concentration and learning, parents are not allowed to pick up students in the classrooms or wait in the school hallways at any time during the school day. When a child is going to be picked up before the end of a regular school day, an advance written notification is required. The notification must state the reason for the student's early departure and time of requested departure. In an effort to keep classroom interruptions to a minimum, the secretary will see that the child is sent to the school office to meet the parent there at the time requested.

If a student is checked out of school:

- **Before 10:00 a.m.** – it is recorded as a full day's absence
- **Between 10:00 a.m. and 3:00 p.m.** – it is recorded as ½ day's absence
- **Before 12:00 p.m. on an early dismissal day** – it is recorded as a full day's absence.

RELEASING STUDENTS DURING SCHOOL HOURS

A student will not be released from school during school hours into the custody of any person other than those listed on the emergency information card with written notification for the student. Identification of the person to whom the student is released will be verified.

Parents or guardians shall be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification shall be made. Students are not released from school without written parental permission.

EARLY DISMISSAL DAYS

On scheduled days, classes are dismissed earlier than the regular school day to allow for faculty meetings and in-service sessions. Early dismissals are announced in the school calendar or by memo from the Principal. Students are not permitted to make phone calls regarding early dismissal. On such days, students not picked up at the designated time at the carline will be placed in the extended day program and additional fees will apply.

CLINIC/NURSE

ALLERGIES

It is important for the school nurse to be aware of any medically diagnosed allergies to medications, specific foods, insect stings, pollen, latex, etc. A note from the doctor stating the allergy must be on file. This information will be kept in the Nurse's office. The nurse will disperse this information to the appropriate campus personnel.

See Appendix for more information regarding Health and Wellness. ** Appendix to include documents form Archdiocese for Immunizations, medication policy, Allergies, Asthma, head lice, etc.)

HEALTH FILE

A health file is maintained on each student. The file includes a record of immunizations, vision and hearing screening, pertinent medical information and doctor's name. Health records are confidential; they are available to the Principal, health coordinator, and the professional staff. The student's original Health Record is given to the receiving school when the student transfers to another school.

A copy of the Health Record is kept as part of the permanent record.

ILLNESS

Children are to be free of fever and communicable diseases for 24 hours in order to attend school. Parents are required to pick up their children as soon as possible should the child develop a fever at school or exhibit other symptoms of illness, injury, or conditions of a communicable disease (rash, pink eye, head lice, etc.) Children exhibiting symptoms of a communicable disease are to be excluded from school until proper treatment and care has been initiated and the child is symptom free for 24 hours. In some cases, a physician's statement may be required before a child is allowed to return to school.

The Principal or, in her absence, the Vice Principal, Nurse, or Secretary, will notify parents when a child has been seriously injured at school. Any child brought to the school office as a result of an accident or illness will be entered in the school's accident/illness log.

Students may be sent to the clinic with a referral note from a teacher. The condition will be assessed and the child treated as necessary. The student may either return to class, rest in clinic no longer than 15 minutes, or be sent home.

The school retains the right to ask that a child be picked up at any time when there is a question about a child's health.

MEDICATION

Students are not allowed to carry medications on their person, including non-prescription medications. The only exception is that, by physician direction, a student may be allowed to carry and self-administer inhaler medication. Only medication that is

necessary for a child to remain in school will be given during school hours. The *Medication Permission Request Form* must be completed by the parent/guardian and the health care provider in order for any medication, including “over-the-counter” medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops), to be dispensed by a designee of the Principal. All medication to be dispensed at school must be in its original container and clearly labeled.

Medication is to be brought to the office by the parent/responsible party. If the medication is liquid, it must be accompanied with a calibrated medication dispenser which has legible numbers on it. Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist will be administered during school hours. Medication will be dispensed by a designee of the Principal.

Each student’s medication must be in a properly labeled container with the following information:

1. Student’s name
2. Physician/Dentist name
3. Date
4. Name of Medication
5. Dosage
6. Directions for administration
7. Duration of administration

This permission will be documented on an official *Diocesan Medication Permission Request Form* that is obtained from the school office. No medication which has expired will be given. Medication will be returned only to the parent/responsible party by school personnel. All medication forms must be updated and renewed annually for each new school year. **Medication not picked up by the last day of school will be properly discarded.**

CONDUCT/DISCIPLINE

MSH PHILOSOPHY OF DISCIPLINE

The school principal, with the assistance of the faculty and the input of parents, must develop a code of conduct and disciplinary procedures based on Catholic values and the dignity of the human person. The purpose of the code of conduct is to develop sound moral character, responsibility, and citizenship.

Students, parents, guardians, and staff are expected to conform to standards of conduct that are consistent with the Catholic values of the school. All members of the school community are expected to work courteously and cooperatively with the school in order to meet the academic, moral, and behavioral expectations of the school.

The school has its code of conduct, and discipline procedures are published in the school handbook. The handbook is available electronically to students and parents for the purpose of communicating all school policies and procedures, including the code of conduct. **Parents and students must sign a handbook acknowledgement form (Appendix E) indicating that they have read the handbook and agree to comply with the provisions it contains.**

The Mount Sacred Heart School Community affirms that each person is a significant and unique gift from God. We promote a positive environment for academic and spiritual growth. The Code of Conduct empowers each person to develop values and attitudes in keeping with Christian Gospel values. **We believe students have a right to attend school in an environment that is safe and conducive to learning.** In order to create an atmosphere for learning, we count on the parents to support the school in reinforcing these guidelines. In order to promote academic excellence and spiritual growth, the school community establishes the following expectations for all.

MSH CODE OF CONDUCT

In establishing appropriate disciplinary regulations, the following guidelines shall be used:

1. **Good classroom discipline** is first and foremost the responsibility of the classroom teacher.
2. Emphasis shall be placed on **positive values** rather than on punishment.
3. In dealing with student behavior, **respect for the personal dignity of the student shall be evident.**

4. Conferences and written **communication** between the home and school regarding infractions and reasons for continued dissatisfaction will be documented and kept on file.

Bullying and Harassment

Mount Sacred Heart School has developed an extensive anti-bullying policy. Incidents of bullying are taken seriously and may result in serious disciplinary action.

Mount Sacred Heart School defines harassment and bullying as repeated intentional negative gestures and/or actions, either verbal, written, physical, or by electronic and/or cyber means, on the part of one student or a group of students towards another student. This type of behavior includes but is not limited to unwelcomed, unwarranted, unsolicited, inappropriate, unkind, harmful and/or hurtful statements, either verbal or written, by physical touching or by any electronic cyber means.

Nuisance Items

The following are not allowed on school premises. Students who carry such items may be subject to disciplinary action:

- Toys (yo-yos, cards, etc. or magazines, unless authorized by the teacher)
- Gum and food
- Hair sprays, gels, perfumes, colognes, makeup, nail polish, (to include French-tip, acrylic, gel, extensions, etc.), and any other non-uniform or non-school supply item.
- Electronic devices (**cell phones**, games, audio devices, cameras, personal communication devices, etc.)
- Other materials, toys, or activities deemed offensive, or inappropriate for learning in a Catholic School or that are considered to have a negative influence in the learning environment
- Accessories on backpacks, such as key chains and stuffed animals, lunch boxes, or gym bags

Cell phones and any items of substantial value may be confiscated and picked up by a parent/guardian. The school is not responsible for lost, stolen, or damaged personal property.

1st time – Parents may pick up the item before 4:00 p.m. in the Business Office.

2nd time – Parent conference with an Administrator is required and a \$25 fee is charged.

3rd time – The school may keep the item until the end of the school year. A \$50 fee will be charged for recovery of the confiscated item.

All other items will be discarded.

Conduct and Academic Expectations

Students who are found in violation of the Code of Student Conduct **may be** declared ineligible to participate in the next scheduled performance/activity after parental notification. At the Sponsor's discretion, a student may still be required to attend all scheduled practices. When a student persistently violates the Code of Student Conduct, a conference will be held with the parents and on-campus or off-campus suspension may be assigned as determined by the Principal and/or Vice Principal. In such cases, and at the discretion of the Administration, the student will be dismissed from any extracurricular teams or activities.

Any student who is failing more than one core subject will be declared ineligible to participate in extra-curricular activities until the next reporting period. This may cause the student to forfeit his/her position/role in the activity.

BEHAVIOR STANDARDS

1. Show courtesy and respect so as to preserve the dignity of all members of the community.

All students must be courteous and respectful of others.

The following are examples of unacceptable behavior and may result in disciplinary measures:

- Hitting, kicking, fighting, play fighting, or other physical horseplay
- Mistreating or intimidating others by name calling, teasing, or making unkind or derogatory remarks
- Using vulgarities and obscenities whether drawn, written, spoken, or gestured
- Showing irreverence; lack of participation and/or disrespect for the worshipping community in the chapel or prayer spaces

- Disrupting the learning environment of the school
- Bullying of any type, including cyberbullying; inappropriate verbal, written, or physical harassment
- Public displays of affection
- Refusing to obey any direction or instruction given while on the school campus by any teacher or school staff member
- Displaying cult, gang, or culturally offensive paraphernalia

Please see the detailed Bullying Policy in Appendix A.

2. Show respect for the property of the school and other members of the school community.

The following are examples of unacceptable behavior and may result in disciplinary measures:

- Littering anywhere on school property
- Defacing school property (buildings, books, book covers, grounds, furniture, school equipment)
- Stealing or using school property or the property of others without authorization or consent
- Damaging another's clothing or possessions

Physical damage to Mount Sacred Heart School property may result in fees and fines.

3. Be in your designated location at the designated time.

The following are examples of unacceptable behavior and may result in disciplinary measures:

- Being out of class without permission
- Arriving late to class without permission and/or lagging behind to and from class periods
- Running inside the school buildings
- Being in an unsupervised or restricted area before, during, or after school
- Consuming food or drink anywhere except in the cafeteria, unless permitted by a school authority
- Leaving campus without adult supervision

4. Show self-respect.

The following are examples of unacceptable behavior and may result in disciplinary measures:

- Being out of school uniform
- Untidy appearance of school uniform
- Chewing gum at any time while on school premises during school time
- All forms of direct or indirect dishonesty including lying, cheating, stealing, and vandalism
- Inappropriate displays of affection

5. Act safely at all times.

The following are examples of unacceptable behavior and may result in disciplinary measures:

- Entering school building or grounds through unauthorized places, or at unauthorized times
- Throwing objects
- Climbing, standing or sitting inappropriately on lunch tables, desks, chairs, or other dangerous or prohibited objects
- Using play equipment in a dangerous way
- Bike riding, skateboarding, or participating in other unsafe behavior while on school property
- Tampering with school equipment (air conditioners, heaters, thermostats, etc.)

6. Obey all school personnel.

The following are examples of unacceptable behavior and may result in disciplinary measures:

- Refusing to obey any direction or instruction given by any teacher or school staff member while on school campus
- Directing inappropriate verbal or written language, or making inappropriate gestures toward any school staff member
- Lying or falsifying information to any school staff member
- Making false or negative accusations or comments about any school staff member verbally, graphically, or by any other means, including social media

PROHIBITED DISCIPLINARY MEASURES

The following disciplinary measures are prohibited:

1. All corporal punishment (for example, but not limited to spanking, shaking, slapping, pinching, etc.)
2. Language which is sarcastic or calculated to bring ridicule on the student, his/her parents, or background
3. Sending a student outside the classroom where he/she is deprived of supervision
4. Using important class assignments as punitive measure
5. Any disciplinary measure that is not consistent with the philosophy of respect for the dignity of the student
6. Any extreme or unusual form of punishment or any touching of a student in a manner that is considered punitive

PROGRESSIVE DISCIPLINARY MEASURES

To the extent possible, teachers, assistants, staff, and other authorized adults are expected to redirect inappropriate behavior in their classes and in areas under their supervision. Such redirection may include individual conferencing with the student, parent contact, and removal of privileges during the activity when the incident occurred.

For repeated acts of inappropriate behavior, the teacher may refer the student to the office for administrative action. Office Referrals will be documented and will become part of the student's discipline records. Office Referrals will affect the student's conduct/citizenship grade and may affect the student's Honor Roll status.

At the discretion of the Administration, and based on the severity of the incident, the following consequences may be assigned:

- Teacher/student/parent conference with Vice Principal or Principal
- Parent notification by telephone, e-mail, or in person.
- Lunch detention
- School service
- Withdrawal of privileges, e.g., loss of recess
- After School detention (\$35 fee)
- Saturday detention (\$50 fee)
- On-Campus Suspension (\$90 fee per day)
- Off-Campus Suspension
- Expulsion

Depending on the severity of the incident, and at the discretion of the Administration, students with persistent office referrals may also:

- become ineligible to participate in the next scheduled extracurricular performance or activity
- be dismissed from extra-curricular activities
- be disqualified from Honor Roll for that quarter.
- be placed on probation from NJHS for the remainder of the quarter
- be dismissed from NJHS

Additional consequences apply for student athletes. Consequences for athletes are outlined in the section "Behavior/Conduct Eligibility Requirements" and in the Athletic Handbook.

DETENTION, SUSPENSION AND EXPULSION

Lunch Detention will be served in a designated area under adult supervision during the student's regularly scheduled lunch period. The student may eat lunch, sit quietly, and complete any behavior processing assignment or other school work.

After School Detention will be served in a designated area under adult supervision on a pre-arranged day, from 3:40-4:45 p.m. **A \$35 fee will be assessed.** During this time the student may perform school service, complete behavior processing assignments, or engage in other activities designed to help the student correct the undesirable behavior.

Saturday Detention will be served in a designated area under adult supervision on a pre-arranged day, from 8:00 until 11:00 a.m. **A \$50 fee will be assessed.** During this time the student may perform school service, complete behavior processing assignments, or engage in other activities designed to help the student correct the undesirable behavior. Students must wear their full Mass uniform to Saturday Detention.

If a student does not attend a scheduled Detention, the parent is responsible for payment of the full fee and the Detention will be rescheduled. An additional fee of similar or greater cost will be incurred.

On-campus suspension is generally used when other disciplinary actions have failed to correct the undesirable behavior or when the student's presence in the classroom is deemed to be disruptive. The On-Campus suspension is served in a designated area under adult supervision on a pre-arranged day(s). The number of days is determined by the Vice Principal in consultation with the Principal. **A \$90 fee is assessed for each day of suspension.** Students in on-campus suspension are expected to complete work assigned by the teacher with a maximum grade of 75. Students in on-campus suspension may not participate in or attend any extracurricular activities on the day(s) they serve the on-campus suspension(s).

Off-campus suspension is reserved for serious offenses in which a student's behavior is such that the removal from school is necessary. The number of days is determined by the Vice Principal in consultation with the Principal. Students serving off-campus suspension will receive a maximum grade of 60 on all work assigned for that day. Late grade penalties apply to work not submitted to the teacher after return from suspension. During the period of suspension, the student is marked absent and may not participate in or attend any extracurricular activities.

Expulsion

A student may be expelled from school when other means of discipline have failed.

Expulsion is a serious matter and should be invoked only as a last resort. Normally, it will follow a single grave offense or a series of offenses indicating a basically hostile attitude. When such a serious case arises, the following procedures are followed:

- There is a documented conference of the Principal/Vice Principal, student, and /or Teacher.
- If the problem cannot be resolved in this conference, the student will be suspended.
- This is followed by a documented conference of the Principal, Vice Principal, Teacher, and parents.
- The Principal, after consultation with the Advisory Committee, then decides to either readmit or expel the student. If readmitted, the student is on probation for a period of time. If the decision is for expulsion, the Archdiocesan Superintendent of Schools is notified of the fact and given a brief explanation of the reason in writing.

Immediate Expulsion

A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite, his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to the students.

SERIOUS INAPPROPRIATE BEHAVIORS

Mount Sacred Heart School realizes that there are certain behaviors that cannot be addressed using progressive disciplinary measures. The following is a list but not limited to behaviors which may result in an immediate suspension:

- Fighting
- Leaving the school campus without permission
- Using vulgarities or obscenities, whether written, spoken, or gestured
- Blatant defiance or disrespect
- Vandalism
- Used of controlled or illegal substances
- Internet abuse
- Alcohol and/or tobacco use
- Severe inappropriate displays of affection
- Serious incidents of bullying
- Graphic or visual representations of a violent or sexual nature.

SEARCH AND SEIZURE

The school principal and/or a designee may search student desks, lockers, and belongings, including but not limited to handbags, backpacks, and other items in a student's possession.

SUBSTANCE ABUSE

No student shall possess, use, or attempt to possess, or to be under the influence of any of the following substances on school premises during any school term or off school premises at a school related activity, function, or event. Discussing, sharing information or offers to distribute or sell illegal substances is considered a serious offense. Such substances include, but are not limited to:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- Any alcoholic beverage
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation
- Any other intoxicant or mood-changing, mind- altering, or behavior- altering drug
- Prescription and non-prescription drugs

Definitions:

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired. But the student need not be legally intoxicated. Students who violate this policy shall be subject to disciplinary action including expulsion.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.

ELECTRONIC COMMUNICATION

A student who engages in any electronic communication that jeopardizes the safe environment of the school or the integrity of our students, or is contrary to Gospel values, may be subject to the full range of disciplinary consequences, including expulsion. This policy applies to communications or depictions through email, text messaging, photographs, recordings, website postings, social networking tools, etc. whether they occur through the school’s equipment or connectivity resources or through private communication. Communications subject to serious disciplinary actions include but are not limited to communications which:

- Are of a sexual nature.
- Threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community.
- Cause harm to the school community, including Mount Sacred Heart faculty, staff, students, or families.
- Utilize any social networking or media to cause embarrassment or harm to Mount Sacred Heart School, its faculty, staff, students, or families.

See Appendix B and C for additional information.

ATHLETIC CODE OF CONDUCT

PARTICIPANTS AND SPECTATORS IN ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES

The Athletic and Extracurricular Program is designed to promote competition in the spirit of fellowship, sportsmanship, fair play and team cooperation.

1. Enter into all games, contests and practices with a Christian attitude.
2. Win or lose, respect the officials, judges or umpires overseeing the game or contest.
3. Win or lose, respect the student athletes, cheerleaders, coaches and spectators of both teams.
4. Win or lose, respect and show care for the facilities where the game, contest or practice takes place.

Verbal abuse of anyone involved in the game, contest, or practice is strictly prohibited. Profanity, threats, or hostile confrontation will result in removal of the offending person from the game, contest, or practice. Student athletes may be suspended or dismissed from the team for such unsportsmanlike behavior. Parents and spectators may be banned from attending future school athletic functions for such behavior.

As a member of the A.I.A.L., Mount Sacred Heart School may be disciplined for offensive behavior of its student athletes, parents and spectators. Such an offense could impose a penalty on the entire School Athletic Program. Any behavior that adversely affects the good reputation of Mount Sacred Heart School will result in serious consequences for the offending person.

DISCIPLINARY MEASURES FOR ATHLETES

First Office Referral

Teacher/student conference with the Vice Principal; parent notification by telephone, email, or in person. Saturday detention may be assigned. The student may become ineligible to participate in the next scheduled extracurricular performance or activity. If the student is in NJHS, he is placed on probation for the rest of the quarter. The student is disqualified from Honor Roll for the quarter.

Second Office Referral

Parent / student / teacher conference with the Principal or Vice Principal. Saturday detention will be assigned. The student will become ineligible to participate in the next scheduled extra-curricular performance or activity. The student will be dismissed from NJHS. The student is disqualified from Honor Roll for the quarter.

Third Office Referral

A conference is held with the parents and on-campus or off-campus suspension may be assigned as determined by the Principal and/or Vice Principal. The student will be dismissed from any teams or extracurricular activities.

Ultimately, each student is responsible for his/her behavior and will be held accountable for his/her actions.

Athletes who do not attend practice sessions will not be allowed to participate in the game. The coach will determine the acceptability of written excuses. A student who knows that they will miss a scheduled practice must notify the coach as soon as possible prior to the start of the practice. More than one unexcused absence will result in suspension or dismissal from the team.

Additional guidelines for athletes are outlined in the MSH Athletic Handbook.

MORAL CONDUCT

PREGNANCY

A primary purpose of Catholic education is to guide student's growth in Christian values and moral conduct. Catholic teachings stress that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a living and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs, Mount Sacred Heart follows the policy established by the Archdiocese of San Antonio.

ABORTION

Abortion which disregards human life is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic School and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

If it becomes known to any other member of the school community that a student is contemplating or planning an abortion, all reasonable encouragement must be given to the student to save the life of the unborn child. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

Mount Sacred Heart School follows the guidelines and policies on pregnancy and abortion established by the Archdiocese of San Antonio Catholic Schools Office.

MARRIAGE AND CO-HABITATION

If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student.

Co-habitation and marriage not recognized by the Catholic Church may be causes for expulsion.

COUNSELING/GUIDANCE PROGRAM

Mount Sacred Heart offers a counseling program that follows the Archdiocesan Curriculum for Guidance. The counselor at MSH implements a systematic program that provides the developmental guidance and support necessary to help facilitate the intellectual, emotional, behavioral, social and spiritual growth of all students in each grade level.

Counseling services are available to students through classroom lessons, small group meetings, and individual sessions. The counselor may meet with students on an individual basis when requested by parents, teacher, principal, or student. Parent permission/consent for counseling is obtained to continue to see a student for individual sessions on an on-going basis.

DRESS CODE

PRE-K AND MONTESSORI

Uniforms are not required. However, the following guidelines must be observed.

- Flexible rubber soled closed shoes with laces or straps
- Socks
- Dresses or skirts with bloomers or shorts underneath
- Shorts, slacks, capris, leggings, jeans
- Blouses, polos, tee shirts

The following are prohibited for modesty and safety purposes:

- Light up flashing shoes
- Boots
- High topped sneakers
- Open toed shoes / sandals
- Jelly shoes or shoes that may cause a child to slip or fall
- Halter tops or spaghetti straps
- Inappropriate clothing designs that cause a distraction or are inconsistent with MSH school values and philosophy

Mass attire should set the tone for the child to be reverent and respectful of the celebration of the Holy Sacrifice of the Mass and minimize distractions for others.

Appropriate Mass apparel includes:

- Collared shirts, slacks, and dress shoes for boys.
- At least knee length or longer dresses or skirts with blouses for girls, and dress shoes

Parents of PreK/Montessori students may opt to purchase the traditional MSH Dress/Mass uniform for their child to wear on Mass days.

KINDER – 8TH GRADE UNIFORM

The purpose of the uniform dress code at Mount Sacred Heart School is to assist in creating an educational climate and an atmosphere conducive to learning. The uniform is kept as simple as possible and worn with pride, kept in good appearance, and fitted properly. Every effort is made to provide enough variety, along with sameness in order to accommodate a variety of ages and sizes.

Current year spirit shirts are allowed on Fridays and other days as designated by the School Administration.

Girls (K-4)

- Maroon Jumper (knee-length)
- White short sleeve blouse, pointed collar
- White crew socks, white knee-highs or white footed-tights may be worn during cold weather Black and white leather oxfords
- For students with orthotic requirements, solid black or solid white tennis shoes may be worn with a physician's note.
- Maroon cardigan sweater (buttons)
- Maroon MSH windbreaker or MSH approved outer wear (October – April)
- Maroon MSH walking shorts (optional) August-October & April-May
- Walking shorts are not worn on Mass days or on days announced by the Administration. They may not be worn on field trips unless the Principal grants permission and they may not be used in place of gym shorts.
- Maroon MSH backpack and gym bag with no dangling items
- Undershirts and undergarments must be white.
- On cold Mass/Special days the maroon sweater may be worn.

Boys (K-4)

- Khaki pants (plain front)
- Black belt
- Khaki shirt (tucked in at all times)
- Black smooth leather oxford shoes (lace)
- For students with orthotic requirements, solid black or solid white tennis shoes may be worn with a physician's note.
- Black crew socks
- White short sleeve uniform PE shirt may be worn under broadcloth shirt on Mass days
- Maroon tie
- Maroon cardigan sweater (buttons)
- Maroon MSH windbreaker or MSH approved outer wear. (October – April)
- Khaki walking shorts (optional) August-October and April-May
- Walking shorts are not worn on Mass days or on days announced by the Administration. They may not be worn on field trips unless the Principal grants permission and they may not be used in place of gym shorts.
- Maroon MSH backpack and gym bag with no dangling items.
- Boys' shirts must be tucked in at all times.
- White long sleeved undershirts are optional
- Undershirts must be white.
- The Dress Uniform consists of a white broadcloth shirt with maroon tie; only a maroon uniform sweater may be worn.

Girls (5-8)

- Maroon pleated skirt (knee-length)
- White over-blouse
- Maroon tie
- White crew socks, white knee-highs or white footed-tights may be worn during cold weather Black leather penny loafers (low heels)
- For students with orthotic requirements, solid black or solid white tennis shoes may be worn with a physician's note.
- Maroon pullover sweater or other MSH approved outer wear
- Maroon walking shorts (optional) August-October & April –May
- Walking shorts are not worn on Mass days or on days announced by the Administration. They may not be worn on field trips unless the Principal grants permission and they may not be used in place of gym shorts.
- Maroon MSH backpack and gym bag with no dangling items
- White long sleeve undershirts are optional
- White undershirts and undergarments

- For Mass days and other special occasions, the Dress Uniform Consists of: Maroon skirt, white blouse, maroon tie, MSH blazer
- MSH Letterman jackets are optional for 6th, 7th and 8th graders and only MSH sponsored activities patches are allowed. (October – April)

Boys (5-8)

- Khaki pants (plain front)
- Black belt
- Khaki shirt (tucked in at all times)
- Black crew socks
- Black leather penny loafers
- For students with orthotic requirements, solid black or solid white tennis shoes may be worn with a physician's note.
- Solid white short sleeve uniform T-Shirt may be worn under broadcloth shirt on Mass days
- Maroon MSH blazer or MSH approved outer wear. (October – April)
- Maroon MSH windbreaker
- Khaki walking shorts (optional) August-October and April-May
- Walking shorts are not worn on Mass days or on days announced by the Administration. They may not be worn on field trips unless the Principal grants permission and they may not be used in place of gym shorts.
- Maroon MSH backpack and gym bag with no dangling items
- Dress Uniform (Khaki pants with black belt, white broadcloth shirt, maroon tie, maroon blazer) is worn on Mass days and other special occasions from November thru May.
- MSH letterman jackets are optional for 6th, 7th, and 8th graders and only MSH sponsored activity patches are allowed. (October – April)
- White long sleeve undershirts are optional
- Boys' shirts must be tucked in at all times
- Undershirts and undergarments must be white.

P.E. UNIFORM FOR 5th-8th GRADE

- MSH maroon P.E. shorts (mid-thigh and worn at the waist)
- MSH P.E. T-shirt tucked into the shorts
- White crew socks
- White tennis shoes
- MSH gym bag

Students are required to dress out for P.E. on free dress days.
Jewelry cannot be worn during P.E.

Students not in proper uniform may receive a Behavior Report. Three Behavior Reports result in a Disciplinary Referral and possible Saturday Detention.

DANCE CLASS ATTIRE (all grades)

- Ballet slippers
- Black tap shoes
- Dance costume for the year-end Dance Recital
- MSH maroon PE shorts (mid-thigh and worn at the waist)

FREE DRESS DAYS

Appropriate free dress day attire includes:

- Knee length skirts or dresses
- Loose fitting jeans without holes or tears
- Appropriate neckline tops
- No sheer clothing

- No spaghetti or halter straps
- No leggings or jeggings
- T-shirts or any kind of shirt, jacket, and sweatshirt with inappropriate symbols, sayings, language, and pictures will not be permitted.

GROOMING

The school considers this to be a matter of parental responsibility, and encourages parents to help their child develop good grooming and proper hygiene habits. Students must keep a neat appearance at all times. Uniform inspections may be conducted at random or at any time without notice, and without student consent.

The dress uniform must be worn on Mass days, field trips, and other days deemed special at the discretion of the Principal.

Montessori – 8th Grade

- Hairstyles are to be kept simple; exaggerated styles are not permitted. Hair that is bleached, tinted, dyed, or highlighted is not allowed.
- Girls' hair is to be combed in a controlled style away from the face. The hair style should be such that it should not have to be constantly pushed back or tossed back with motion of the head.
- Girls' barrettes, bows and ponytail holders (maroon, white, maroon and white and hair colored), combs, and braiding may be used to keep the hair controlled.
- Girls with pierced ears may wear small stud earrings. Only one pair of gold or silver earrings may be worn at a time (one in each ear lobe). No other ear accessories are allowed.
- Fingernail polish, French-tip, acrylic, gel, extensions, etc. makeup of any kind, hairsprays, gels, colognes, body sprays, and perfumes, are not permitted.
- Boys' hair should not exceed the neckline and must be kept short and combed, no longer than 2" in length overall. Hair must be above the collar, ears, and eyebrows. Haircuts that involve shaving all or part of the head, wedges, step or any resemblance of a step, pigtails, pony-tails, or signs, symbols, lines or words cut into the hair are not allowed. This applies to all students regardless of ethnic background.
- Middle School boys must be clean-shaven
- Boys are not allowed to wear earrings.
- Tattoos/markings and any piercings on the body are not permitted.
- Only Catholic religious pins, necklaces, and school organization pins may be worn on school attire. Students will be instructed to remove excess jewelry.
- One watch may be worn.
- 7th & 8th grade students may wear one silver or gold bracelet and one silver or gold ring. No plastic jewelry is allowed. No jewelry is allowed during PE. No dangling rings, charm bracelets, or distracting jewelry.
- Shirts may only be untucked at recess.
- Students may not write on their bodies (e.g. with markers).
- Shoes must be tied at all times.
- All shoes are to be polished.

Mount Sacred Heart School Faculty and Administration retain the right to require that a student remove any personal accessories that are non-uniform or are deemed by the teacher to be a distraction to the student or other students.

Students may receive disciplinary consequences for failure to comply with Mount Sacred Heart's dress code.

All grooming criteria are subject to the Administration's discretion.

For school sponsored activities, Mount Sacred Heart retains the right to remove a student deemed dressed inappropriately.

The school is not responsible for lost, stolen, or damaged jewelry.

EXTENDED DAY PROGRAM

The extended day program is for students enrolled in Mount Sacred Heart School only.

Early morning care is available from 6:30 a.m. to 7:30 a.m. Students arriving before 7:30 a.m. must report to the early morning care supervisor. Students, parents, and/or guardians must use the East entrance door. **Children in Montessori through 2nd grade must be escorted by a parent/guardian.**

The afternoon program is from 3:00 p.m.-6:00 p.m.

Both the morning and afternoon program operate during the school calendar year, excluding holidays and some noon dismissal days. The afternoon Extended Day Program consists of a light snack, a homework/study/reading period, and indoor and outdoor recreational activities. The school's code of conduct and behavior apply to the Extended Day Program. Parents must sign the check-out roster at time of pickup. Parents must notify the school in writing if a student is allowed to leave campus with another adult other than the persons listed in the child's emergency information form. Identification of the person to whom the student is being released will be requested.

Fees and information on the Extended Day Program are available on Registration Day and on the school website.

All students found on the school campus, who are not participating in a supervised school activity, will be placed in Early Morning or After School Care and fees will be applied.

All fees should be paid to the Business Office. Additional fees charged for late pick-up (after 6:00 p.m.) are paid directly to the supervisor on duty. These fees are published annually on the school website and distributed on Registration Day.

During the month of May, drop-in student fees will be charged and collected at the time of arrival in Early Morning Care and/or at the time of departure from After School Care.

FINANCIAL OBLIGATION

REGISTRATION FEE

An annual **non-refundable** registration fee is required for enrollment of students for the upcoming school year.

TUITION AND FEES

A **non-refundable** fee for books and instructional materials is due by June 1st. First Communion fees, graduation fees (MK, K & 8th only), Student Insurance and Montessori Cultural Luncheon fees are due by Registration Day for the upcoming school year.

Annual tuition, based on 180 school days is due in ten (10) equal payments beginning on August 1st of the current year. The remaining payments are due by the 5th of each month. Sibling deductions are applicable.

Tuition refunds may be granted at the discretion of the principal when families have to withdraw a student during the academic year. No partial-month tuition reimbursements are granted for students who leave in the middle of a month.

All families whose children are enrolled at Mount Sacred Heart are required to make ACH tuition payments. Any other payment arrangements must be submitted in writing to the Business Office and approved by the Principal.

Post-dated checks will not be accepted. Visa and Master Card are accepted with a 3% convenience fee.

Past Due Accounts

A late payment fee of thirty dollars (\$30.00) is charged for each payment received after the 5th of the month. Should the 5th of the month fall on a weekend or holiday, the tuition payment must be paid on the school day preceding the weekend/holiday.

If tuition is **15 days in arrears** and the school Business Office has not been contacted by the parent/guardians, report cards will not be issued and the parent/guardians' access to Renweb will be disabled until all financial obligations are cleared or brought current.

If the account is **30 days in arrears**, written notification must be presented to the Business Office regarding the specific situations and concerns. Students' participation in field trips and all **extra-curricular activities will be suspended** until the account becomes current. Extra-curricular activities include, but are not limited to, Athletics, Musical Theater, Cheerleading, Pep Squad, etc.

If the account is **45 days in arrears**, students will be **withdrawn from school** immediately.

All tuition and fee payments for the current year must be made no later than May 15th. After May 15th, only cash, cashier's checks, and/or money orders will be accepted.

Families whose accounts are in arrears are not eligible to register for the following school year until the account is made current.

Other

A thirty dollar (\$30.00) fee is charged on all returned checks. A returned check constitutes grounds for the school to require that all future payments, regardless of purpose, be rendered in cash or cashier's check. Submitting NSF checks for outstanding obligations may result in a referral to the District Attorney's Office.

Students graduating from the Montessori program, Kindergarten, or the 8th grade will not be allowed to participate in the graduation ceremonies if, by May 15, there is an outstanding balance in current-year tuition or other school fees.

During the month of May, drop-in student fees will be charged and collected at the time of arrival in Early Morning Care and/or at the time of departure from After School Care.

Tuition assistance is available. Additional information is available from the Business Office.

GRIEVANCE PROCEDURE

Definition

A "Grievance" is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

Basic Principles

1. Informal attempts using the local chain of authority (teacher, Principal) have failed to resolve the grievance.
2. Since it is important the grievance is processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. The failure of a grievor to act within the time limits will act as a bar to any further appeal and an Administrator's failure to give a decision with the time limits shall permit the grievor to proceed to the next step. (By mutual written agreement, however, the time limits may be extended).
3. The grievor agrees that discussion during the procedural stages of grievance shall be kept confidential.
4. There is no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.

6. Records of formal proceedings at every level shall be kept and made available to all parties involved.
7. Levels one and/or two of the Grievance Procedure may be waived upon written request of both parties and the grievance brought directly to the next level.

Procedures

Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between parties involved in the grievance. Accordingly, a parent may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against.

The normal chain of authority is:

- 1) Teacher
- 2) Principal
- 3) Advisory Committee

Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the Formal Grievance Procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: if the complaint is related to the Principal, level one will not apply, and the griever will begin with level two. If the griever is not satisfied with the level two decisions, the griever would continue with level four. If the griever would continue with level four, the griever would continue with level five, which is the final decision.

Level One

A conference with the teacher within five school/working days if satisfactory adjustments or explanations are not made, the complaint should be put in writing and filed with the Principal within five school/working days after the conference with the teacher.

Level Two

The griever shall reduce the complaint in writing and submit it to the school Principal within five school/working days. The school administrator will hold a meeting within five school/working days following the receipt of the written statement of the grievance. The Principal within five school/working days following the meeting shall provide the griever with a written decision.

Level Three

If the griever is dissatisfied with the Principal's written decision, the griever may appeal the decision in writing within five school/working days to the Advisory Committee. The Advisory Committee consists of the Principal, Vice Principal, Vice Principal for Academics, Director of Religious Education, and the Montessori Director. Within five school/working days upon receipt of the written statement of the grievance or the written statement of the grievance or the appeal, the Advisory Committee will meet with the griever. Within five school/working days, the Advisory Committee shall provide the griever with a written decision.

Level Four

If the griever is dissatisfied with the Advisory Committee's written decision, the griever may appeal the decision in writing within five school/working days to the Grievance Committee of the Board of Directors of Mount Sacred Heart School, Inc. Upon receipt of the written statement of the grievance or the appeal, the Grievance Committee of the Board of Directors of Mount Sacred Heart School, Inc. shall meet with the griever within five school/working days. Within five school/working days following the meeting, the Grievance Committee of the Board of Directors will provide the griever and the school Principal a written decision.

Level Five

If the griever is dissatisfied with the Grievance Committee of the Board of Director's written decision, the griever may appeal the decision in writing within five school/working days to the Members of the Corporation. Upon receipt of the written grievance or appeal, the Members of the Corporation shall meet with the griever within ten school/working days. Within five school/working days following the meeting, the Members of the Corporation will provide the griever and the school Principal a written decision. The Members of the Corporation's decision is final.

PARENT ORGANIZATIONS

Mount Sacred Heart acknowledges that it is through the collaborative efforts of the parents and teachers that the child is best prepared to meet the challenges that lie ahead. The parents, through the MSH Parent-Teacher Club (PTC), and the MSH Catholic Youth Organization (CYO), support the school in all efforts to enhance and implement innovative facets of its various and enriching programs. Parents also may serve on various school committees, as requested and approved by the school administration.

1. All parent volunteers are required to comply with the Archdiocesan criminal background check, and to update information regularly as per Archdiocesan requirements. No volunteer may begin services until a clearance is issued. Criminal background checks are required for, but not limited to, field trip chaperoning and assisting in the classroom.
2. All visitors and volunteers are required to sign in at the school office and wear a visitor's badge.

PARENT-TEACHER CLUB (PTC)

The purpose of the Parent-Teacher Club is to foster a partnership between the home and school, which shall aid the Principal in providing financial resources and programs for the enhancement of the educational programs of the school.

All faculty, staff, and parents are invited to attend the general meetings and activities of the Parent-Teacher Club.

ROOM PARENTS

Volunteers may serve as room parents. The primary purpose of room parents is to support and assist the homeroom teachers in the coordination of activities such as class parties, Halloween Carnival, fundraisers, service projects, etc. Room parents may be required to attend committee meetings as set by the PTC. **Any written or electronic communications from room parents must have prior approval by the teacher before final approval from the Principal.** All activities must be conducted in accordance with policies specified by the MSH Business Office. Volunteers must have a current Criminal Background Clearance from the Archdiocese of San Antonio.

Room Parents and other volunteers are not allowed to have their children who are not enrolled at Mount Sacred Heart in attendance while they are volunteering at school functions.

CATHOLIC YOUTH ORGANIZATION (CYO)

Membership in the Catholic Youth Organization is open to parents of students participating in the Mount Sacred Heart CYO sports program. Its purpose is to promote the religious and social development of youth within an organized athletic league affiliated with the Archdiocese Youth Office.

All faculty, staff, and parents are invited to attend general meetings and activities of the CYO.

SCHOOL POLICIES

PARENT VISITS TO SCHOOL

Parents are invited to visit the school on special occasions. Parents may visit the school at other times with advanced approval by the Administration. In such a case, parents must report to the school office to sign in and obtain a "Visitor's Badge".

Due to a full school day of quality time dedicated to the instructional program, parent visits are limited for very special situations such as birthdays. Parents may be granted approval from the Principal to have lunch with their child on such days. All visitors must check in at the School Office.

SCHOOL LUNCH PROGRAM

All students are to eat lunch daily at school. They may either bring a lunch from home or purchase a school lunch. A qualified caterer provides the hot meal program at Mount Sacred Heart School. A menu is sent home via email and posted on the school's website. Information about the school lunch prices, etc. may be obtained from the school office.

Forgotten lunches should be taken to the School Office before the child's lunch time. Lunch may not be delivered to the child in the classroom. **Lunches should be labeled with the student's name and homeroom.**

On special occasions, parents may bring in fast-food meals to their child.

Parents may eat with their children on special occasions with prior approval from Administration.

Students are not allowed to have soda or candy at lunch.

Treats for special occasions such as birthdays are limited to store bought cookies, donuts, or cupcakes provided for **all students in that class. Cakes and other foods are not allowed. This includes pizza or other food items.** Please mark all birthday treats with the grade and name of the child, and the name of the teacher.

DELIVERIES

No balloons, flowers, or other deliveries can be made to the school.

EMERGENCY INFORMATION FORMS

Emergency phone numbers are vital. The Emergency Information Forms must be completed annually before the first day of school. It is of utmost importance that the school be able to reach parents or designees in the event of emergencies, or when the child needs immediate medical attention. **Current work, home, and other telephone numbers for parents and other responsible adults authorized to pick up the child must be listed.** Changes to existing forms or new forms must be completed when there has been a change of phone numbers, address, or other. It is essential that the school office have, at all times, the correct address and telephone numbers for all families in the school. Students may be released to any person listed on the emergency information forms.

SAFETY AND SECURITY

For the safety of all children and other persons, students should not be dropped off across the street from the school.

The circular drive in front of the school is a Fire Lane. No standing or parking is allowed in the Fire Lane at any time.

All visitors must sign in at the School Office and obtain a Visitor's Badge. The school Receptionist is responsible for monitoring access to the building and school property.

All exterior doors will be locked at all times.

Any objects that can be hazardous to the health and/or safety of students must not be brought to school. An unusual extenuating circumstance may be basis for appeal to the Principal. In such a case, a written permission slip from the parents and the signature of the Principal is necessary.

No alcoholic beverages are permitted on the school premises.

STUDENT ACCIDENT INSURANCE

Each school must carry the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment is usually part of the regular fees charged to parents each school year. Student accident insurance is a secondary insurance and covers students at all school-related activities and travel to and from all school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage.

STUDENT USE OF TELEPHONE

Students are not permitted to use the telephone without authorized permission nor are they allowed to leave class to receive a call. School personnel, in case of an emergency, may give a message to a student.

Cell phones are not allowed in the students' possession during school hours or during school related events.

In the event that a practice session or game is canceled, the school administration will notify parents.

TEXTBOOKS

Textbooks and workbooks are school property and must be handled with care. Only "Mount Sacred Heart" backpacks (K-8th) are allowed for student use to carry books and school supplies to and from school. "Tagging" of book covers is prohibited. Tape is not to be used on the inside facing of the book. Fees will be assessed for lost or damaged textbooks, workbooks and library books.

PARENT COMMUNICATIONS

Weekly and monthly communications are e-mailed to all families to keep parents informed of school related activities. Families without e-mail access must request paper copies of the newsletter with the School Registrar.

School organizations must submit announcement inserts by the 20th of the month. All communications must be reviewed and approved by the Principal prior to being sent home either in hard copy or electronically.

COPYRIGHT

All employees, volunteers, and students must abide by federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- Copyright law
- Fair use guidelines
- Specific licenses or contractual agreements, and other types of permission

Employees, volunteers, and students who willfully disregard copyright laws are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability.

INTERNET

Use of the Internet and related technologies by all students is set forth below. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any conduct that is unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

Acceptable Use – The use of the Internet and related technologies must be in support of education and consistent with the educational objectives of the school. Use of other organizations’ networks or computing resources must comply with the rules appropriate for those networks.

Unacceptable Use – Transmission of any material in violation of any Federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secrets. Use for commercial activities is not acceptable. Use for communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc. School computers may not be used for personal activities.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. Unauthorized use of another’s computer, access accounts, and/or files is prohibited. Students are required to have a signed Internet Usage Form on file.

STUDENT PHOTOGRAPHS/INTERVIEWS

Student photographs, interviews, or work may not be published in print or other media without written parental consent.

MEDIA

Members of the media will not be allowed to be on school property unless authorized by school administration.

STUDENT TRANSPORTATION

Any driver transporting students in an Archdiocesan vehicle must be approved by the insurance company of the Archdiocese of San Antonio.

In July 1999 the National Transportation Safety Board issued a safety bulletin, which officially requested organizations to discontinue the use of 10-15 passenger vans to transport children. It has been determined that 10-15 passenger vans are unsafe. Included in the webpage for the insurance company of the Archdiocese is literature distributed by the National Safety Transportation Board. For more information, call 1-800-228-6108.

WELLNESS AND NUTRITION

The Catholic Schools of the Archdiocese of San Antonio are committed to providing school environments that promote the development of lifelong wellness practices. In order to protect students’ health and ability to learn by supporting healthy eating and physical activity, the schools will:

- Strive to comply with the Texas Public School Nutrition Policy and/or the USDA Dietary Guidelines for Americans with foods and beverages sold or served at school.
- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
- Provide opportunities for all students to be physically active on a regular basis.
- Assure compliance with the federal Child Nutrition Program requirements and nutritional standards for reimbursable school meals.

INCLEMENT WEATHER

Any decisions to close the school due to inclement weather are announced over local radio and television stations. Mount Sacred Heart School will follow the procedures as outlined for all Catholic Schools by the Superintendent of Catholic School. Mount Sacred Heart follows North East ISD school closures.

ASBESTOS

Principals are required to maintain an updated and approved Management Plan in the school office. The plan includes information about the location and condition of asbestos containing materials in the school, as well as inspection and surveillance records and copies of annual notices to parents, faculty, staff, and short-term workers. The school will annually notify parents, faculty, staff, and short-term workers (e.g. telephone repair workers, utility workers, or exterminators) who may come in contact with asbestos in the school, using the form letters and notices provided by the Department of Catholic Schools. Copies of the notices must also be sent to the Department of Catholic Schools. The cost of compliance inspections is to be borne by the school and should be included in the budget deliberations for the school year.

FIRE AND EMERGENCY DRILLS

Mount Sacred Heart School follows safety standards according to city ordinance and the Archdiocesan Risk Management Programs.

Fire and emergency drills are held regularly for the student's safety. All students are expected to take them seriously and to obey directions and remain silent during the drills. Fire drill exit charts and tornado procedures are posted and explained to students.

The following signals are used:

3 bells	Fire (Drill) – exit building
1 bell	Halt
2 bells	Return to Building

COLLECTION OF MONEY

Collection of money is not permissible without prior explicit approval by the administration. Students should not leave money overnight on school premises. Students are discouraged from bringing large amounts of money/cash to school.

When it is necessary to send money to school, it should be placed in an envelope with the child's name, grade level, amount enclosed, and purpose for the money. Teachers are not permitted to keep money collected from students in their classrooms. All money collected is turned in to the Business Office daily.

PARTIES

Each classroom is allowed to have two parties each year at Christmas and at the end of the year. Classroom teachers, with assistance from the Homeroom Parents, are responsible for planning these parties.

Students are not permitted to take class time for birthday parties. Store bought doughnuts, cookies, or cupcakes may be brought to share with the class during lunchtime. All other foods are not allowed. Party favors are not allowed for birthday celebrations in school. Students may not distribute invitations of any kind at school unless the entire class is invited and the teacher gives permission. Please see the Montessori section of this handbook for Montessori procedures.

LOST AND FOUND

All books, school bags, lunch boxes, clothing, and personal belongings must be clearly marked with the child's first and last name. All items found on the school grounds will be turned in to the school office. If after one week these items have not been claimed, they will be donated to a charitable agency.

CHILD ABUSE POLICY

The Archdiocesan Catholic School System is committed to the physical, emotional, spiritual, intellectual and social well-being of students and to the promotion of Christian family life concepts. Mount Sacred Heart School shall pursue all reasonable measures to assist maltreated children and their families and shall:

1. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect;
2. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

WEAPONS-FREE ZONE

Schools must follow the regulations as stated in Texas State law. Mount Sacred Heart School is a weapons-free zone. It is a crime (prohibited under the Texas penal code) for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property onto a school campus, or at school sponsored athletic, social, or extracurricular activities. The person who does this shall be immediately reported to the police. The Principal shall notify the parents of any student who is arrested for violation of this statute.

HARASSMENT-FREE ENVIRONMENT

The schools of the Archdiocese do not condone harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students, regular or temporary; part-time or full-time employees; volunteers, itinerant instructors, and consultants.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic access or achievement of any other nature.
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

Verbal harassment includes derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

Physical harassment includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

Visual/Cyber harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

It is the responsibility of the student to:

- Conduct oneself in a manner which contributes to a positive school environment;
- Avoid any activity that may be considered discriminatory, intimidating or harassing;
- Immediately inform anyone harassing him/her that the behavior is offensive and unwelcome;
- Report all incidents of discrimination or harassment to the Principal. If he/she is not available, report incidents to another school personnel;
- Discontinue any conduct which he/she has been informed is perceived as discriminatory, intimidating, harassing, or unwelcome.

RIGHTS AND RESPONSIBILITIES

Parents' Rights

- To be given a copy of the Harassment Policy
- To contact teachers or administration with questions regarding this policy
- To expect that their child will be taught in a safe and respectful classroom
- To be contacted when their child is receiving discipline under this policy

Parents' Responsibilities

- Review Mount Sacred Heart School's rules and code of conduct with their child on a regular basis
- Inform administration of events that affect their child's well being
- Teach their child socially acceptable standards of behavior
- Teach their child to be responsible for their actions
- Teach their child to express concerns that affect their well-being to appropriate school personnel
- To support the school in sustaining a welcoming, caring, and safe environment

Teachers' Rights

- To be treated with respect by parents and students
- To be able to teach without disruption from students

Teachers' Responsibilities

- Communicate classroom expectations, consequences to parents and students
- Demonstrate respect and care for students
- Contact parents when students fail to meet the expectations with regards to any school policy
- Follow Mount Sacred Heart School's harassment discipline policy

Student's Rights

- All students are to be treated with dignity and respect.
- All students are to be taught in a safe and respectful classroom.

COMPLAINT FILING

Specific Steps to Be Taken If Reported By a Student Being Harassed:

1. School employee is to prevent the continuation of alleged harassment by separating both parties while not discriminating against either party.

2. School employee receiving notification of alleged harassment is to note time, location, potential witnesses, alleged perpetrator, and provide information to the principal or his designee as soon as possible after the alleged harassment occurred. Principal or his designee documents the allegation and begins the investigation.
3. Upon completion of the investigation, the principal or his designee will implement appropriate disciplinary action which could consist of a warning to the offending student, suspension, or ultimately; expulsion.
4. The principal or his designee will be responsible for notifying the parents principal or his designee will follow up with the affected student to reassure them that harassment will not be tolerated, let them know that disciplinary action was taken when appropriate (will not share specific disciplinary action), and let them know that they will be following up to make sure that the harassment has stopped.
5. The principal or his designee will be responsible for documenting all communication and disciplinary actions in the student's record.
6. The principal or his designee will be responsible for notifying parents of both parties when appropriate.
7. The principal or his designee will be responsible for documenting all communication and disciplinary actions in the student's record.

If reported by a parent, faculty member, employee, or other witness to the alleged harassment:

1. The individual reporting the event will be asked to submit a written report detailing the alleged harassment, witnesses, time, and location of the event.
1. The principal or his designee will review the report and maintain a record of the investigation.
2. The principal or his designee will be responsible for conducting the investigation and will utilize both internal and external resources where appropriate.
3. The principal will bear sole responsibility for determining consequences which could include a verbal warning, suspension, or expulsion if a student is a repeat offender or if the offense is deemed to be of a serious nature.
4. The principal or his designee will follow up with the affected student to reassure them that the harassment will not be tolerated, let them know that disciplinary action was taken when appropriate (will not share specific disciplinary action), and let them know that they will be following up to make sure that the harassment has stopped.
5. Upon completion of the investigation, the principal or his designee will notify the person who filled out the original complaint that the issue has been closed. Specific details **will not** be provided to individuals without a legal right to know.

USE OF SCHOOL FACILITIES

School parent organizations or other school groups holding meetings/activities on school campus must submit meeting dates and time in advance for approval by the Principal for coordination of all school events. Children accompanying parents must remain under proper supervision at all times and are restricted to areas as designated by school administration. School equipment and furniture used must be returned in good order to its proper place. Lighting, electrical connections and cooling/heating systems must be turned off and exit doors securely locked upon departure.

STUDENT ACTIVITIES

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society, under the sponsorship of the National Association of Secondary Principals, granted a charter for the Eagle Chapter of the National Junior Honor Society of Mount Sacred Heart in 1996. The purpose of this organization is to create enthusiasm for scholarship, service, leadership, character, and citizenship. This organization exists to promote appropriate recognition of students' outstanding accomplishments in these areas.

Membership in the National Junior Honor Society is an honor and a responsibility. It is an honor bestowed by the faculty.

The selection procedure for membership in the Eagle Chapter of the National Junior Honor Society is:

1. Student must have attended Mount Sacred Heart for at least **one full semester** prior to being considered for membership.
2. Membership is open to qualified 7th and 8th grade students. Students may be asked to attend a general information meeting and/or a personal interview.
3. Students with a minimum cumulative scholastic average of a 90% in the core curriculum subjects (Religion, Mathematics, English Language Arts, Science, Social Studies, and Spanish) for the last three semesters may be considered for membership. Students must also have a grade of 85% or above in each of the core subjects for the previous three semesters.
4. Students must have a minimum grade of Satisfactory in conduct for each subject during each of the three previous semesters.
5. Selection for membership is by a committee of faculty members. Selection is based on the following criteria: outstanding scholarship, character, leadership, service, and citizenship. Once selected, members have the responsibility to continually demonstrate these qualities.
6. A National Junior Honor Society member who transfers to Mount Sacred Heart from an accredited school and brings a letter from the former advisor, shall be accepted automatically as a member of the MSH Eagle Chapter. However, transfer members must meet the NJHS Eagle Chapter standards within one semester in order to retain membership.
7. Students who are recommended will be notified in writing of their acceptance by the NJHS Sponsor and Principal.
8. Candidates become members when inducted at a special ceremony.
9. Report Cards, Student Discipline Records, and Service Records will be checked quarterly. Students who do not meet the requirements in these areas will be placed on probation for one quarter. Members are entitled to only one probationary period. Failure to correct the deficiency during the next quarter will automatically be considered grounds for permanent dismissal.
10. Members who resign or are dismissed (based on academic standing and/or conduct) are never again eligible for membership or its benefits while attending Mount Sacred Heart School.
11. Candidates are required to have a minimum of ten service hours at the time of NJHS application.
12. To graduate with NJHS Honors, students must complete a total of 40 service hours during the 8th grade year in addition to maintaining all MSH NJHS standards.
13. Newly inducted 7th grade NJHS members must complete an additional 15 service hours.

SAFETY PATROLS

A corps of patrols is organized to facilitate the traffic flow for parents picking up their children. The school safety patrols are composed of students in 5th grade who possess the qualities of good leadership, citizenship and reliability. Patrol members are trained to help the entire student body and remain on duty until 3:45 p.m.

In order to receive a safety patrol pin at the end of the year awards ceremony, the student must have fully and responsibly participated in the program as determined by the Sponsors.

OTHER STUDENT ACTIVITIES

Students can also participate in musical theater, cheerleading, pep squad, piano, and other programs as offered by the school for the approved age levels. Students may register for these activities on Registration Day.

Conduct and Academic Expectations

Students who are found in violation of the Code of Student Conduct **may be** declared ineligible to participate in the next scheduled performance/activity after parental notification. At the Sponsor's discretion, a student may still be required to attend all scheduled practices. When a student persistently violates the Code of Student Conduct, a conference will be held with the parents and on-campus or off-campus suspension may be assigned as determined by the Principal and/or Vice Principal. In such cases, and at the discretion of the Administration, the student will be dismissed from any extracurricular teams or activities.

Any student who is failing more than one core subject will be declared ineligible to participate in extra-curricular activities until the next reporting period. This may cause the student to forfeit his/her position/role in the activity.

AIAL ATHLETIC PROGRAM

The Mount Sacred Heart School Athletic Program provides the opportunity for students to learn and practice the values of fair play, team cooperation, sportsmanship, leadership and fellowship through participation in sports. As an extracurricular activity, the sports program functions to compliment the academic and Christian development of the student participants, providing an environment in which the values learned in the home and classroom may be applied in a practical setting. Integral to the athletic program's mission is providing the opportunity to all eligible students the forum to expand their horizon of experiences by being part of a team effort. The objective is to coach the students to their fullest potential to develop the physical skills and attitude to be competitive. Students are expected to learn to play the sport, develop skills, develop a team attitude, and compete in a healthy manner.

If an athlete, who is a member of the AIAL school team, is absent on a game day, he/she becomes ineligible to participate in any games that day. A student must attend at least one half of the school day to participate in a game or a meet.

Student athletes are expected to abide by the Code of Conduct showing respect towards the officials, their teammates, the coaching staff and opposing teams as they represent not only themselves, but also the Mount Sacred Heart community. Student athletes must also strive to maintain high academic standards, each in accordance with his/her abilities, in respect for the blessings given them by a Christian education. Participation in the sports program, during the middle school years, is an extension of the educational process, and as such is governed by a philosophy that fosters the maturation process of the whole student body versus the fielding of teams based solely on skill and ability to compete.

Mount Sacred Heart School belongs to the Archdiocesan Interscholastic Athletic League. It upholds the policies set forth by the Office of the Archdiocese School Superintendent and by the League. Rules and regulations governing the University Interscholastic League are the main guide for the AIAL Rules and Regulations.

Special awards are given to athletes of Mount Sacred Heart School for participating in two or more "A" sports in one year. The athlete must remain in the sport for the entire duration of the season in order to qualify for an award. The athlete must also participate in and attend all games and meets.

TEAM COMPOSITION

The MSH Athletic Handbook contains specific information and the current year's participation limits.

At the Coach's discretion, managers may be selected for athletic teams. The number of managers is established by the coaches of each respective sport.

Team rosters are reviewed and approved by the Principal of the school before the coaches can post the roster.

Coaches may conduct try-outs for membership on the team. Coaches are responsible for selecting the appropriate players subject to the following:

1. No eighth grade student may participate on a team below the A Team level in accordance with A.I.A.L. rules
2. No middle school student may be cut from a team in preference for placing a player on the team not yet in middle school.
3. The maximum number of players per team is established by the Athletic Director. The coaches will conduct tryouts for membership on the team.
4. Players shall be given consideration based on **attitude, willingness** to contribute to the team, **prior experience and demonstrated skills**.

Team sports take priority over individual sports and cheerleading. For example, in the event of a scheduling conflict, if a student is in baseball/softball and track, he/she will participate in baseball/softball and give deference to track events.

In the event there are not enough players to field a given team, the Administration may, at its discretion, taking into consideration the input from athletic personnel, cancel the team or allow the coaches to attempt to recruit other students, first from the middle school grades and then if necessary from the 5th grade in order to field a team.

The coach seeks to give all students a fair opportunity to compete for a desired position, **evaluating the skills and contribution** each individual has to offer and rendering to those not selected a considered response with words of encouragement.

The coach oversees the health and safety of all players and managers on the team during games, contests and practices. Decisions on team captains, playing time, positions, and starters' status are solely the coach's responsibility. The coach follows the AIAL guidelines and is responsible for positions each student plays, which students start the game, and how much playing time is allotted per player. **Every student on a team has the right to respectfully and privately discuss with the coach any questions regarding his/her role on the team.** A coach will provide a reasonable explanation along with appropriate guidance to the student in satisfying their inquiries. Should the student not receive a satisfactory response and the parent would like to discuss any issue further in regard to his/her child, **the parent must call the coach and set up a conference no sooner than 24 hours after the contest in question.** If, after conferring with the coach, the parent is in need of further clarification of the issue, he/she **may set up a conference with the school Administration as per the school's grievance procedures outlined in the Parent-Student Handbook.** Any public confrontation by a parent before, during, or after a game, contest or practice will not be tolerated and may result in the removal of the parent's child from the team, at the sole discretion of the school's Administration.

Students are to be picked up promptly after practice and games. The coaches will provide the athletes with copies of the game schedules and regular practice times and give notice to student athletes in advance of each season, along with a schedule of the dates and times of games or meets. Every effort will be made to adhere to the established schedules. However, parents should be aware that on occasion, it may be necessary to change published dates or times of practices or games. In such cases, coaches shall inform team members directly. The coach has the prerogative of sending any student not picked up **within five (5) minutes of the end of a practice to Extended Care.** If afterschool care is no longer in session, the coach has the prerogative to **charge the student the same fee as Extended Care does for the supervision of said student.** The coach may suspend or dismiss a student from the team if he/she is **habitually picked up late (more than once).**

Periodically, throughout any sports season, a student's team will participate in games and contests off-campus. It is the responsibility of the parent to provide transportation to and from off campus games and contests. Members of the coaching staff are not permitted to provide transportation to any student athletes at any time. A student who must obtain transportation from an adult other than his /her parents/legal guardian must submit a written notification by the parent/legal guardian to the coach and/or school Administration. Permission over the telephone will not be accepted.

Students are to dress out in the school's athletic or P.E. uniform during practice sessions. Athletes are to change back into their school uniforms after practice sessions if they go to Extended Care. Student athletes represent Mount Sacred Heart School and consequently, when they are in attendance at any sporting event where they are scheduled to compete and are dressed in game uniforms, **jerseys must be tucked into pants or shorts, and appropriate sports shoes must be worn.**

TEAM UNIFORMS

The Mount Sacred Heart Athletic Director, Coaching Staff, and school Administration have ultimate authority regarding team uniforms and equipment for the various athletic teams. This includes authority over the type and style of uniforms and equipment and the purchase or replacement of uniforms and equipment. **Colors must be maroon and white.** Uniforms are expected to be in use for at least three years. Cheerleader uniforms are the official school colors of maroon and white.

CHEERLEADING

Students who participate in cheerleading are eligible to receive athletic awards. Cheerleaders may earn an “A” sports letter.

ELIGIBILITY REQUIREMENTS

Academic attainment and individual conduct take priority above participation in the sports program. Students must meet academic eligibility requirements and maintain proper conduct in order to participate in the sports program. In addition, to qualify for student athletic awards at the end of the year, students must have remained eligible under the requirements listed below at all times throughout the sports seasons in which they participated.

ACADEMIC ELIGIBILITY REQUIREMENTS

A student who is in good standing is permitted to participate in any League contest. The minimum standard imposed in order to participate or be eligible to try out for a team requires that a student not be failing more than one subject nor receive less than a 70% overall grade point average at the end of any progress reporting period or regular report card period. **Ineligibility resulting from failure or low grade point average lasts until the deficiency is removed as indicated by subsequent progress report or regular report card. The athlete is benched until the next Report Card or Progress Report is issued and shows that the athlete is passing all subjects and/or has met the eligibility criteria.**

In any sport, any student who is declared academically ineligible to compete may be required to attend practice at the discretion of the coach for a maximum of one (1) hour per day in order to maintain conditioning and for the safety of the student if/when he returns to active playing status.

Students are encouraged to develop and maintain study habits both in school and at home which will enable them not only to meet the minimum eligibility requirements but also to foster consistent academic achievement throughout the school year.

Eligibility will be determined and enforced effective the Monday following the Renweb deadline for Progress Reports and Report Cards.

BEHAVIOR AND CONDUCT ELIGIBILITY REQUIREMENTS

It is expected that all students will conduct themselves in accordance with Christian values and acceptable social behavior at all times in school or at a school related function. When students violate the Code of Conduct and office referrals are issued, or deficiencies in conduct are indicated on report cards, behavioral issues regarding the conduct of a student become a serious concern. Accordingly, inappropriate behavior as it relates to students involved in the athletic program will be dealt with employing equally serious consequences.

Consequences for athletes violating the Code of Conduct are as follows:

1st offense – loss of playing time

2nd offense – suspension from next scheduled game

3rd offense – possible dismissal from the team

Any student who persistently violates the Code of Conduct may be dismissed from the team at the discretion of the Coach and/or Administration. At the Coach’s discretion, a student may still be required to attend all scheduled practices.

STUDENT RECORDS

EMERGENCY INFORMATION CARDS FOR STUDENTS

Schools must keep an emergency information card for each student enrolled in the school. These cards must contain pertinent information in case of accident or illness.

Parents must **update emergency card information each year and notify the school office of changes throughout the school year as they occur.**

Anyone listed on the Emergency Information Card is authorized to pick up the student from school.

PERMANENT RECORD

A permanent record is maintained for each student according to a system approved by the Superintendent. Permanent records are retained by the school when a student transfers or graduates.

RELEASE OF RECORDS

All material in the student's file shall be confidential and shall be accessible only to the Principal, members of the professional staff, to the legal guardian, the parents and to the student after his/her eighteenth birthday (Family Educational Rights Privacy Act 1974)

A non-custodial parent may also have the right of access to the student's educational records. In this case, the school shall delete all references in the records to place of residence of the custodian of the student before releasing copies of the records. (Amendment of Texas Family Code, Section 14.04, 1983)

ACCESS TO RECORDS

In 1975, the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, gave parents and students the right of access to records and the right to request that statements be changed or deleted.

If a parent or student wishes to view a record and/or receive copies, the school requires twenty-four hours notice and a written request.

PUBLICATION OF ADDRESSES

The school will not publish addresses or phone numbers of any parents/guardians, students, or employees without their written consent.

NON-CUSTODIAL PARENTS

The school is to abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. All divorced parents are asked to furnish the school with a copy of the custody section of the divorce decree.

TRANSFER OF RECORDS

Copies of Permanent Record Cards and health records will be released to a receiving school when that school applies directly in writing to the sending school. A release form signed by the parent or legal guardian must be obtained by the requesting school.

All special education or psychological test results which are to be released to a receiving school must include a parent's signed release of that information.

Records will be released only when any outstanding financial debt owed to the sending school is liquidated. Such debt includes outstanding tuition and fees, as well as unreturned school property. No personal or official copy of either the Permanent Record Card or the Health Record can be given to any individual except for individuals who will be moving out of the country.

TRANSFERS WITHIN THE ARCHDIOCESE

The transfer of a student from one Catholic School to another within the Archdiocese can be effected only after consultation between the Principals of the schools involved in the transfer.

Any student that is not cleared of obligations to the sending school will not be able to enroll in another Catholic School in the Archdiocese until all debts are liquidated.

TRANSFERS FROM FOREIGN SCHOOLS

Credits earned by students in foreign schools, once verified, may be accepted.

Placement tests and diagnostic tools will be used in the placement of students transferring from a foreign school. Placement of students is determined by the Principal.

TRANSFERS FROM PUBLIC, OTHER NON-PUBLIC, AND HOME SCHOOLS

Placement of students transferring from public or other state-approved non-public schools, and home schools, is the decision of the Principal. Placement tests and diagnostic tools may be used in the placement of students transferring from such schools and non-traditional methods.

TRANSFER OF GRADES

When a student transfers to MSH from another school in the middle of the school year, the grades from the previous school are transferred to the MSH gradebook. This enables MSH to generate student report cards that accurately represent the child's performance for the complete academic year.

MONTESSORI PRIMARY PROGRAM

2017-2018

*...what I discovered
unexpectedly
was the
treasure hidden
in the depths
of a child's soul... ”*

-Dr. Maria Montessori

MOUNT SACRED HEART MONTESSORI PRIMARY PROGRAM, for children 3-6 years of age, is a coeducational program based on the Montessori Method of Education. Established in 1973, the Montessori program is an integral component of Mount Sacred Heart School and operates under the leadership and administration of the Mount Sacred Heart School Principal assisted by a Montessori Division Director.

Students who complete the three-year Montessori program are highly encouraged to continue their educational development at MSH. Most children transition easily into a traditional setting at this age. Doing so allows the child to reach the pinnacle of his/her academic success, while preserving the spiritual and social integrity that he/she has already come to know within the MSH community.

MOUNT SACRED HEART MONTESSORI PRIMARY PROGRAM presently has four fully equipped Primary classrooms with additional facilities.

MOUNT SACRED HEART MONTESSORI PRIMARY PROGRAM

PHILOSOPHY OF EDUCATION

Mount Sacred Heart Montessori Primary Program practices the educational philosophy of Dr. Maria Montessori (1870-1952), one of the world's foremost educators and Italy's first woman physician.

By observing children and working with them, Dr. Montessori created a system of education, which has flourished throughout the world. Montessori believed that education begins at birth, and that the first few years of life, being the formative, are the most crucial both mentally and physically. Her beliefs about learning are based upon four concepts:

1. **THE ABSORBENT MIND** – Dr. Montessori demonstrated conclusively that children have the capacity to teach themselves and can direct their own learning in a Montessori classroom. With the school day oriented to the work-cycle concept, the child is his/her own timekeeper. Allowing this natural pace facilitates unconscious absorption, creative choice and better retention.
2. **THE SENSITIVE PERIODS** – Children pass through predictable development periods during which they are particularly sensitive to learning certain things. The teacher then functions as a guide spending time with each child to monitor progress and present new concepts when the child is ready. The child relates to his/her own previous work, and progress is not compared to the achievements of others.
3. **THE PREPARED ENVIRONMENT** – Children learn through their senses and must work with concrete materials to understand abstractions. The Montessori classroom is a “prepared” environment with open shelves containing objects such as geometric solids, puzzle maps, colored beads, metal templates, sandpaper letters, and various specifically-designed numerical rods and blocks. Art media and musical instruments are also readily available as art and music are linked with developmental stages and are integrated into each day's activities.

4. **THE COMMUNITY** – Children function optimally as a community. The Montessori classroom incorporates ranges of ages, allowing older children to learn by helping younger ones, and younger children seem to be inspired and challenged by their older classmates.

THE MONTESSORI METHOD

HISTORY

The history of the Montessori Method goes back to the turn of the 20th century. When Dr. Maria Montessori ((1870-1952) started her work in the field of education and child psychology, she had already won honors as the first woman in Italy to obtain a degree in medicine and surgery at the University of Rome. Later on she obtained from the same University a degree in philosophy while undertaking the study of nervous diseases in children. The results of these studies were published from time to time in technical journals. Dr. Maria Montessori found that the materials she had prepared for children with disabilities were also suitable for children without disabilities. While she had to work on the materials with the handicapped children, the normal children took a spontaneous interest in everything, choosing their own tasks, working with concentration and tending to repeat the same exercises over and over again.

Dr. M. Montessori observed that the children began to develop a spontaneous self-discipline; each closed his/her work without disturbance to others and replaced the materials when the work was finished.

Although punishments and rewards had been abolished and the children were not forced or even urged to work, they displayed love of work and order which was all the more astonishing when we consider that these children had come from the most culturally deprived homes imaginable. Even their bodily and facial expressions indicated that a great change had come about.

As a result of her prolonged scientific study, Dr. Montessori concluded that an enduring interest in learning could best be assured by starting training when a child is around three years of age and providing plenty of time and opportunity for one to advance at one's natural pace.

For fifty years, Dr. Montessori dedicated herself to observing children in a learning situation and the Montessori Method itself covers the whole human development from birth to adulthood. Its application among all social classes, cultures and creeds in all continents, most of which Dr. Montessori visited (and helped in training teachers), provided her with a uniquely vast field for experimentation and with confirmation of the validity of her discoveries.

“Education is a natural process, which develops spontaneously in the human being.”

-Dr. Maria Montessori

CURRICULUM

The Montessori Curriculum lays before the child the “keys to the world.” It contains activities for all aspects of the child's development. The child learns through his/her experiments in this environment.

THERE ARE SIX BASIC AREAS IN THE MONTESSORI CURRICULUM:

1. **Practical Life:** This consists of a selection of practical exercises duplicating those in the adult world: sweeping, shoe polishing, dusting and waxing furniture, scrubbing tables, floors, etc. These activities give the child a contact with the real world while simultaneously allowing the child to develop coordination, extend concentration span, refine movement, and grow independently.
2. **Sensorial:** The Montessori sensorial apparatus is designed to assist the development of the senses to a high degree of refinement. Children work individually and in small groups with the materials as they identify and match like qualities such as color, shape, texture, weight, size and tone.

3. **Language:** Montessori language covers a wide variety of experiences ranging from vocabulary development for the very young child, to writing, letter sounds and reading for the older children. The children begin with a phonetic approach and move into the whole language development.
4. **Mathematics:** As with language, the activities in the areas of mathematics take the young child through a series of concrete sequential actions which lead to more abstract numerical concepts. Children from about four years on also have the experience of working with computers.
5. **Cultural Life:** Cultural life exposed the child to the experience of art, music, science, nature, gardening, geography and history.
6. **Spiritual Life:** Students experience spiritual growth through participation in the Catechesis of the Good Shepherd.

CATECHESIS OF THE GOOD SHEPHERD

The religious life in the atrium is a unique and essential program in the MSH Montessori curriculum. Each classroom has an atrium area. The Catechesis of the Good Shepherd is a means of religious formation for the children ages 2-12. It is a result of the on-going work begun some 50 years ago in Rome by Dr. Sofia Cavalletti, a Catholic biblical scholar. Cavalletti follows the educational philosophy and principles of Maria Montessori and, with the help of Gianna Gobbi, has developed this “living catechesis” approach to religious education of the child. To help the child grow in his relationship with God, a developmentally appropriate environment is prepared. Biblical liturgical themes are presented using many concrete materials. The materials help the children continue their meditation on their own allowing the Holy Spirit – their inner teacher – to work within them. In this “sacred space”, children and adults listen together and respond prayerfully to God’s word. In this way, the atrium becomes a living community.

KEY ELEMENTS OF THE CATECHESIS OF THE GOOD SHEPHERD

The atrium is a prepared environment much like the Montessori classroom.

“Presentations” tell Bible stories and explore liturgy using three-dimensional materials. During the presentation, children watch and listen together as the Scripture is read and the materials are moved to “act out” the story. Follow-up opportunity to “work with” the materials individually encourages a deeper relationship with God.

Worship – A model altar, a miniature chalice and paten, the colors of the church shown in model vestments and many other materials help prepare the child to participate in worship with the congregation in a meaningful way.

Wondering – the young child’s natural wonder is honored as the unique gift of their spiritual life. Presentations are followed with “wondering questions” which are open ended and invite the child into reflection and integrating Bible and Liturgy into their own experience.

Prayer and Silence – A young child’s natural ability to turn inward and experience God’s presence when taught to quiet her or his body and listen for God’s still, small voice is valued and encouraged with “prayer circle time” and games and presentations that teach control of movement and centering.

ADMISSIONS REQUIREMENTS

Each child accepted into the MSH Montessori program is required to:

- Visit the school for a tour
- Submit a formal application form for admission online
- Complete an interview with the Montessori Director
- Submit an official birth certificate
- Provide their Social Security number
- Submit an accurate and up-to-date Health Record/Proof of Immunization. Texas law requires that this certificate be updated annually.

A registration day is set aside for paying fees and submitting student documents.

Children must be five by September 1st to participate in the Montessori Kinder program.

NOTE 1: It is required that a student be a minimum of 3 years of age upon entering the Montessori School by September 1st. We occasionally take 2 ½ year olds who show developmental readiness. These children should be two and one half by September 1st. **He or she must have independent restroom habits**, be able to practice good hygiene and wear underwear, be capable of feeding himself/herself, and be able to communicate verbally

NOTE 2: It is preferable that a child enters the Montessori Primary program at or about 3 years of age in order to receive the full benefits during this essential stage of the child's development. It is further advised that a child remain in the same classroom throughout the duration of his/her education in the Montessori program for three to four years.

STUDENT BEHAVIOR (Upper School Handbook)

Students in the Montessori Program are expected to follow the general guidelines for all students of Mount Sacred Heart School. Disciplinary measures for students of this age will be developmentally appropriate, and always in keeping with the Core Values of the school. When certain situations arise, and at the Administration's discretion, parents may be asked to pick up their child from school to give the student an opportunity to refocus and be ready to continue participating in the educational process.

TUITION (Upper School Handbook)

SUPPLY LIST

REQUIRED ARTICLES REQUIRED FOR EACH CHILD:

1. Complete change of clothes (including underwear, socks & tennis shoes)
2. Backpack – large enough to hold the child's lunch box and coat, with no wheels.
3. Lunch Box – applicable for full day students only (soft lunch box –no metal please)
4. Two (2) cloth placemats, two (2) cloth napkins, one (2) napkin rings
5. Small blanket and small pillow – applicable for full day students only. Montessori Kinder - Graduates (5+ year olds) do not nap, thus a pillow and blanket are not needed

PLEASE MARK ALL ITEMS/ARTICLES WITH YOUR CHILD'S NAME.

BEFORE AND AFTER SCHOOL CARE SERVICES

Mount Sacred Heart School provides a Morning Care Program for those students who must arrive at school prior to 7:30 a.m. This service is available beginning at 6:30 a.m. The Extended Care Program for Montessori students is from 3:00 p.m. – 6:00 p.m. on regular school days. This service is not available on holidays and certain Early Release days. Contact the Montessori office for additional information on these services.

ARRIVALS AND DISMISSALS

Montessori staff members are available to receive students from 7:30-7:55 a.m. at the main entrance of the building (Sacred Heart Statue). Vehicles should be driven to the main door so that the passenger's side is nearest the building. Montessori staff members will assist the child into the building and supervise him/her to the classroom. Parents are strongly encouraged to say goodbye in the car and allow the child to enter the school building independently.

Should a student occasionally arrive after 8:05 a.m., the parent is asked to park in the designated parking areas and escort the child to the School Office. A staff member will escort the child to his/her classroom. Parents are asked to allow the child to gain independence by walking to the classroom with their staff escort. Unscheduled conferences with teachers at drop-off and pick-up are not permitted, as this interrupts supervision of the other students.

Occasionally some children have difficulty leaving their parents at the beginning of the year. Staff members are available to assist parents in this regard. When departures are handled quickly and confidently, children are able to let go of their upset feelings and become interested in the class activities.

Class work begins when the child arrives in the classroom at 7:30 a.m. The school tardy bell rings at 8:05 a.m. Children who are chronically late will not receive the *full* benefit of the Montessori instruction. Parents are asked to assist the child by modeling punctuality. Parents are encouraged to allow ample time to arrive at school giving the child a comfortable and confident start each day. Additionally, arriving early prevents possible disruption to students and teachers who have begun the morning work session. Regular daily attendance is strongly advised. Students ages 4 and 5 are bound by the State's compulsory attendance laws.

MONTESSORI KINDER - GRADUATE ARRIVAL

(Montessori Student age 5+): Montessori Graduates are required to arrive at school no later than 8:05 a.m. so that they may receive the full benefit of the Montessori instructional program. Students 4 and 5 years of age who arrive after the tardy bell (bell rings at 8:05 a.m.), will be issued a Tardy Slip, which must be initialed by a Montessori staff member. Tardy Slips are available in each classroom and in the Montessori office

After the 5th tardy, a \$25 fee will be assessed for every five tardies, up to 15 tardies. After 15 tardies a student will be assigned Detention for every five subsequent tardies. A Detention fee of \$35 per student will be applied.

DISMISSAL

Children enrolled in the half-day session may be picked up at the main entrance of the building (Sacred Heart statue) at 11:15 a.m. If a student is not picked up by 11:30 a.m., parents are to pick the child up from the Montessori office and fees will be assessed. Children enrolled in the full-day session are dismissed at 3:00 p.m. and may be picked up at the gym entrance between 3:00 p.m. and 3:15 p.m. Please drive around with the passenger side to the building allowing for two to three cars to load at once. Please do not exit the car. The staff will call the child to be dismissed and assist the child into the car. Staff is not available to speak with parents at carline pickups as they are occupied supervising and dismissing students. Children who have not been picked up by 3:15 p.m. are taken to the Montessori Extended Care Program, and will be charged accordingly.

STUDENT EARLY DEPARTURE

Please send a note to the teacher or call the office as early as possible if your child is to be picked up before the regular dismissal time so that the teacher may have the child ready for pickup. An *Early Dismissal* slip must be completed and signed prior to dismissing the student. Early Dismissal slips are available in the Montessori office.

INCLEMENT WEATHER AFFECTING DISMISSAL

On inclement days, parents are asked to pick up students as early as 2:45 p.m. to avoid chaos, confusion, and traffic backup since the upper level school also dismisses from the gym entrance on such days Montessori parents should stay in the right lane, and turn into the circle drive, in order to pick up from the Montessori car line.

RELEASE OF STUDENT TO SOMEONE OTHER THAN PARENT OR LEGAL GUARDIAN

A student will not be released to any person other than the legal guardian or authorized person listed on the student emergency information card. Appropriate identification and a written authorization from the legal guardian shall be required before a student is released to any party not listed on the student emergency information card.

EARLY DISMISSAL DAYS

On scheduled Early Dismissal Days, Montessori students are dismissed between 11:30 a.m. and 11:45 a.m. Students who are normally picked up in car line do not stay for lunch on these days. Extended Day Care is available on these days. Please send a note if your child will stay so that lunch can be provided. Carline supervision ends promptly at 12:00 p.m. Any remaining students are placed in the Extended Day Program and will be charged accordingly. School meetings and other special occasions may require an early dismissal. Early dismissals are announced in the school calendar, Montessori Newsletter, MSH newsletter, MSH Weekly Communicator, or by memo from the Principal.

PARENT COMMUNICATION

As stated in its philosophy, MOUNT SACRED HEART SCHOOL acknowledges that parents are the first and foremost educators of their children and thus realizes the value of establishing open communication with parents from the very beginning. The school initiates this communication through an initial interview with new parents in which they are informed of the fundamentals of the Montessori Method of Education, philosophy of the school and their obligations regarding their child's development.

The parents are urged to attend all parent assemblies sponsored by the school, to make themselves available for 15-minute parent conferences scheduled in the Fall & Spring to discuss their child's progress, and to attend the Fall & Spring "**Watch Me Work**" sessions to observe their child at work.

New students to the program receive a Weekly Progress Report for the first three weeks prepared by the teacher. Conference record forms are available twice a year. In the event that additional communication is needed, parents will be notified by the teacher and arrangements will be made accordingly.

Parents are encouraged to participate in the fund raising projects of the PTC that benefit the entire school community. Parents are encouraged to sign up for volunteer opportunities at fall registration.

A monthly school newsletter and MSH Weekly Communicator is published and sent via email to keep parents informed of school related activities and dates. Each family receives one copy. Montessori students do not participate in all school functions as some are not age appropriate. However, parents are encouraged to read the entire bulletin as it helps to be aware of happenings throughout the school community. Parents of Montessori students do receive a monthly Montessori newsletter with information specifically pertaining to the Montessori program. This newsletter is written and published exclusively for Montessori parents and will include significant information regarding activities within the program, important dates to remember, etc.

Other Means of Communication Between the Home and School:

1. If a parent wishes to speak with a school staff member, parent is advised to call the school office. A return call will be made within twenty-four (24) hours OR, a parent may send a dated and signed note with the child to give to the teacher or assistant or they may email the teacher or Montessori office.
2. ALWAYS send money in an envelope marked with the child's name & state what the money is to be used for. Parents are discouraged from sending tuition in the child's backpack.
3. Notes will occasionally be sent home in the child's backpack. **PLEASE CHECK YOUR CHILD'S BACKPACK DAILY!**
4. Student work is sent home periodically. Parents may want to start a collection of child's work as the year progresses and talk with the child about his/her work at school.

SCHOOL POLICIES

LUNCH

Students enrolled in the full-day program eat lunch in the classroom. Parents are highly encouraged to send boxed lunches prepared at home. Fresh fruits, raw vegetables, cheeses, grain foods, unsweetened cereals, and small bite-size sandwiches are some suggested lunch items. Please refrain from sending candy or sweets for lunch at school. Food should be packed in containers that the child is able to open. Drinks are provided by the school, so it is not necessary to include a beverage in the lunch box. A lunch through the schools' catering service is available for students who may need to purchase lunch on occasion. Parents must notify the teacher with a written note that a lunch is to be purchased for their child on a given day. Monthly menus are distributed at the beginning of each month via email. Checks payable to the caterer, or cash, may be sent with the child in an envelope marked "lunch money" and should always include the child's name.

Parents are discouraged from bringing fast-food to their child. Lunch may not be delivered to the child in the classroom. Forgotten lunches should be taken to the School Office and personnel will ensure the child receives the meal. Parents are not permitted to eat lunch with their child.

SNACK

Children are given a mid-morning snack each day. Parents are asked to provide the snack for one week of the year for their child's class. Parents should plan for approximately 26 students in the class. Drinks are not needed. Children can help at home in the preparation. Snack should be sent on the Monday of the assigned week. Each teacher will send a schedule of each child's designated week. A more detailed letter regarding snacks is given to parents at the beginning of the school year as well as a reminder the week prior to the child's assigned week.

NAPTIME

All younger children who are enrolled in the full day program take a daily nap under the direction of a Montessori staff member(s). The length of the nap is approximately two (2) hours.

All children four (4) years old on or before September 1st have a short rest period and engage in additional curriculum with the teacher when ready.

All children five (5) years old on or before September 1st, are engaged in additional curriculum with the teacher and do not take daily naps.

FIELD TRIPS

Montessori Kinder field trips are initiated by school staff and are approved by school Administration. As such, school field trips are carefully selected to enhance the child's educational development and thus, are encouraged when appropriate and at the Administration's discretion. Parent/Guardian is required to give the school WRITTEN authorization in order for a child to leave school campus to participate in school field trips. Phone permission to participate in a field trip is not acceptable. Parent chaperones are not necessary on Montessori field trips.

CLOTHES

Parents are asked to send the child dressed in clothing that is comfortable. Comfortable clothes allow flexibility at play, independence in toileting, and promote confidence as the child is able to dress him/herself more easily. Flexible rubber-soled closed shoes are required. Light up flashing shoes, boots, high-top sneakers, slip-ons, jelly shoes, or shoes that may cause a child to slip and fall are not allowed. Clothing should be appropriate for the school environment. Halter tops and spaghetti strap tops are not allowed. Montessori – Kinder students: please refer to the Upper School Handbook for additional policies on dress. Although Montessori Kinder does not wear a uniform, compliance in all other areas is required.

Soiled clothes will be sent home in student's backpack for laundering. **IT IS REQUIRED THAT A COMPLETE CHANGE OF CLOTHES BE AT SCHOOL FOR A CHILD AT ALL TIMES.** Parents must send fresh clothes back to school the next day.

ALL CLOTHING AND PERSONAL ITEMS MUST BE CLEARLY MARKED WITH THE STUDENT'S NAME. Laundry markers are recommended.

Mass attire should set the tone for the child to be reverent and respectful of the celebration of the Holy Sacrifice of the Mass and minimize distractions for others.

Appropriate Mass apparel includes:

- Collared shirts, slacks, and dress shoes for boys.
- At least knee length or longer dresses or skirts with blouses and dress shoes for girls.

Montessori parents may opt to purchase the traditional MSH Dress/Mass uniform for their child to wear on Mass days.

ILLNESS

Students have a daily outdoor play period with the exception of inclement weather days. It is recommended that long pants and layered clothing be considered during cold winter days. Each student should bring his/her coat regularly. **IF STUDENT IS NOT WELL ENOUGH TO GO OUTSIDE, PLEASE KEEP HIM/HER AT HOME.** Please refer to the Upper School Handbook for further information.

Children are to be free of fever and communicable diseases for 24 hours in order to attend school. Parents are required to pick up their children as soon as possible should the child develop a fever at school or exhibit other symptoms of illness, injury, or conditions of a communicable disease (rash, pink eye, head lice, etc.) Children exhibiting symptoms of a communicable disease are to be excluded from school until proper treatment and care has been initiated and the condition has improved. In some cases, a physician's statement may be required before a child is allowed to return to school.

The Principal or, in her absence, the Vice Principal, Nurse, or Secretary, will notify parents when a child has been seriously injured at school. Any child brought to the school office as a result of an accident or illness will be entered in the school's accident/illness log.

Students may be sent to the clinic with a referral note from a teacher. The condition will be assessed and the child treated as necessary. The student may either return to class, rest in clinic no longer than 15 minutes, or be sent home.

The school retains the right to ask that a child be picked up at any time when there is a question about a child's health.

TOYS

Please do not send any toys to school with your child. Books, items of nature, and objects of scientific, cultural, and personal significance that could be educational for the group are welcome for "Show & Tell". Items should be labeled with child's name.

CELEBRATIONS

Children always enjoy celebrating their birthdays at school. Teachers have a special way of helping each child to commemorate with the class. Parents can enhance the occasion by sending photos of their child, one for each year of life, to show the class. The children also enjoy sharing a **SIMPLE SNACK** at midmorning. Simple cupcakes with very little icing, cookies or mini muffins are recommended. If birthday invitations are sent to the school, please be sure to include one for each child in the class. – no exceptions. If only a few children are to be invited, please send invitations through the mail. **Teachers will not distribute invitations if there is not one available for each child in the class. Gifts may not be exchanged at school.**

Christmas is a time to celebrate the birthday of Jesus. The focus is on Jesus being the Reason for the Season. A Christmas Pageant performed by the students is held in the chapel. In lieu of exchanging gifts among each other, students may bring a gift for the class to enjoy for years to come. Additional information on this Montessori tradition is sent out during the holiday season.

MONTESSORI FOUR-YEAR-OLD STUDENTS

Students who are 4 by September 1st and considered “ready” by their teachers, will have a short rest period in the classroom, followed by extended work time with the Montessori materials and curriculum in the afternoons.

MONTESSORI KINDER STUDENTS

Students completing the Montessori Primary Program and entering 1st grade, thus turning six (6) on or before September 1 of the next year, follow a Montessori Extended Day program. In order to assist these children in a smooth transition into the 1st grade, the following curriculum areas **within a group setting** are offered at designated times during the course of the year: Library, Spanish, Physical Education, Ballet and Tap, Music and Computers. Extended Day students also attend Mass celebrations and participate in educational, age-appropriate field trips.

Students completing the Montessori Primary Program conclude with a **simple ceremony of completion** to wish them well in their entrance to the elementary level. A **minimal fee** is assessed to defray the cost of this celebration. Parents are required to meet all financial obligations to the school by May 5 of the current year in order for their child to participate in the Montessori Graduation Ceremony and receive a certificate of completion.

TUMBLING

The school’s tumbling program is offered to Montessori students ages four (4) through six (6) years. Class occurs once a week for thirty (30) minutes during the morning work session. There is a separate fee for this program. Information is given at registration at the beginning of the year or by calling the school office for details.

PIANO

The school’s piano program is available for Montessori students ages five (5) through six (6) years of age. Class occurs once a week for approximately thirty (30) minutes, usually during a non-work period. Information is available during registration at the beginning of the year, or by calling the school office for details.

VISITORS

Persons wishing to observe in the Montessori classrooms are asked to make an appointment with the Montessori Director. All visitors must go through the school office before proceeding to the classroom. Visitors are requested to sit quietly and observe, being mindful not to disturb the class by talking to students or to the teacher.

In order to maintain an atmosphere conducive to helping the young child focus on his/her work, parents are not permitted to enter or interrupt the classroom or remain in the hallways once school is in session.

Parents are invited to visit the school on specified occasions as designated by school Administration.

SUGGESTIONS FOR MONTESSORI IN THE HOME

Following are some simple everyday suggestions for Montessori in the home: encouraging independence, self-confidence, and reasonable freedom of choice, orderliness and responsibility.

1. Arrange bathroom facilities for the child with a stool that reaches the sink with their own towel, hairbrush, toothbrush, clothesbasket, etc. All should be kept in an assigned place.
2. Container of juice or water on a low shelf in the refrigerator, accessible cup or glass for all those, “I want a drink” requests. Simply say, “You may get it”.

3. Small pitcher or measuring cup at mealtime so child may serve oneself and others.
4. Invite the child to help you make their bed, dust, sweep, care for pets, throw out the trash, sort laundry according to light and dark for washing, fold clothes, etc.
5. Don't introduce any activity unless you think your child can master it. Never let a child risk failure unless they have the reasonable chance of success.
6. Create the "possibility of order" for your child's toys and belongings. Have just enough materials available so that each item can have its place on a shelf. Display only toys and materials the child can handle and work with successfully, i.e. scissors, old magazines, paste, crayons, paper, matching games, puzzles, and toys adapted to the child's level. A dozen items out at a time works well. Keep extra toys put away and exchange monthly.
7. Show the child how to clean up after working with something and where to return it to its place. Be firm that this is done before other activities are to begin.
8. Set aside an area of the yard, where the child can really garden, hoe and rake, plant and water. Activities can be meaningful not just "busy" work.
9. Reflect on a typical day – were the majority of your encounters with your child of a negating or restraining nature? Build a positive relationship between you and your child – play games with your child occasionally. Give your child your total attention, if only for a few moments. Matching games which stimulate sensory perception are easily invented and prepared. Example: Present child with a color, then ask child to show you objects the same color in the room. Show the child a piece of wood, glass, plastic, etc. and ask them to find other objects made of this same material.
9. Observe your child and watch for times when they are particularly interested in color, shape, number, texture, etc.
10. When your daily schedule allows for a non-rushed trip to the grocery store, your child can benefit from such an occasion. Let them walk instead of ride through the aisles with you. "Oranges, we need six – 1, 2, 3, 4, 5, 6". Point out name; examine gently, count, weigh, etc.
11. Excursion to the zoo - the entire area need not be covered in one visit. Follow your child and occasionally give them an example of what observing is all about. Sit or stand and watch a particular cage or family of animals for some time. Do not simply fly past everything in sight.
12. Whenever demonstrating a task to your child, first perform the actions very slowly and carefully yourself. Show them step by step, using as few words as possible.
13. Introduce the rules and limits of your household gradually. Make them possible for the child to adapt to. Once you have made them, be consistent and remember, your example is the best teacher. The child is observing you with his entire being.
14. Respect and observe your child. An inner guide is directing him. Become sensitive to anticipate and aid your child. Be polite to your child at all times, even when you reprimand. Do not shout at him across the room. Try to avoid humiliating your child.
15. When conversing or giving direction to your child, eye contact, at his level, is important. Have the child's attention before you begin the conversation.

PREPARING YOUR CHILD FOR SCHOOL

1. Most children in this age group require nine (9) to twelve (12) hours of uninterrupted sleep daily. We suggest an 8 p.m. bedtime.
2. Give your child the possibility of being on time and in an unhurried frame of mind by beginning your morning schedule early enough. It is very important for the child to prepare for the day in a comfortable and routine manner.
3. Develop responsibility by encouraging the child to help prepare lunch, school notes, clothing and backpack **the night before**. Establish a school morning routine so that the child is familiar with his procedure for getting ready for school.
4. Encourage the child to dress himself. Choose school clothes that allow the child to experience independence in dressing oneself.

Appendix A

MSH Bullying Policy

Bullying behaviors include not only physical aggression but also emotional aggression, harassment, and social alienation. The three major types of bullying can be further split into verbal and nonverbal behaviors. Each of these six categories of bullying behavior exists along a continuum from low-level violence to more severe. This policy outlines the range and scope of bullying behavior that can occur at school, at sports and social activities or on the internet.

The Mount Sacred Heart “No Bullying Policy” allows students who bully to experience the consequences of their aggressive behavior. These consequences are administered not to punish but to help students change their behavior.

The consequences for bullying behaviors are:

First Occurrence: Teacher Intervention. The student identifies the inappropriate behavior and makes a verbal/written commitment to correct the behavior. The teacher completes an intervention form and sends it to the Administration for documentation.

Second Occurrence: Teacher Intervention. The student identifies the inappropriate behavior and makes a verbal/written commitment to correct the behavior. The student is given a “loss of privilege” consequence. The teacher completes an intervention form and sends it to the Administration for documentation.

Third Occurrence: Teacher Intervention. The student identifies the inappropriate behavior and makes a verbal/written commitment to correct the behavior. The student is given a “loss of privilege” consequence. The teacher completes an intervention form and sends it to the Administration for documentation. The student’s parents are contacted by the teacher or Administration. A referral to the school counselor is made by the teacher or Administration.

Fourth Occurrence: Teacher Intervention. The student is sent to the Administration for further disciplinary action, including but not limited to Detention, In-School Suspension, and Off-Campus Suspension.

Once a student has reached the fourth occurrence, discipline continues to be at an administrative level.

NOTE: A behavior that is a serious physical threat would be referred directly to Administration. Depending on the severity of the behavior, In-School or Off-Campus Suspension or expulsion is possible, even if it is a first-time occurrence.

Appendix B

MSH Student Acceptable Use Policy

Introduction

Mount Sacred Heart School incorporates technology as a natural part of the educational process. The use of educational technology empowers students and fosters development of life-long learning skills through access to the latest equipment, information and resources.

Computers and technology are integrated into every facet of the educational and administrative process. Mount Sacred Heart School endeavors to provide appropriate educational technology and the skills required to use this technology responsibly for all students in order to prepare them for the classroom and workplace of tomorrow.

Mount Sacred Heart educational technology includes school-wide computer networks utilizing direct internet access. Streaming web-based video content, electronic mail and fax services are also available. Secure access firewalls and content-filtering software are utilized in order to protect students from inappropriate content on the World-Wide Web.

The Mount Sacred Heart Student Acceptable Use policy explains and defines responsible and ethical use of educational technology and is designed to protect both the student and the school. This policy also governs the use of student-owned personal electronic devices including wired or wireless desktop, portable and handheld computing devices, cameras, and cellular telephones.

Access to technology and electronic communication systems, including computer networks and the internet is made available exclusively for instructional purposes in accordance with school guidelines and regulations. Access to these systems is a privilege, not a right.

All parents/legal guardians and students are required to acknowledge receipt and understanding of the Student Acceptable Use Policy document and must agree in writing to comply with all regulations and guidelines contained herein.

Students will not be allowed access to any educational technology or computer equipment in Mount Sacred Heart School until their Student Acceptable Use Policy Authorization Form has been signed and returned to the school office.

Once their authorization form has been returned, each student of appropriate age will be issued a unique login identification code allowing access to the appropriate educational information system. Students may choose an assigned password.

All passwords are confidential and must not be revealed to other students.

Parents, legal guardians or students with questions or concerns regarding the Student Acceptable Use Policy should contact the principal.

Mount Sacred Heart School declares the following unethical and unacceptable behavior and constitutes just cause for taking disciplinary action, suspending or revoking access privileges, suspending or expelling the student, and/or initiating legal actions in any case in which the student:

- Uses the network and/or any attached equipment for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state and/or federal laws, including use of the network to commit forgery, fraud or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or groups of citizens, including “cyber-bullying” and “flaming” (flaming is a hostile and insulting interaction between internet users, typically via email or messaging forums). Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;

- Uses the network and/or any attached equipment for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts, whether the activity is conducted via the public internet, private intranet or through peer-to-peer file sharing. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related, terrorist-related or organized crime-related web sites, weblogs and bulletin boards;
- Uses the network and/or any attached equipment to obtain and/or distribute illegally (“traffic”) via the public internet, private intranet or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing internet and/or peer-to-peer file sharing software for the sole purpose of accessing or disseminating non-public domain content and prohibits accessing websites and web rings designed to traffic or disseminate non-public domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;
- Intentionally disrupts network traffic, deliberately “crashes” the network or connected systems or tampers with communications cabling and/or devices;
- Damages or destroys computer and/or network equipment or deliberately degrades system performance, including executing “Denial of Service” or similar attack code and/or infection of computers or servers with viruses or malware;
- Discloses his/her password to another student or attempts to disclose or discover another student’s or teacher’s password;
- Attempts to copy school-owned software for personal gain, attempts unauthorized transport of school-owned software beyond school boundaries, attempts to install privately-owned software onto a computer or the network or transmits any non-public domain software via electronic mail or the internet;
- Downloads, transfers, accesses or otherwise installs programs and/or executable code or files onto any computing device without teacher permission and supervision;
- Uses Mount Sacred Heart School network or computer resources for commercial or financial gain;
- Steals or vandalizes data, equipment or intellectual property;
- Gains or attempts to gain unauthorized access to internal and external resources or entities, including “hacking” into networks, web sites, private electronic mail accounts, weblogs (blogs) or bulletin boards;
- Gains or attempts to gain unauthorized access to internal and external resources or entities via use of internet proxy sites and/or proxy servers designed to bypass school monitoring, security and content filtering devices;
- Forges or alters electronic mail messages or faxes, posts anonymous messages, acts as a “troll” (lurking anonymously on message boards for purpose of disparaging other users), engages in “flaming” (flaming is a hostile and insulting interaction between internet users, typically via email or messaging forums), deliberately propagates spam or uses an account or password owned by another user;
- Invades or assists others in invading the privacy of an individual or group, including “cyber-bullying” and the use or deployment of any form of virus/worm, Trojan (a program appearing to be beneficial while serving as a delivery vehicle for malicious content), identity theft or phishing (gaining personal information through nefarious means) executable code or software;
- Possesses or conveys any data in any form including magnetic (disk/tape/memory device), optical (CD-ROM) or hardcopy (paper) which might be considered a violation of these rules.

Once logged into the system, students will be held accountable for all activities and data transfers occurring on their computer. Any illegal or illicit use will be tracked to the student logged in. Students will be held accountable for their computer whether they or another student initiate the activity and must not let other students access their computer. Students must properly log off the system before leaving their computer.

Group computer usage in which multiple students simultaneously share access to a single computer is permitted only under direct teacher supervision. It is the responsibility of the teacher to monitor group activity and prevent illicit use.

Usage of Personal Electronic Devices:

Students are restricted in their usage of student-owned personal electronic devices on school property and at school-sponsored events. Personal electronic devices include but are not limited to student-owned desktop, laptop, tablet and handheld computing devices, whether wired or wireless, USB drives, cameras and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

- Students are prohibited from using a Blackberry or “smartphone” device (combination cellular phone including handheld computer and web browser functionality), traditional cellular phone or a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) in any way that violates school policies, including illicit and illegal use.
- Students are prohibited from using any cabled, USB or wireless (Wi-Fi) IP phone device
- Students are prohibited from using film or digital cameras and film digital camcorders in any way that violates school policies, including illicit and illegal use.
- Students are prohibited from using any handheld media player device (such as an iPod) or any portable handheld computing or gaming device (similar to PSP) in any way that violates school policies, including illicit and illegal use.
- Students may not use any personal electronic devices or media including but not limited to CD/DVD burners and USB “pen” or “jump” drives (USB keys) to illegally duplicate and/or distribute copyrighted materials including music, video, movies and software.
- Students may not load a bootable, alternate operating system on any school-owned computer or attempt to boot a school computer directly from any student-owned source or media, including floppy disks, CD/DVD discs or USB devices (“pen” or “jump” drives, USB keys, USB hard drives or USB CD/DVD drives).

Violations of these policies will result in the immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.

Disclaimer

The school shall not be liable for any student’s inappropriate use of electronic communication resources, violations of copyright restrictions, users’ mistakes or negligence or costs incurred by students. The school shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/Word-Wide Web. The school’s attempts to block, restrict, impede, or otherwise seek to limit student access to web sites known to distribute file-trafficking software. Reasonable attempts are made to monitor student content maintained on school systems. It is the policy of Mount Sacred Heart School to disclose information to the extent allowed by law when responding to notices of infringement received from copyright holders. Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by students are not considered confidential and may be monitored at any time by school staff to insure appropriate use of the educational technology.

Mount Sacred Heart School has the right to restrict or terminate internet, network or computer access at any time for any reason. The school also has the right to monitor internet, network or computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

Consequences of Violations of the Student Acceptable Use Policy

Consequences of violations include but are not limited to:

- Suspension or revocation of internet access privileges
- Suspension or Revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Any and all consequences defined in the Student Code of Conduct, including:
 - In-school-suspension or out-of-school suspension
 - Expulsion and legal action and/or prosecution by the authorities

Remedies and Recourse

Students accused of violating the Student Acceptable Use Policy have full rights to due process and appeals as set forth in school Policy and the Student Code of Conduct.

Appendix C MSH Student Social Media Policy

For the privacy of users and their families, assume that social media participation will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind.

Consider how much personal information to share, with the understanding that anyone can link this information to your name and publish it on the Internet. Students are encouraged to always exercise extreme caution when participating in any form of social media or online communications, both within the Mount Sacred Heart community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire MSH community and, as such, are subject to the same behavioral standards set forth in the Parent-Student Handbook.

In addition to the regulations found in the Handbook, students are reminded that their behavioral expectations must align with the Mission and Philosophy of the school, which affirm the teachings, moral values, and ethical standards of the Catholic Church. Students are expected to abide by the following:

- To protect the privacy of MSH students and faculty. Students may not create digital video recordings or pictures of MSH community members either on campus or at off-campus school events for online publication or distribution that convey inappropriate or illegal behavior.
- Students may not use social media sites to publish information or remarks deemed to be disparaging or harassing toward MSH community members or that convey illegal or inappropriate activity.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon members of our community.

Failure to abide by this Policy, as with other policies at Mount Sacred Heart School, may result in disciplinary action as described in the Handbook or as determined by the Administration of the school.

Appendix D MSH School Internet/Video/Photo Consent, Waiver and Release

During the school year, Mount Sacred Heart students are often involved in activities that require taking pictures and developing videos for multimedia project, internet web design, videotaping, yearbook photos, distance learning virtual field trips, video courses and/or interviews. Some of the above mentioned media may also be used by the newspaper, shown on television, broadcast on local radio, videoconference or used in various school publications.

Your signature below indicates your permission for your child to be videotaped, photographed or interviewed and participate in distance learning virtual field trips for educational purposes only. If you have any questions regarding the above, please contact a member of the school administration.

Mount Sacred Heart Student Acceptable Use Policy Authorization Form

I understand that this form must be signed and returned to the School Office before my child is allowed access to Mount Sacred Heart networks, computer systems and the internet.

By signing below, I acknowledge that I have received and read the Mount Sacred Heart School's Student Acceptable Use Policy in the "Parent and Student Handbook" governing the use of educational technology and understand that I am obligated to become acquainted with the rules, procedures and policies outlined in the student handbook.

I certify that I understand this policy and that I have read and reviewed it with my child and explained its implications.

I understand that I will be held accountable for my child's actions and that disciplinary and/or legal action will result from violations of this policy.

I authorize my child to use the computers (including educational computers, the educational network, E-mail, the Internet and World Wide Web) at Mount Sacred Heart.

As a parent, I understand that this form **must be signed and returned to the school office** before my child is allowed access to school networks, computer systems and the internet.

By signing below, I acknowledge that my child and I have received and read the school's Student Acceptable Use Policy in the Student Handbook governing the use of education technology and understand that my child and I are obligated to become acquainted with the rules, procedures and policies outlined in the Student Handbook and the disciplinary procedures and penalties contained in the Student Code of Conduct.

I certify that both my child and I understand this policy and that as a parent I have read and reviewed it with my child and explained its implications. I understand that both my child and I will be held accountable for my child's actions, and that disciplinary and/or legal action will result from violations of this policy.

I DO /I DO NOT Give consent for my child to be photographed, videotaped, interviewed and participate in virtual field trips for possible use in newspapers, television, radio broadcasts, videoconferences, school web sites, and school board publications.

I DO /I DO NOT my child to use technology (including computers, the instructional network, e-mail, the Internet and World Wide Web) in this school.

Student Name _____ **Grade** _____

Signature of Parent/Guardian _____ **Date** _____

APPENDIX E MSH Handbook Acknowledgement

The **Parent-Student Handbook** is provided on-line for your reference. This handbook is a means of communication between home and the school. Please read carefully as there are revisions and additions. Keep this handbook readily available throughout the year for reference. It serves to inform you of policies, regulations, ethics, services and procedures which apply to parents and students of Mount Sacred Heart School.

Close partnership between the home and school is essential to maintaining the best interests of each student. It is our hope that this handbook will be helpful to you in understanding our school's mission and goals as together we share the ministry of Catholic education. Mutual benefits accrue when there is a meaningful exchange of information between home and school. Parents are encouraged to become involved in their child(ren)'s education and to attend scheduled meetings of parents and teachers.

Many of your questions have been anticipated and addressed in some detail. Teachers, Administrators, and Staff are always available to clarify any school matters. Please do not hesitate to contact us whenever you have a question or concern.

A Parent/Student acknowledgment of receipt of this handbook is provided below. Please sign this form acknowledging receipt of this handbook as a means to better understand and support your child's education at Mount Sacred Heart School. Please return this form to your child's teacher no later than the end of the first week of school.

ACKNOWLEDGEMENT OF RECEIPT OF PARENT-STUDENT HANDBOOK

I(we) have received the Mount Sacred Heart Parent-Student Handbook. I(we) have reviewed it and will keep it handy for reference to better understand and support my/our child's education at Mount Sacred Heart School.

My(our) son/daughter is aware of the policies and regulations and understands that failure to follow these guidelines could result in disciplinary consequences.

Child _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

MOUNT SACRED HEART SCHOOL
Tradition of Excellence since 1929

Sponsored by the Sisters of the Sacred Heart of Jesus

619 Mt. Sacred Heart Rd.
San Antonio, Texas 78216
Phone: (210) 342-6711
Fax: (210) 342-4032

www.mountsacredheart.com